

**TEMPLATE FOR PREPARATION OF AN E-PUBLICATION SCHEME BY PUBLIC AUTHORITIES**

Refer to the “Guidance on preparation of a FOI e-Publication Scheme”, issued by the FOI Unit.  
Please complete the template and give to GIS Content Writer.

<b>Name of Public Authority:</b>	
<b>Functions of Public Authority:</b>	
<b>Name &amp; Title of Chief Officer/Principal Officer/HoD:</b>	
<b>Subject Matters handled:</b>	
<b>Governing Legislation and Regulations:</b>	
<b>Address:</b> <ul style="list-style-type: none"><li>▪ <b>Physical address:</b></li><li>▪ <b>Mailing Address:</b></li></ul>	
<b>Telephone:</b>	<b>Facsimile:</b>
<b>Email:</b>	<b>Website:</b>
<b>Hours of Work:</b>	
<b>Governing Ministry or Portfolio (if applicable):</b>	

<b>List of Committees, Boards, Councils, Associations, Trusts, Foundations etc that the Public Authority oversees:</b>
<b>Functions and powers of Committees, Boards, Councils, Associations, Trusts, Foundations etc that the Public Authority oversees:</b>
<b>Information already published (Attach names and copies of all published information, rules, procedures, manuals etc and costs for access ):</b>
<b>List of Permits granted or refused</b> (where currently required):
<b>Annual Report:</b> (An option is to provide a link to the Annual Report)
<b>Budget Allocated to the Public Authority:</b> (An option is to provide a link to the Budget)
<b>Internal Complaints Procedure:</b>
<b>Classes of Information held:</b> ( attach list of classes of files held )
<b>Frequently Asked Questions:</b> <ul style="list-style-type: none"> <li>▪ Question</li> <li>▪ Answer</li>   <li>▪ Question</li> <li>▪ Answer</li> </ul>
<b>Forms in Use:</b>

**Press Releases:** (GIS provide this link automatically when they publish an article)

**FOI contacts:**

- **Public Authority Information Manager email:**
- **Link to FOI Website:**
- **How to make an FOI request:** (provide a link to the request process on the FOI website)