



GOVERNMENT OF JAMAICA

ADDITIONAL RELEVANT CONSIDERATIONS

I. SOME MEASURES TO AVOID DELAYS IN THE HANDLING OF APPLICATIONS

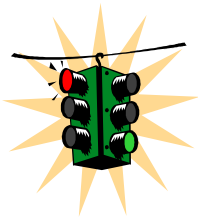
Permanent Secretaries and Principal Officers should ensure that:

- i. Policies and procedures in the form of individual Public Authority Protocols are in place to ensure that requests are dealt with in a timely manner
- ii. ATI personnel are properly and continuously trained in the area of Access to Information
- iii. Delegated decision makers are appropriately briefed to discharge decision making authority

ATI Personnel should ensure that:

- i. Work begins early on all requests;
- ii. They take an active role in identifying documents which are not exempt and can be disclosed without the necessity for an ATI Application;
- iii. Communication and a working relationship are established with Applicants through out the “life” of the timeline for processing the request;
- iv. Negotiations are conducted with Applicants whenever it is likely to reduce the size or complexity of a request and to increase customer satisfaction;
- v. Appropriate procedures and schedules are in place for approvals and sign offs to avoid delays;
- vi. Decision makers understand clearly what their time limits are for responding to requests;
- vii. Outside help is engaged (eg. Youth Service workers) to help with searches for documents where that particular Public Authority has the experience of constant and voluminous requests;
- viii. Any documents kept off-site are organised and properly maintained in order to enhance accurate, rapid retrieval;

- ix. The Public Authority's public is made aware, through an ongoing educational programme at various levels, of:
- the process involved in handling Applications and the impact which the activity can have on the regular operations of the Public Authority
 - the fact that there are likely to be other Applicants ahead of other Applicants;
- x. Information/documents released pursuant to the Act, and which is of interest to the Public, is published on their respective websites as part of a list of readily available documents.



NOTE:

Reliance on the Access to Information Act should be at one end of the disclosure spectrum for government documents and not the normal approach to obtaining government information. In other words, a proactive approach should be taken and encouraged in facilitating the accessibility of government information.

II. SCOPE OF PUBLIC SERVANTS' NOTES

a. These notes are not to be regarded as available for disclosure if they were prepared for the officer's own personal use and are/were not shared with others and/or placed on an office file.

Such notes, however, become available for disclosure when they are used in an administrative decision making process that can affect rights or in a decision making process reflected directly in government policy, advice or programme decisions

b. Records/Information which have been regarded as being of a nature as may be disclosed include:

- i. factual material that does not itself reflect the nature or content of advice;**
- ii. public opinion polls;**
- iii. statistical surveys;**
- iv. final reports or final audits on the performance or efficiency of a public authority or on any of its policies or programmes;**
- v. final reports of task forces, committees, councils or similar bodies established to consider any matter and to make reports to a public authority;**
- vi. appraisals;**
- vii. economic forecasts;**
- viii. results of field research;**
- ix. information that the head of a public authority has cited publicly as the basis for making a decision or formulating a policy;**
- x. substantive rules or statements of government policy that a Public Authority has adopted for the purposes of interpreting an Act or regulations or administering a programme or activity;**

- xi. Records relevant to the delivery of programme or service that are either transferred to a contractor engaged by the government to effect delivery of services, or created, obtained or maintained by the contractor as a direct result of that engagement, may be considered to be under the control of the contracting Public Authority. The Contractor must therefore make such records available to the Public Authority upon request as they will be regarded as being held by it i.e. in its custody or control. (S. 3 ATI Act)**