

**MEETING OF SCOTTISH FOI IMPLEMENTATION GROUP
CONFERENCE ROOM 3, VICTORIA QUAY**

2 April 2004 commencing at 10 -30 am

AGENDA

1. Apologies for absence
2. Minutes of previous meeting (12 December 2003) & matters arising
3. Recent Developments – Oral updates
 - Review of remit and membership of Group
 - Fees Regulations – Consultation (copy of consultation document issued on 8 March attached)
 - Information Quadrilateral Meeting (note of meeting held on 29 January 2004 attached)
4. Training – Oral update
5. Third Annual Report of Group - (Paper SFOI (2004)1 attached)
6. Scottish Information Commissioner's Operational Plan 2004-05 (copy attached)
7. Craigforth Research Study of public authorities preparedness for the implementation of the Freedom of Information (Scotland) Act 2002 (presentation by Sarah Hutchison, Office of the Scottish Information Commissioner)
8. Suggested date and agenda for next meeting
9. Any other business