

FOI PROJECT CLOSURE – HAND OVER RESPONSIBILITIES

Training

Responsibility: FOI Unit

- Develop annual IM course schedule for ongoing training
- Develop annual JADE training schedule
- FOI induction training for Civil Servants
- Training manual review and update
- Schedule Presentations to Members of the LA and Chief Officers (as needed)

Responsibility: CINA

- Maintain dialogue with FOI Unit on RM training
- Maintain Public Authority List

IM Network

Responsibility: FOI Unit

- Maintain IM network and meeting schedule
- Maintain up to date IM list

Publication Scheme

Responsibility: CINA

- Formalise guidance on Publication Schemes for gazetting Jan 2010
- Monitor implementation of Chief Secretaries Guidance on Publication Schemes

Responsibility: Public Authorities

- Gazette Public Authority Publication Schemes by January 2010

IT matters

Responsibility: FOI Unit

- JADE (based on IRIS processes):
 - The principle - FOI Unit takes ownership of JADE, CSD is the service provider
 - Institute processes to consider annual budgetary requirements for system maintenance and training of IMs on JADE
 - FOI Unit signs-off on future changes to the system
 - Finalise Help text and Reporting & Appeals.
 - Institute a liaison process to maintain JADE– propose quarterly meetings with CSD to discuss issues, changes, upgrades etc
 - Institute measures to monitor and audit use of JADE to maintain data quality.
 - Prescribe ongoing training of Information Managers – budgeting needs to be considered

Responsibility: FOI Unit

- Websites –
 - Maintenance of FOI website

- Monitor maintenance of public authority websites for compliance with FOI

Regulatory Framework

Responsibility: FOI Unit

- Review of inconsistent Laws
 - Complete changes to PSML, PMFL & Confidential Relations Law
 - Review remaining inconsistent laws and complete changes.
 - Lead the process to review FOI Law

Policy Development

Responsibility: FOI Unit

- Gain Cabinet endorsement and complete guidance on Whistleblower procedures
- Complete a policy to extend the FOI Law to private organisations that receive CIG appropriations

Communications & PR

Responsibility: FOI Unit

- Maintain periodic FOI Newsletters and Circulars

Responsibility: GIS

- Complete information for the phone book on public authorities

Responsibility: ??

- Establish Public Advisory Group – define responsibilities

Special Requirements

Responsibility: Public Authorities

- Public Authorities with identified special requirements are responsible for their own solutions, on the advice of the FOI Unit.

Responsibility: FOI Unit

- Complete guidelines:
 - HR guidance
 - Commercially sensitive information
 - Disabilities

Subcommittee closures

Responsibility: FOISC, Cab Sec

- Close down of FOI subcommittees once work completed
- FOISC to continue, meeting quarterly, with the subcommittee functions (excluding legal) subsumed into FOISC.