

FOI Implementation Steering Committee Minutes

October 18 2007

In Attendance

- Mrs. Janet Chisholm – Ministry of Education, Training, Employment, Youth, Sports, and Culture
- Mr. Christopher Eakin – Immigration Department
- Ms. Tamara Ebanks – Ministry of Communications, Work & Infrastructure
- Jacqueline Jefferson-Ziemniak – Portfolio of Finance & Economics
- Mr. Mike Johnston – Portfolio of the Civil Service
- Ms. Melinda Montemayor – Portfolio of Finance (in for Jacqueline Jefferson – Ziemniak)
- Ms. Jo Richards – Portfolio of Civil Service
- Ms. Tamara Selzer – National Archive
- A representative for Paul Tibbetts – Cayman Airways

Non- Attendance

- Mr. Richard Barton – Portfolio of Legal Affairs
- Ms. Linda Evans – Portfolio, Internal & External Affairs
- Miss. Kim Huggins – Education, training, Employment, Youth, Sports, and Culture
- Mr. Chris Krohn – Port Authority
- Mr. Haroon Pandorhie – Planning Department
- Mr. Daniel Rattan- Ministry of Health and Human Services
- Mrs. Wanda Tatum – District Administration

Apologies for Absences

- Mrs. Carole Excell – Freedom of Information Unit
- Mr. Tim Hubbell – Cabinet Office
- Mr. Ian Fenton – Portfolio of Civil the Service
- Mrs. Cornelia Oliver – Government Information Services
- Mr. Gilbert McLaughlin – Computer Service
- Mr. Paul Tibbetts – Cayman Airways

Introduction by Mike Johnston

Mr. Johnston apologized for the absence of Mrs Excell and Mr Hubbell and indicated that he had been asked to Chair the meeting. He informed the committee that the implementation plan was underway, now that Chief Officers had been briefed, Cabinet had been briefed and endorsed release of the draft implementation plan and briefings to Heads of Departments were about to commence. He also noted that several members of the private sector had joined several subcommittees and that minutes of FOI meetings are now being posted on the FOI homepage for public viewing.

Previous Minutes

Mr. Johnston asked if any amendments were needed from minutes from the last subcommittee meeting. Mr. Christopher Eakin advised that a correction was needed as he was not present at the last subcommittee meeting.

Working Paper (15/10/07-FOISC 5)

1. **Communication to Chief Officers and Heads of Department:** Mr Johnston explained the background to this item and noted that there was an expectation that members of this committee should keep their respective Chief Officers up to date.
Action: Ministry/Department FOISC members
Mr Johnston noted that Chief Officers want to be keep abreast of progress from the steering committee consequently additional meetings for Chief Officers had been programmed in the implementation plan.
2. **Fulfilment of Terms of Reference:** Subcommittee representatives were asked to review the terms of reference of their subcommittees and propose any changes at the next FOISC meeting.
Action: FOI Subcommittee Chairs
3. **Implementation Plan:** The draft implementation plan had been presented to Cabinet on 9th October and approved for release to the public. The draft plan has been posted to the website and distributed within government and to the public. The deadline for responses is 15th November 2007.
4. **FOISC quarterly reports to Cabinet:** The implementation planning subcommittee had made suggestions concerning the content of future FOISC reports to Cabinet. No decisions were made concerning the proposals – it is

proposed to defer this item to the next meeting.

Action: FOI Coordinator

Reports by subcommittee representatives

1. **Implementation Planning subcommittee:** Mr Johnston reported on behalf of the subcommittee (*refer to the attached briefing notes*). Ms Colette Wilkins has joined the planning subcommittee as a public participant.
2. **IT subcommittee:** No report had been received but Mr Johnston advised that the statement of requirements for the tracking system was near completion. The IT subcommittee is currently reviewing existing systems for suitability for use in the Cayman Islands.
3. **Training & Records Management:** Jo Richards advised that meetings were planned to discuss the incorporation of FOI training into the Civil Service College programmes.
4. **Public Participation & Communications Subcommittee:** No report had been received. Mr Johnston advised that he was aware of the work being done to develop videos of Mrs. Carole Excell's and Ms. Laura Neuman's presentations during Sunshine Weekend for use as sensitization and training material.

Additional Item – Procedure to Appoint the Information Commissioner

Mr Hubbell had asked that drafting instructions of procedures applying to the appointment of an Information Commissioner be reviewed by the FOISC. The document which included a proposed nomination form and media advertisement were tabled. The main comments were:

- A committee member proposed that a member of the public be added to the Selection Panel.
- There was lack of clarity as to whether the Information Commissioner nomination would also be open to a non-resident, non-Caymanian.
- Concern regarding the waiver on the draft nomination form to release personal information, such as personal addresses.

It was agreed that the draft procedure should be circulated for comment.

Closure: The meeting concluded at 11.10am.

Next Meeting: Thursday 15th November 2007.

Attachment:

1. Planning Implementation Subcommittee Report

Attachment to the minutes of the FOISC meeting held on 18th October 2007

Planning Implementation Subcommittee Report

Report from the subcommittee meeting held on 5th October

- Ms. Corlette Wilkins (Truman Bodden) – joined as a public participatory member
- Reviewed CO/CEOs briefing held on 28 Sept. Main issues:
 - Briefing commenced with LOGB, HoCS and Cab Sec introductory remarks – giving weight to the project.
 - Laura Newman also spoke on international FOI experiences and was well received.
 - The Chief Officers response to the session was positive and they gave constructive comment on the implementation process.
 - Chief Officers wanted to be kept abreast of progress, so two briefing sessions were programmed for them in January and June 2008 to specifically review the FOISC progress reports to Cabinet.
 - Some individuals indicated they did not know their FOISC representative.
- The subcommittee critiqued the FOI Implementation plan prior to presentation to Cabinet.
- Reviewed Information Commissioners JD, drafted by Mr Hubbell.
- Discussed the planning for the HOD briefings 22-31 Oct – this is dominating FOI Unit and PM's time for next 2 weeks.
- Discussed the legal assistance need for Mrs Excell – the near term requires quite a lot of drafting of regulations, development of technical manuals etc.
- The need for contingency planning (to respond to FOI request overload for example) was flagged for review by the subcommittee.

Brief to Cabinet

- Cabinet was briefed on 9th October. Cabinet endorsed the plan for release to the public. The plan has been posted to the website, distributed and advertised. There has already been one news article.
- The purpose of the brief was to keep Cabinet informed prior to release of the draft planning document.