

**MEETING OF SCOTTISH FOI IMPLEMENTATION GROUP
CONFERENCE ROOMS C, D & E, ST ANDREW'S HOUSE
14 FEBRUARY 2003, 10:30**

AGENDA

1. Apologies for absence
2. Minutes of previous meeting (4 October 2002) & Matters Arising
3. Recent Developments – Oral update
 - Scottish Information Commissioner
 - Overview
 - Lord Chancellor's Annual Report
 - Awareness raising
4. Report by Records Management Sub-Group including draft S. 61 Code of Practice and draft Model Action Plan (SFOI(2003)1)
5. S. 60 Code of Practice on Functions under the Act– Oral update
6. Training – Oral Update
7. Structure and drafting of 2nd Annual Report (SFOI(2003)2)
8. Work Programme (SFOI(2003)3)
9. Date of next meeting
10. Any other business