

**MEETING OF SCOTTISH FOI IMPLEMENTATION GROUP
CONFERENCE ROOM 4 AND 5, VICTORIA QUAY
12 December 2003 commencing at 10 -30 am**

AGENDA

1. Apologies for absence
2. Minutes of previous meeting (26 September 2003) & matters arising
3. Recent Developments – Oral updates
 - Section 61 Code of Practice on Records Management laid before Scottish Parliament in November;
 - Section 60 Code of Practice on Functions – end of consultation on draft Code – draft summary of responses attached (Paper SFOI (2003)7)
 - Awareness Raising
4. Training– Oral update
5. Implementation of FOI in Health Sector – Oral update
6. Review of remit and membership of Group (Paper SFOI (2003)8 attached)
7. Suggested date and agenda for next meeting
8. Any other business