

From: [REDACTED]
To: [REDACTED]
Subject: FOI prioritisation discussion follow-on
Date: 03 February 2022 12:36:12

Hi [REDACTED]

As touched on via teams:

ISP priorities on GFG work

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- 1) Ministerial work: any requests from, preparation for meetings with, or work for Mr McKee (or any other Minister e.g. FMQ/committee briefs, PQ responses etc)
- 2) FOI appeals: any work which carries a deadline with the OSIC
- 3) Core policy work: any work which supports Ministerial/DED priorities
- 4) FOIs: original requests or assistance with review cases
- 5) Admin: tasks such as tidying up shared mailboxes, collating previous media responses, improvements with record keeping etc

N.B.

- There is a shared understanding amongst the team that all work/output is important, and so FOI request responses aren't off a lesser importance than Ministerial work; that work is simply being prioritised due to the team's limited time/resources and the repeated emphases from the Executive Team that we're here to serve Ministers.

- We accept that a Ministerial commitment of the SG is to respond to 90% of FOIs on time, and therefore understand the importance of (4) despite it being **[REDACTED]**

Obviously feel free to edit/amend as you see fit.

Thanks,

[REDACTED]

[REDACTED] | Senior Policy Officer | Industrial Sectors and Projects

Manufacturing and Industries Division | Directorate for Economic Development | Scottish Government

[REDACTED]