

**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** RE: ISP-FOI Hub Catch-Up  
**Date:** 04 February 2022 08:31:00

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Thanks [REDACTED]

I thought it was a good discussion this week and helps with considering the whole process beyond the case of each separate FOI request.

Weekly stand-ups – thanks and noted re [REDACTED] leading at these. A mid-week slot would work for ISP too. Re your message on Teams, if the FOI Hub can find a suitable slot in calendars, that would be great.

Prioritisation – we will aim to outline and circulate.

Redaction software – the order is with iTECs so will let you know when it's installed (and working!).

Cheers,

[REDACTED]

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**From:** [REDACTED]  
**Sent:** 31 January 2022 18:11  
**To:** [REDACTED]  
**Subject:** RE: ISP-FOI Hub Catch-Up

Thanks [REDACTED] couple of points in red, nothing onerous

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**From:** [REDACTED]  
**Sent:** 31 January 2022 18:07  
**To:** [REDACTED]

**Cc:** [REDACTED]  
**Subject:** RE: ISP-FOI Hub Catch-Up

Hi all,

Please see below a short note of today's meeting. Please let me know of any omissions or incorrect details:

- General overview of the FOI situation (i.e. how is the system working, any systemic challenges/options to improve, deadline management, [REDACTED] support, etc.) - all
  - All recognised the excellent work undertaken, particularly given the recent, heavy workload
  - Resourcing remains a challenge given the volume of FOIs, Reviews and Appeals; a range of options considered to mitigate the impact including the role of [REDACTED]

in providing support for the application of exemptions.

- In support of tracking FOI progress it was agreed that a short (i.e. 10-15 minute stand-up) meeting each week would support improved awareness.

**ACTION:** [REDACTED] to consider when might be most suitable for a weekly stand-up on FOIs (I don't think I need to attend these suggest [REDACTED] leads for the Hub with case handlers attending as needed mid week probably works best)

- Recognised the resource challenges across all areas. In seeking to avoid a pinch-point in the system, a range of options outlined for further consideration:

[REDACTED]

**ACTION:** ISP will continue to review options to reduce the FOI burden and promote policy work

- In lieu of the above resourcing options, the FOI Hub was interested in the ISP prioritisation of work; outlined the current, implicit approach as:
  - a. Ministerial requirements
  - b. OIC Appeals
  - c. Policy work
  - d. FOI deadlines

**ACTION:** ISP to consider an explicit outline of default priority order of work delivery for discussion/agreement with DD/Director (and to support engagement with the FOI Unit in the event of delivery delays) This would be good I think we need it in writing what the prioritisation is and if signed off by [REDACTED] and Colin that is fine.

- Consistent/agreed approach to defining sensitive FOIs beyond content - all
  - Agreed that more time is required to discuss this at length. Roll-over to the next quarterly meeting.
- Use of exemptions (e.g. s27 exemptions) - [REDACTED]
  - Noted the challenge in applying s27 exemptions (re information already planned for release) and that it is an exemption that is unlikely to be used in future.
- ~~Redaction software - ISP to action~~
  - [pre-meeting: ISP-FOI Hub discussion of merits of the software to aid any minor redaction requirements during the ISP final checks. ISP will progress to purchase the appropriate software.] Good if you can let us know when you have the software
- FOI Hub agenda points
  - [REDACTED] - grasp of current case load - reviewed.

Thanks,

[REDACTED]

-----Original Appointment-----

**From:** [REDACTED]

**Sent:** 21 December 2021 11:23

**To:** [REDACTED]

**cc:** [REDACTED]

**Subject:** ISP-FOI Hub Catch-Up

**When:** 31 January 2022 14:00-15:00 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.

**Where:** Microsoft Teams Meeting

26/1 update: outline points for discussion below:

- General overview of the FOI situation (i.e. how is the system working, any systemic challenges/options to improve, deadline management, [REDACTED] support, etc.)
- Consistent/agreed approach to defining sensitive FOIs beyond content
- Use of exemptions (e.g. s27 exemptions)
- Redaction software
- FOI Hub agenda points

Correct date now included!

Hi all,

We had a positive meeting in October to review the overall FOI process and, in discussion with [REDACTED] it would be useful to meeting again to consider any changes in support of further efficiencies. An outline agenda will be forwarded in advance so, if there is anything you'd like to discuss, please forward to me (ISP) and [REDACTED] (FOI Hub) so we can collate.

Thanks,

[REDACTED]

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## Microsoft Teams meeting

**[REDACTED]**

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United Kingdom, Edinburgh

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