

# Using the FOI Act!

## *Training for new & experienced requesters*

Central London Thursday 4 February 2010

**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 a day course for FOI requesters in central London on Thursday 4 February 2010. The course is in two parts. The **morning** part will provide an introduction to the legislation, covering both the Freedom of Information Act and the parallel Environmental Information Regulations. The **afternoon** will be more advanced and will cover some of the key decisions made under the two regimes and explain how they can help you obtain information. We think most requesters will benefit from attending the whole day, though very experienced requesters may prefer to attend just the afternoon.

### **Introductory (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 (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:** Thursday 4 February 2010

**Introductory (morning):** Registration at 9.45 am, course 10.00 am – 1.00 pm

**Advanced (advanced):** Registration at 1.45 pm, course 2.00 pm – 5.00 pm

**Venue:** Room 308, Hatton Square Business Centre, London EC1N 7RJ

**Price**

**Individuals, freelance journalists, small NGOs\*:** £20 half day / £40 whole day

**Large NGOs, media, others:** £50 half day / £100 whole day

*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.*

Please note lunch is not provided. If you are attending the whole day, there are plenty of places to buy lunch or sandwiches nearby. You are also welcome to bring a packed lunch with you.

**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:	
I would like to attend: morning <input type="checkbox"/> afternoon <input type="checkbox"/> both <input type="checkbox"/>	
Others attending from your organisation:	
1) Name:	
Email:	
Would like to attend: morning <input type="checkbox"/> afternoon <input type="checkbox"/> both <input type="checkbox"/>	
2) Name:	
Email:	
Would like to attend: morning <input type="checkbox"/> afternoon <input type="checkbox"/> both <input type="checkbox"/>	
3) Name:	
Email:	
Would like to attend: morning <input type="checkbox"/> afternoon <input type="checkbox"/> both <input type="checkbox"/>	
METHOD OF PAYMENT:	
<input type="checkbox"/> I enclose a cheque for £..... payable to 'Campaign for Freedom of Information'	
<input type="checkbox"/> Please invoice my organisation (give name & address for invoice if different to above):	