## Terms of Reference for Freedom of Information Steering Committee

1. To review the implementation plan for Freedom of Information (FOI) and co-ordinate a successful strategy to ensure effective implementation of the Cayman Islands (FOI) Law.

2. To promote openness generally in the Public Sector through proactive disclosure of information and seek to ensure appropriate cultural change.

3. To monitor progress towards implementation, identify challenges and suggest solutions to address the needs of specific agencies.

4. To identify the appropriate IT system for FOI.

5. To develop a strategy for comprehensive training and awareness of the public sector.

6. To seek input from members of the media, non-governmental associations, private sector, the civil service association and the general public on their needs and viewpoints on freedom of information and assist in public relations.

7. To develop guidelines in relation to the giving of reasons for decisions by public authorities and the integration of requirements for Whistleblowers Protection within Government.

8. To prepare recommendations for inclusion of private companies and organizations or specific functions of the same, receiving regular government appropriations or which provide services of a public nature within the scope of the Law after consultation.

9. To review draft FOI Regulations and laws which prohibit the disclosure of information.

10. To report to the Cabinet Secretary, on the above. The Cabinet Secretary will make necessary arrangements to brief Ministers, Members of Cabinet and Chief Officers.

The Steering Committee will meet at least once per month with sub-committees meeting more frequently until the law comes into force. The Committee will thereafter meet on an ad-hoc basis after the law comes into full operation. Once the Information Commissioner's office is created it is proposed that there is a liaison with the Information Commissioner who is expected to promote the law to the public and enforce the provisions of the law.