

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.

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

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

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)