



Cayman Islands Government Freedom of Information Unit



INFORMATION MANAGER TRAINING COURSE

AGENDA

DAY 1

8:30am – 9:00am	Registration
9:00am – 10:30am	Philosophy of Freedom of Information Law International Context Background to the Cayman Islands FOI Law
10:30am – 10:45am	Coffee Break – provided
10:45am – 12:30pm	Scope and Structure of the FOI Law
12:30pm – 2:00pm	Lunch – not provided
2:00pm – 3:30pm	Processing applications for access Recognizing requests Provision of assistance Deadlines Transfers
3:30pm – 3:45pm	Coffee Break – provided
3:45pm – 5:00pm	Decisions Procedural grounds for refusal of access Fees



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DAY 2

8:30am – 10:30am	Exemptions Public interest test
10:30am – 10:45am	Coffee Break – provided
10:45am – 12:30pm	Exemptions in detail
12:30pm – 2:00pm	Lunch – not provided
2:00pm – 3:30pm	Exemptions in detail (continued)
3:30pm – 3:45pm	Coffee Break – provided
3:45pm – 5:00pm	Ministerial Certificates Redaction Letters of Refusal



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DAY 3

8:30am – 10:30am	Internal and external review Powers of Information Commissioner Preparing for appeals
10:30am – 10:45am	Coffee Break – provided
10:45am – 12:30pm	Third party rights Amendment and Annotation of records
12:30pm – 2:00pm	Lunch – not provided
2:00pm – 3:30pm	Publication schemes and Codes of Practice Defamation and Copyright
3:30pm – 3:45pm	Coffee Break – provided
3:45pm – 5:00pm	Whistleblower protection Giving of reasons