

## Corporate Services Division

Central Freedom of Information Team  
Room A5.4

Castle Buildings

Stormont Estate

BELFAST BT4 3SR

Tel: 028 9052 8242 (Ext 28242)

Email: [david.lammey@ofmdfmi.gov.uk](mailto:david.lammey@ofmdfmi.gov.uk)



Richard Jackson  
[Request-1663-58f34db1@whatdotheyknow.com](#)

Your Ref:

Our Ref: FOI 17399

Date: 5 September 2008

Dear Mr Jackson

### Freedom of Information Act 2000

I refer to your request for information, which was received on 11<sup>th</sup> August 2008, seeking 'copies of any information that has been created or provided to Departments to assist them in determining what category each request will fall under'. I am writing to confirm that OFMDFM has now completed its search for this information and relevant copies are enclosed with this letter.

By way of background, please note that the draft document (enclosed) was prepared by the Central FOI team pre-2005 (ie, prior to the full implementation of the FOI Act 2000) suggesting the types of information that could be collected for management information purposes. The categorisation of requests featured in this document - see item C, 'Sources of requests'. Then, following the introduction of the general right of access to information on 1<sup>st</sup> January 2005, the Northern Ireland FOI Practitioners' Group - at a meeting held on 16<sup>th</sup> February 2005 - discussed the categorisation issue.

The Head of the Central FOI team reported to the Group that guidance on the categorisation of requesters was currently being developed, and would issue in due course. This guidance was issued on 1<sup>st</sup> March 2005 and is also enclosed. Please note that information not relevant to your request has been redacted from this document. At the next FOI Practitioners' Group meeting (17<sup>th</sup> June 2005), there was further discussion and other categories were considered. It was agreed that the category of 'Professional Body' should be added. However, the categories specified in the above-mentioned guidance document of 1<sup>st</sup> March 2005 have, in practice, served as the main descriptors.

OF1/08/0042007

At the most recent Practitioners' Group meeting (12<sup>th</sup> June 2008) the 'Member of Public' category was discussed, with a view to counting and categorising separately, requests for information regarding employment issues submitted by members of staff. A sub-group is being set up to examine this matter more fully, and to report back to the main Group. It is also worth mentioning that the OFMDFM Private Offices, upon receipt of the draft 2007 FOI Annual Report, asked that the 'pressure groups' category of requester be renamed 'campaigning groups' – Departments have been advised of the adoption of this change.

If you are unhappy with the level of service you have received in relation to our handling of this request, you may ask for an internal review within two calendar months of the date of this letter. You should contact –

Mrs Deirdre Kenny  
Corporate Services Division  
Room E4.20  
Castle Buildings  
Stormont Estate  
BELFAST  
BT4 3SR

Tel - 028 9052 8157  
Email - [deirdre.kenny@ofmdfmi.gov.uk](mailto:deirdre.kenny@ofmdfmi.gov.uk)

If you are not content with the outcome of the internal review, you then have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at –

Information Commissioner's Office  
Wycliffe House  
Water Lane  
WILMSLOW  
Cheshire  
SK9 5AF

The Information Commissioner will not investigate a complaint unless the internal review procedure outlined above has been completed.

The supply of information under the Freedom of Information Act does not give the recipient or organisation that receives it the automatic right to re-use it in any way that would infringe copyright. The information supplied to you continues to be protected by the Copyright, Designs and Patents Act 1988. You are free to use it for your own purposes, including non-commercial research and for the purposes of news reporting. Any other re-use, for example, making multiple copies, commercial publishing and issuing copies to the public requires the permission of the copyright holder and is regulated by the Re-use of Public Sector Information Regulations 2005. Most documents supplied by OFMDFM will have been produced by government officials and will be Crown Copyright. Permission to re-use such information must be obtained in advance from the Controller of HMSO who has responsibility for the licensing of Crown copyright material. For further details on how to apply for a licence, please see: <http://www.opsi.gov.uk/click-use/index.htm>

If you have been provided with information which has originated from 3<sup>rd</sup> parties, this continues to be protected by the copyright of the person or organisation from which the information originated. You must ensure that you gain their permission before reproducing any 3<sup>rd</sup> party (ie non Crown Copyright) information supplied to you.

Please contact me if you have any queries about this letter, remembering to quote the reference number above in any future communications.

Yours sincerely

**David Lammey**  
**Head of Central Freedom of Information Team**