

**[REDACTED]**

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**How to access the FoI Mailbox**

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**FoI Mailbox Guidance and Rules**

**[REDACTED]**

### New Fol mailbox- How to add

Email Address [ REDACTED]

To add the new Fol mailbox to your Inbox action the following:

In Outlook

Select File - Account Settings - Change - More Settings - Advanced - Add

Enter the name Fol.SpAdsPO

Click Ok

You may wish to add this to each SpAds mailbox too so that they can also access. They already have the correct permissions.

### Rules of the Mailbox

All FoI Requests which require Special Advisers comment/consideration will now come directly through this mailbox. Officials should therefore no longer be sending requests direct to individual SpAds, the SpAds Admin mailbox or to SpAds individual Private Office members.

When a FoI Request hits the FoI.SpAdsPo Inbox the following steps should be followed:

On day of receipt PO lead:

- should print off top sheet (flag TOP SHEET PRINTED)
- leave case in top box
- then read through the request. In particular check that the information to be released is within scope of the terms of the request. Make sure all relevant information has been provided and if not, request outstanding information from the official (flag FURTHER INFO REQUESTED)
- Please see page 5 below.

If all of the information is correct and present PO lead should then:

- identify to which SpAd the case should be allocated
- print off a hard copy for their attention (flag case PRINTED).
- either hand out immediately or place in cupboard for handing out first thing the following day.
- See page 6 for guidance.

Then create a folder in the FOI REQUESTS CURRENTLY ACTIVE IN 2018 folder following the naming convention:

- FoI/18/xxxx- Subject- name of Requester- Allocated lead SpAd
- Eg. FoI/18/0001- Housing Bill – Joe Smith – Special Adviser
- Then drag all relevant emails in to that named folder.

Pass a printed copy along with the covering e-mail to the relevant SpAd for consideration (flag WITH SPAD) and update the relevant FoI folder.

Once comments have been provided by the SpAd and sent back to officials file the response in the folder and either (flag SENT BACK TO OFFICIALS) or (flag COMPLETED)

Once SpAds have provided final comments on the request keep only the e-mail containing the final comments and the final response letter. Delete everything else immediately. Then move the folder to the FOI REQUESTS COMPLETE in 2018 folder. Please action this as soon as the request has been responded to and do not leave e-mails sitting in the inbox.

The same rules apply for Review cases and Appeals but simply store in the REVIEW FOLDER 2018 and APPEALS FOLDER 2018. Please create a new file for each review case but leave the response to the original request stored in the completed cases folder.

To be filed when received:

- Decisions from SIC – Folder D,
- FOI Unit Overdue folder – Folder F
- FOI Weekly List for SE and HIE – Folder G
- Monthly reports to the SIC – Folder H

All other emails received in top box should be flagged green – no further action required.

E-mails in the top box, and Folders F and G should be deleted after 1 month.

[REDACTED]

Progress on cases with SpAds should be reviewed every Monday and Friday morning at the very least.

[REDACTED]

[REDACTED]

The SpAds Fol Mailbox must be monitored daily and cases filed correctly so cases can be easily identified and progress monitored by any member of the PO team.

[REDACTED]

The Overdue Trackers should be stored in the Fol Unit overdue Tracker Folder within the Fol.SpAds PO Mailbox.

**[REDACTED]**

### **Special Advisers FoI Mailbox**

In order to ensure all cases are monitored and to avoid unnecessary email traffic within the office a specific FoI Mailbox has been created.

All FoI requests requiring Special Advisers' attention should be sent to the following mailbox only:

[ REDACTED]

Please do not send requests to individual special advisers. It is more helpful if you can identify within your submission which Special Advisers you wish to comment on your proposed draft and then the Private Office team will allocate accordingly.

[REDACTED]