

**BRIEF ON FOI IMPLEMENTATION**  
**FOR**  
**HEADS OF PUBLIC AUTHORITY, THEIR FOI PROJECT COORDINATORS &**  
**DESIGNATED INFORMATION MANAGERS**  
**22 - 31 October 2007**

**AGENDA:**

1. Welcome
2. Apologies
3. Brief on the FOI Law (45 minutes)
4. Brief on Records Management requirements (20 minutes)
  - a. File Plan, Records Survey & Disposal Schemes
  - b. Records Management System & processes
  - c. Courses and support available
  - d. E-mail policy
5. Public Authority organisational & resource pooling considerations (20 minutes)
6. Brief on Project Plan (45 minutes)
  - a. Project strategies
  - b. Project management structure & timelines
  - c. Baseline Assessment
  - d. Model Action Plan
  - e. Job Description & task list
7. Workshop on development of Action Plan (optional)