

Campaign for Freedom of Information

Using the FOI Act!

Training for requesters

Tuesday 23 April 2013, London

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 Rights Tribunal are interpreting key provisions?

While making a FOI request is straightforward, making an effective request is more difficult. The Campaign's practical course is designed to help requesters to make effective use of the legislation. The morning session provides a working guide to the legislation, covering both the Freedom of Information Act and the parallel Environmental Information Regulations, and includes an interactive section on drafting requests. The afternoon session is more advanced and covers some of the key decisions made under both regimes and explains their implications for you. We think most requesters will benefit from attending the whole day, although you're free to attend only one of the sessions if you wish.

Introductory (morning)

The morning session 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 session will look at key 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 course will be presented by **Maurice Frankel**, who has worked for the Campaign since it was set up in 1984 and been its director since 1987, and **Katherine Gundersen** the Campaign's research officer. The Campaign played the leading role in securing the FOI Act and improving it in Parliament. For more information visit cfoi.org.uk

NOTE: Lawyers may claim non-accredited CPD hours for attending.

Course details

Date: Tuesday 23 April 2013

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: The Human Rights Action Centre, 17-25 New Inn Yard, London EC2A 3EA

Price

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

Other NGOs i.e. more than 4 staff, media, others: £45 half day / £90 whole day

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

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

Please note lunch is not provided. If you are attending the whole day, there are places to buy lunch or sandwiches nearby.

Complete booking form below and return to:

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

Form with fields for Name, Organisation, Email, Tel, attendance preferences, and payment method. Includes checkboxes for morning, afternoon, and both sessions, and a section for others attending from the organization.