

From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: ISP-FOI Hub Action - Note of ISP Task Prioritisation
Date: 07 February 2022 11:23:00

Hi [REDACTED]

With thanks to [REDACTED] for pulling together, please see below proposed text to share with the FOI Hub in relation to task prioritisation as discussed at our meeting on 31 January.

[REDACTED] – I've taken out the 'NB' note from your original and sought to summarise it in the proposed introductory text in blue font. I hope this captures I sufficiently.

[REDACTED] – I'd be grateful for any amendment before sharing with the Hub.

Thanks,
[REDACTED]

While all elements below are recognised as important and vital in DED/SG delivery, the relative prioritisation provides an indication of how resource is currently applied to meet the various, ministerial, statutory, policy and administrative requirements on ISP.

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 [note that, while this is number 3 on the list, it is actually the focus of the team and where resource is intended to be most applied]
- 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

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