

Freedom of Information Implementation Steering Committee
22nd May 2008

In attendance

Ms. Natasha Bodden	- Freedom of Information Unit
Ms. Christina Smith	- Freedom of Information Unit
Mrs. Tamara Selzer	- Cayman Islands National Archive
Mrs. Leyda Nicholson-Coe	- Ministry of DAPA&H
Ms. Tamara Ebanks	- Ministry of Communications, Works, & Infrastructure
Mrs. Wanda Tatum	- District Administration
Mr. Michael Johnston	- Portfolio of the Civil Service

Review of minutes from last meeting:

April 17th minutes were amended and confirmed.

Action items:

FOI Unit will email FOISC and Ian Fenton the Guidance manual; comments should be submitted by Monday, 26th May 2008. FOI will also circulate CINA's Code of Practice on Records Management to IM's.

The next Chief Officer's update is scheduled tentatively on Thursday, June 26th. The venue, time, & agenda will be organized and emailed by the FOI Unit.

Sonya completed a 3-day Records management training course for DOT, MACI, and London office staff in a day session.

Sensitization session's update of public authority employees trained is approximately 1000. A few requests have been made for specialized meetings for public authorities with large groups ie: Public Works Dept., MRCU, or HSA staff, who are unable to attend weekly sensitization sessions. FOI is planning sensitization in the Brac after summer with the aim at reaching the target of sensitizing 3000 civil servants.

IM Network meeting scheduled for 2nd week of July.

CINA's limited resources were provided in the Cabinet report.

FOI IM Training

Collette Wilkins, who has agreed to conduct one session of the IM training is scheduled to attend the introduction to Records Management on May 21, 2008 in preparation of IM training sessions to have a basic understanding of the filing requirements of CINA and the Code of Practice on Records Management.

FOI drafted regulations are waiting approval they have to be ready at the same time as the finalised FOI workbook, power point presentations, and guidance manual prior to IM training commencing.

FOI IM May training has been postponed and rescheduled to commence on June 18th, 19th, and 20th 2008. IM training session two will follow June 24th, 25th, and 26th, as well as a session in July and concluding a few sessions in September as scheduled.

Registration and sign-up of IM's is to be updated by Natasha to include July dates. There is no further update on accreditation for the IM training courses. It is unlikely any accreditation will be confirmed by the first training dates but work is in progress to have this confirmation.

Consultation paper comments are closed, drafting instructions were prepared and should be finalized by tomorrow, 23rd May 2008, regulations should be approved by the end of the month.

The Legal committee determined that the \$100 fee for expedited service should be changed in accordance with recommendations received as well as the section to apply for this service. It was also noted that if requested by the applicant, the IM has the discretion to grant a waiver to of fees.

Internal procedures will be determined by each public authority as discussed in the Implementation planning committee meeting .

Focus Group

Cornelia was emailed by the FOI Unit to find the results of the Focus Group, however she is out of office and will provide an update on her return.

IT tracking system

The project charter has been signed and delivered to Computer Services. The website is in the process of getting up and running. The Tracking system should be completed by the end of June this will be followed up on at the next IT meeting.

Information Commissioner Regulations

Natasha emailed Mr. Connor to confirm that the regulations would be tabled after the budget debate. Cabinet would like verification of two sections of the regulations. Carole has spoken to Mr. Hubbell about these sections and verification should have been completed whereby the Information Commissioner regulations can now be approved. Once confirmation has been given from Mr. Hubbell, Natasha will follow up with Mr. Connor to ensure that the regulations have been passed as the nomination process and advertisement cannot begin without the regulations being passed. An administrative assistant is being considered to be hired to get the office up and running.

E-publication scheme

A schedule will be prepared to designate when each public authority has to complete and submit their e-pub schemes. It will be discussed in the next IT meeting who will be billed for GIS to do this work, tentative date scheduled is 4th June.

The public authorities will not be listed in the regulations as decided by the Legal Committee as this would be beyond the scope of the law. CINA will now be responsible for publishing this list.

Baseline assessments are outstanding for 10 authorities who will be identified and emailed as they have not completed this requirement, as well as to ensure they are progressing with FOI practices in the authority.

Inconsistent Laws

There has been no response from the Law Commission, therefore FOI is assess their budget and will make a decision whether to hire someone to review all inconsistent laws and make recommendations on the inconsistent laws to send to legal drafting as time is running short.

The next meeting date is scheduled for Thursday, June 19th 2008.