

Freedom of Information Implementation Steering Committee Minutes

August 16th, 2007

In Attendance

- Mr. Richard Barton – Portfolio of Legal Affairs
- Mrs. Janet Chisholm – Ministry of Education, Training, Employment, Youth, Sports, and Culture
- Ms. Angelique Crowther - Ministry of District Administration, Planning, Agriculture & Housing
- Mr. Christopher Eakin – Immigration Department
- Ms. Tamara Ebanks – Ministry of Communications, Work & Infrastructure
- Mrs. Carole Excell – Freedom of Information Unit
- Mr. Tim Hubbell – Cabinet Office
- Mrs. Jacqueline Jefferson-Ziemniak – Portfolio of Finance and Economics
- Mr. Mike Johnston – Portfolio of the Civil Service
- Mr. Jan Liebaers – National Archive
- Mr. Haroon Pandorhie – Planning Department
- Ms. Tamara Selzer – National Archive
- Mrs. Wanda Tatum – District Administration

Non- Attendance

- Mr. Orrett Conner – Cabinet Office
- Mr. Roger Craig – National Achieve
- Ms. Linda Evans – Portfolio, Internal & External Affairs
- Miss. Kim Huggins – Education, training, Employment, Youth, Sports, and Culture
- Jacqueline Jefferson – Ziemniak – Portfolio of the Finance and Economics
- Mr. Gilbert McLaughlin – Computer Services
- Mrs. Cornelia Oliver – Government Information Services
- Mr. Daniel Rattan- Ministry of Health and Human Services
- Ms. Jo Richards – Portfolio of Civil Service
- Mr. Kurt Tibbetts – District Administration, Planning, Agriculture & Housing
- Mr. Paul Tibbetts – Cayman Airways
- Mr. Ben Waysome – Public Works Department

Welcome and approval of minutes/ action items

The meeting commenced with an opening from Mrs. Carole Excell, requesting comments about the minutes from the last subcommittee meeting. Mrs. Wanda Tatum informed the board that the Cayman Airways representative was Mr. Paul Tibbetts not Mr. Patrick Strasburger. Mr. Jan Liebaers also noted that the I.T. subcommittee should also be included in the base line assessment.

Presentation on implementation Planning – Mrs. Carole Excell Freedom of Information Coordinator

Mrs. Excell gave a short PowerPoint presentation describing in detail the implementation planning process required to put FOI in place, description of major milestones, expected completion dates, public participation, training and management strategy and general strategies to enhance public authorities publishing information electronically via websites. The presentation concluded with addressing the need for cultural shift towards openness by public authorities, and Mrs. Excell stressed that timelines have to be met in order to meet the January 2009 deadline.

Presentation on timelines, action plans and key milestones – Mr. Michael Johnston Project manager of the Portfolio of the Civil Service

Mr. Michael Johnston gave a brief PowerPoint presentation which discussed public schemes, training schedules, minimal requirements of record keeping for public authorities, baseline assessment deadlines, and appointing of information managers by public authorities. Mr. Johnston ended his presentation by noting that, government agencies should test their ability to handle requests prior to the January 2009 deadline. A query was raised about the possibility of having to do two sets of training of information managers, if public authorities use temporary staff now and hire their permanent staff later. The answer to the question indicated that this scenario of temporary staffing would be limited to few public authorities. Another query questioned the ability of public authorities to publish the required information on necessary web pages by the timeline. Mr. Johnston indicated that guidelines would be provided to public authorities to assist them in preparing their provisional publication schemes.

Freedom of Information Steering Committee Working Paper 3

Mrs. Carole Excell gave an oral report about sunshine week, the activities associated with sunshine week and how other countries celebrated sunshine week. Mrs. Excell then outlined the objectives for sunshine week. Mrs. Excell noted that this would be the first time this was done in Cayman but hoped it could be developed into an annual event.

Next Meeting

The next meeting has been re-scheduled due to sunshine week activities and will be held at the Brasserie restaurant Conference Room on September 27th from 10:00-12:00.

Handout: FOISC Working Paper – Cayman Islands