

Using the FOI Act!

Courses for new & experienced requesters

Central London Tuesday 13 January 2009

Do you want to learn how to use the Freedom of Information Act? Are you already using the Act, but want to know more about how the Information Commissioner and Information Tribunal are interpreting key provisions?

The Campaign for Freedom of Information is running two half-day courses for requesters in central London on 13 January 2009. The **morning** course will provide an introduction to the legislation, covering both the Freedom of Information Act and the parallel Environmental Information Regulations. The **afternoon** course will examine some of the key decisions made under the two regimes and explain how they can help you obtain information. Requesters can attend **either** or **both** courses.

Introductory course (morning)

The morning course will explain:

- what information you are entitled to - and from whom
- how to make an effective request
- key pitfalls and how to avoid them
- what authorities should do to help you
- when requests can be refused on cost grounds
- how the Act's exemptions and the public interest test work
- challenging refusals

Advanced course (afternoon)

The afternoon course will look at key Information Tribunal and Commissioner cases on issues such as:

- FOI requests for contracts
- minutes of meetings with lobbyists
- requests for civil service advice
- names of officials - can they be withheld?
- commercial confidentiality claims
- when requests for environmental information really pay off
- arguing the public interest case

The courses will be presented by **Maurice Frankel**, the Campaign's director, who has worked for the Campaign since it was set up in 1984 and who is a member of the Ministry of Justice's Information Rights User Group and of the Information Tribunal User Group, and by **Katherine Gundersen** who has been the Campaign's research officer since 1999.

Course details

Date: 13 January 2009

Introductory: 10.00 am – 1.00 pm

Advanced: 2.00 pm – 5.00 pm

Venue: Charity Centre,

Directory of Social Change,

24 Stephenson Way, London NW1 2DP

Price

Individuals/small NGOs*: £15 half day / £30 full day

Others: £45 half day / £90 full day

Lunch: £6.50 (must be ordered in advance)

Note: these prices are subsidised, but if you cannot afford the full price please ask us about a reduction.

* This category applies to individuals using FOI in a personal capacity, freelance journalists and voluntary organisations with 4 staff or less.

Ways to book

Campaign for Freedom of Information

Suite 102, 16 Baldwins Gardens

London EC1N 7RJ

Email: admin@cfoi.demon.co.uk

Phone: 020 7831 7477

Fax: 020 7831 7461

Booking form

Name:	Position:
Organisation:	Tel:
Email:	
Address:	
Select course(s): morning <input type="checkbox"/> afternoon <input type="checkbox"/> both <input type="checkbox"/> Do you want to order lunch (£6.50)? Yes / No	
Others attending from your organisation: 1) Name: Email: Select course(s): morning <input type="checkbox"/> afternoon <input type="checkbox"/> both <input type="checkbox"/> Lunch required? Yes / No 2) Name: Email: Select course(s): morning <input type="checkbox"/> afternoon <input type="checkbox"/> both <input type="checkbox"/> Lunch required? Yes / No	
METHOD OF PAYMENT: <input type="checkbox"/> I enclose a cheque for £..... payable to 'Campaign for Freedom of Information'. If you have ordered lunch, please make sure you include this in the total. <input type="checkbox"/> Please invoice my organisation (give name & address for invoice if different to above):	