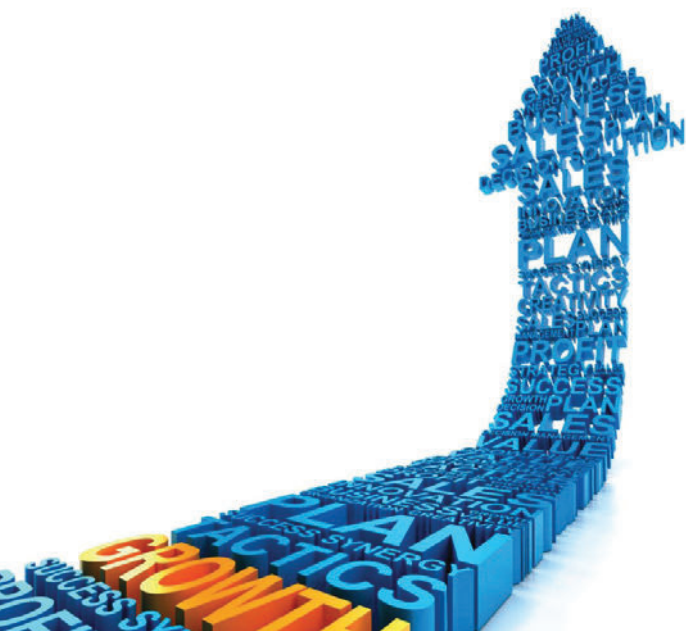


FREEDOM OF INFORMATION ACT TRAINING FOR GOVERNMENT INSTITUTIONS



PROGRAMME OVERVIEW

Following demands for greater transparency and accountability, there is increasing pressure from the public for access to information from government institutions. Government departments are required to be more accountable for their public budgets and to release pertinent reports about performance and results of projects. The Freedom of Information Act (FOIA) allows the public access to wide range of documents from government bodies.

This workshop will provide the comprehensive understanding of complying with the FOIA. By studying case studies of FOIA implementation in other countries, delegates will gain a working knowledge of how to respond to FOIA requests.

COURSE CODE: SPT 9001

BENEFITS OF ATTENDING

At the end of the programme, you will:

- Know the procedures for storing information and in dealing with requests for information
- Be able to foster a culture of greater transparency and accountability in government departments
- Understand the importance of good compliance

PROGRAMME OUTLINE

- Understand the FOIA, its implications, applications and rights to each of the relevant stakeholders
- Monitor requests for information and evaluate the efficiency of responses
- Be aware of exemptions to access and know the legal action procedures within in the Act
- Compare the differences between your country's FOI Act and similar acts in other countries
- Comprehend the procedures in making requests, including timelines
- Understand the permitted extensions of deadlines, fees involved
- Learn the obligations and consequences of failure to comply
- Cascade the culture of disclosure, transparency and accountability and good record keeping

WHO SHOULD ENROL?

Senior management, executives, directors and governors seeking an exchange of ideas, experience and best practices with leaders from other organisations.

COURSE STRUCTURE AND COST

Delegates will attend this 1 week course between 09:30 and 17:00 daily.

Cost: £2,500/Delegate