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Office

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17 February 2020

Dear Ms Corderoy,

REFERENCE: FOI 20/40

Thank you for your email dated 17 February 2020 in which you requested a copy of the following information from the Northern Ireland Office:

**This is a request for information under the Freedom of Information Act.**

**My request relates to how the Department processes FOI requests, as well as the training it receives when handling FOI requests.**

**I would like to request the following information:**

- (1) Please provide all guidelines and related documents that are used when processing FOI requests. I expect this to include all guidelines and related documents that are used when refusing requests, as well as documents relating to updates on FOI case law.**
- (2) Please provide all FOI training materials that the Department holds. I expect this to include guidelines, briefings, and such documents, including presentation slides.**

**Please also provide the following information:**

- (3) Please indicate how frequently the Department trains its staff in relation to FOI. Please indicate who provides the FOI training, and please indicate when they held training sessions (in the past three calendar years). Please also provide copies of their training materials.**
- (4) If the FOI training is outsourced, please indicate who provides the FOI training, and please indicate when they held training sessions (in the past three calendar years). Please also provide copies of their training materials.**

**I would like to receive this information in an electronic format. If you feel that a**



**substantive response to this request is not possible within a reasonable time frame, I would be grateful if you could contact me and provide assistance as to how I can refine the request. If you need any clarification, please contact me. I look forward to receiving a response in 20 working days.**

Your request is being handled under the Freedom of Information Act 2000 (FOIA). We will endeavour to respond to your request within the twenty-working day deadline provided by section 10(1) of the Act and no later than 17 March 2020.

Yours sincerely

**Freedom of Information Manager**

