

SCOTTISH FOI IMPLEMENTATION GROUP - WORK PLAN FOR 2002/03

	FEBRUARY 2002 <i>Third formal meeting</i>	JUNE 2002 <i>Fourth formal meeting</i>	OCTOBER 2002	JANUARY 2003
TOPICS				
Aims/Terms of Reference				Review aims/terms of reference
Membership			Discuss Membership and structure of group	Review membership
Work Plan	Work Plan 2002	Work plan 2002/03	Work plan 2002/03	Work plan 2003
Public Image of Group				
Consultation	Presentation: UK FOI Implementation by Lee Hughes, Lord Chancellor's Dept	Presentation by FOI Unit on FOI (Scotland) Act		TBA
Culture Change				
Infrastructure	Oral report by sub-group chairman			
Training	Consider draft strategy	Consider delivery detail	Discussion on Guidance	Update on delivery of strategy
Records Management	Code of Practice on Records Management – report on progress	Oral update on records management	Records management – update on sub - group	Records Management – Report of sub group
Implementation	Code of Practice on discharge of functions-report on progress	Consider paper on publication schemes	Development of Code of Practice on Functions	Consider paper on implementation strategy-Also update on publication schemes
Report to DFM	Consider structure and drafting of 1 st report to DFM			Consider structure and drafting of 2 nd report to DFM