

## **Terms of Reference for the Inter-Departmental Working Group (IDWG)**

### **1.0 Introduction**

The aim of this FOI network is to provide a robust support infrastructure for FOI and facilitate a consistent approach to the application of FOI across government departments. The FOI Networks will lead on the development of an operational environment for FOI which secures high-quality decision making.<sup>1</sup>

The group shall typically discuss FOI developments, legal advices, training and issues arising from the sectors. The group shall also discuss any implications of decisions of the Office of the Information Commissioner (OIC) and/or relevant court cases.

### **2.0 Chair**

The Inter-Departmental Working Group is chaired by the Freedom of Information Central Policy Unit (CPU).

### **3.0 Membership**

1. The Working Group shall be formed from the Freedom of Information Officers in each of the Central Government Departments and Offices.
2. Two members of the FOI Units from each department may attend meetings.

### **4.0 Attendance**

1. There are no standing attendances.
2. Individuals may be invited to attend upon invitation.

---

<sup>1</sup> Code of Practice for Freedom of Information for Public Bodies

## **5.0 Meetings**

1. The Working Group shall meet at minimum 4 times per year.
2. Meetings shall be scheduled and the details will be sent by the CPU.
3. There shall be a standing agenda for each meeting.
  - (a) Review of minutes / actions from the previous meeting
  - (b) Update on recent Decisions, Attorney General (AG) advices or relevant court cases
  - (c) Any issues arising which members may wish to discuss related to their own Department or Network
  - (d) Training
  - (e) AOB
4. Any additional items should be e-mailed to the Chair once the notification for the meeting has issued, and will be listed under AOB.

## **6.0 Review Process**

The Inter-Departmental Working Group terms of reference should be reviewed annually and agreed by the membership.