

The Campaign for Freedom of Information in Scotland

Wellpark Enterprise Centre
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Training on Accessing Information from Scottish Public Bodies for Community Groups and Community Activists

As the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004 have now been in force for over one year, the Campaign for Freedom of Information in Scotland has decided to offer a practical training course to help people learn how to make effective use of this important but complex legislation. We are committed to bringing this training to your community rather than expecting people to travel to us.

As a result of the legislation, much previously secret information has been revealed on issues such as restaurant hygiene, compensation claims against schools, PFI deals, surgeons' success rates, wind farms and breaches of environmental laws. Clearly, however, there is a need to raise awareness of the legislation in communities, as their members do not have rights until they know about them.

The half-day course will provide a working guide to the Act and regulations, including:

- lessons learnt from the ten months
- how to draft an effective request
- the role of FOI officer – your new friend in government?

Around 10,000 public authorities are covered by the Scottish Act and Environmental Information Regulations including: Scottish Ministers, the Scottish Executive, local government, the NHS, the police, universities and colleges, advisory committees, museums, quangos and the Scottish Parliament. So there is a wide range of bodies to which people may choose to make a request for information.

The Campaign believes it is important to work through local community organisations so that we can reach the people with whom you are already engaged. The course is designed for members of the public and representatives of local community groups.

We would expect you to secure the venue, organise catering and publicise the event. The training can be provided at a time that suits you. The Campaign will provide a trainer, handouts and of course help you with the advanced publicity. Each trainer has several decades of experience in freedom of information issues. The cost is £300 per half-day session and for a maximum of 15 people given the format of the training. Every participant will receive a certificate. On the next page is a proposed agenda.

If you would like to discuss this proposal in more detail, then please do not hesitate to contact Carole Ewart.

Co-conveners: David Goldberg
Email: davgoldberg@gmail.com

Carole Ewart
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Derek Manson-Smith
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Proposed Agenda

Training on Accessing Information from Scottish Public Bodies for Community Groups and Community Activists

Practical training course for users

- | | |
|--------|---|
| 1pm | Registration and Coffee |
| 1.30pm | Welcome and Introduction |
| 1.45pm | The Quick Quiz – to gauge current awareness |
| 2pm | Get to grips with Scotland's Freedom of Information! <ul style="list-style-type: none">• the key sections• the Review of the Act |
| 3 pm | Coffee/Tea and Biscuits |
| 3.15pm | How to Make a Request – Presentation and Workshops <ul style="list-style-type: none">• the process• what you need to think about• what we know so far• next steps – making a request |
| 4.30pm | Questions |

Freedom of Information Training in Scotland's Communities

Please contact Carole Ewart carole@ewartcc.com with enquiries about the course.

To book a training session, complete and return the form below with payment to:

Derek Manson-Smith
Co-convenor
Campaign for Freedom of Information in Scotland
Wellpark Enterprise Centre,
120 Sydney Street, Glasgow, G31 1JF.

BOOKING FORM

Contact Name

Address

..... **Postcode**

Organisation

Telephone Number **Email**

Specification – please complete or \sqrt as appropriate
I require the following training service from the CFol in S:

	Proposed Date	Proposed Location	Am/Pm
Training Event			
	Text Required Y/N	Copy Deadline	
Publicity Flyer			
	Total No. Expected	No. of Individuals	No. of Local Orgs.
Participants*			

I undertake to cover the costs of the venue, catering and publicity.

Signed **Date**

Select payment method (tick box)

- I enclose a cheque payable to 'Campaign for Freedom of Information Scotland' for £.....
- By invoice (please give details below)

Invoice details

Name: _____
Email: _____
Organisation: _____
Address: _____