

CAYMAN ISLANDS



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THE 2012 FOI PUBLICATION SCHEMES

The Commissions Secretariat Publication Scheme
Produced in accordance with the Deputy Governor's Code of Practice

CONTENTS:

1. About the publication scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
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1. About the publication scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Commissions Secretariat to making information available to the public as part of its normal business activities.

The Commissions Secretariat will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The Commissions Secretariat will generally not publish:

- information in draft form;
- information that is not held by the Commissions Secretariat, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Commissions Secretariat's (or another organisation's including individual Commissions) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

Please note that this is the publication scheme of the Commissions Secretariat, the Anti-Corruption Commission and the Civil Service Appeals Commission. It should be noted that information for the Anti-Corruption Commission is often held jointly with the Royal Cayman Islands Police Service. None of the other Commissions (the Constitutional Commission, the Human Rights Commission, the Commission for Standards in Public Life, or the Judicial and Legal Services Commission) to which the Secretariat provides support are considered public authorities and are therefore not subject to FOI Law, 2007. Nevertheless each is committed to openness, transparency and serving public interest and so will act in accordance with the spirit of FOI. The Commissions will make every effort to publish documents but reserve the right to withhold any information.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.cos@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call 1-345-244-3685 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Manager, Commissions Secretariat
P.O. Box 391
Grand Cayman KY1-1106

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact the Manager, Commissions Secretariat through the medians listed above.

The Commissions Secretariat will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Commissions Secretariat is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Commissions Secretariat strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The Commissions Secretariat will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Commissions Secretariat has received your payment.

5. Requests for information outside the publication scheme

Information held by the Commissions Secretariat that is not published under this scheme can be requested in writing by e-mailing foi.cos@gov.ky. Your request will be considered in accordance with the provisions of the FOI Law.

6. Complaints

The Commissions Secretariat aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Manager, Commissions Secretariat

P.O. Box 391

Grand Cayman KY1-1106

1-345-244-3685

and we will try to resolve your complaint as quickly as possible.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 10727
Grand Cayman KY1-1007
CAYMAN ISLANDS

Telephone: +1 345 747 5402
email: appeals@ico.gov.ky

7. Categories of information

ABOUT US

Commissions Secretariat

Ministry

Deputy Governor's Office/Portfolio of Internal and External Affairs

Principle Officer

Deborah Bodden
Manager, Commissions Secretariat
P.O. Box 391
Grand Cayman KY1-1106
1-345-244-3685

Information Manager

Deborah Bodden
P.O. Box 391
Grand Cayman KY1-1106
1-345-244-3685

www.foi.gov.ky

Organisation and functions

Location and hours	Matters handled
The Commissions Secretariat is located on the 1 st Floor Cayman Corporate Centre and is open from 8:30am-5:00pm Monday through Friday. Phone: 244-3685; Fax: 945-8649; E-mail: foi.cos@gov.ky .	The Secretariat provides sound research, policy advice, and analytical and administrative support to each of the Commissions placed under the Secretariat's purview in an effort to ensure that they may fulfil their respective constitutional and legislative mandates in an independent manner whilst at all times maintaining the highest standards of integrity. The Commissions currently supported by the Secretariat are: <ul style="list-style-type: none">• <i>The Anti-Corruption Commission;</i>• <i>The Civil Service Appeals Commission;</i>

	<ul style="list-style-type: none"> • <i>The Commission for Standards in Public Life;</i> • <i>The Constitutional Commission;</i> • <i>The Human Rights Commission; and</i> • <i>The Judicial and Legal Service Commission.</i>
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Boards and committees

The Commissions Secretariat does not oversee any Boards or Committees which are constituted as part of the public authority. The Commissions Secretariat does provide support to the Anti-Corruption Commission the Civil Service Appeals Commission, the Constitutional Commission, the Human Rights Commission, the Commission for Standards in Public Life, and the Judicial and Legal Services Commission.

Name	Meetings	Minutes
The Constitutional Commission Mr. Jude Scott (Chairman) Miss Sara Collins Mr. Wil Pineau	Closed meetings are held once per month or on as needed basis.	www.knowyourconstitution.ky
The Human Rights Commission Mr. Richard Coles (Chairman) Miss Sara Collins Mrs. Cathy Frazier Reverend Nicholas Sykes Mr. Alistair Walters	Closed meetings are held once per month or on as needed basis.	www.humanrightscommission.ky
The Commission for Standards in Public Life Mrs. Karin Thompson (Chairman) Mr. Roy McTaggart Pastor Winston Rose Mrs. Nyda-Mae Flatley Mr. Hedley Robinson	Closed meetings are held once per month or on as needed basis.	www.standardsinpubliclifecommission.ky
The Judicial and Legal Services Commission Mr. Dan Scott (Chairman)	Closed meetings are held	www.judicialandlegalservicescommission.ky

Mrs. Dara Flowers-Burke Sir John Chadwick Sir David Simmons Justice Edward Zacca Baroness Patricia Scotland Mr. Richard Coles Mr. Charles Jennings	once per quarter or on as needed basis.	
The Anti-Corruption Commission Commissioner of Police (Ex-Officio) Auditor General (Ex-Officio) Complaints Commissioner (Ex-Officio) Sir Peter Allen Mr. Leonard Ebanks	Closed meetings are held once per month or on as needed basis.	www.anticorruptioncommission.ky

Frequently asked questions

Q: What is the Commissions Secretariat responsible for?

A: The purpose of the Commissions Secretariat is to provide analytical and administrative support to four commissions created under the 2009 Constitution. These are the Constitutional Commission, the Human Rights Commission, the Commission for Standards in Public Life, and the Judicial and Legal Services Commission; as well as the legally created Anti-Corruption Commission.

Q: Where can I find out more information about the Constitution?

A: Visit www.knowyourconstitution.ky.

Q: Where can I find out more information about the Bill of Rights, Freedoms and Responsibilities?

A: Visit www.humanrightscommission.ky

Q: Where can I find more information on the other Commissions?

A: Visit their respective websites as indicated above.

FINANCE & ADMINISTRATION

Financial management

12-13 Annual Budget - http://www.bmu.gov.ky/files/file_126.pdf



Department of Public Safety Communications

Publication Scheme

Produced in accordance with the Deputy Governor's Code of Practice on Publishing

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 - Finance & Administration
 - Policies & Procedures
 - Decisions & Recommendations
 - Lists & Registers
 - Our Services

1. About the Publication Scheme

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This publication scheme commits the **CAYMAN ISLANDS DEPARTMENT OF PUBLIC SAFETY COMMUNICATIONS** to make information available to the public as part of its normal business activities.

The **CAYMAN ISLANDS DEPARTMENT OF PUBLIC SAFETY COMMUNICATIONS** will:

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- information which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example information that:
 - prejudices the security or defence
 - endangers any person's life or safety
 - affects the conduct of an investigation or prosecution
 - reveals a confidential source of information
 - reveals lawful methods or procedures for preventing, detecting, investigation or dealing with criminal activity
 - facilitates the escape of a person from lawful detention
 - jeopardizes the security of prison
 - discloses personal information
 - violates patient confidentiality
 - jeopardizes commercially sensitive information

Records containing exempt matter may be published in a redacted form, whenever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

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Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" feature at www.911.gov.ky. If you are still having trouble locating information listed under our scheme, please contact an FOI Manager at either foi.911@gov.ky or foi.emc@gov.ky or (345) 949-9008.

Email

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Documents listed in the publication scheme can also be requested by telephone. Please call the FOI Manager at (345) 949-9008 to request information.

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FOI Manager
Department of Public Safety Communications
PO Box 2391
Grand Cayman KY1-1105
CAYMAN ISLANDS

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

Due to the security requirements of our facility, we typically do not allow the public to attend the Department to view information listed in the publication scheme. Exceptions must be approved by the Director of Public Safety Communications.

Advice and assistance

Check the Document Library on our website www.911.gov.ky to ensure that the information has not already been published. If you experience any difficulty identifying the information you want to access, please contact an FOI Manager at foi.911@gov.ky or foi.emc@gov.ky or (345) 949-9008.

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6. Complaints

The **CAYMAN ISLANDS DEPARTMENT OF PUBLIC SAFETY COMMUNICATIONS** aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact the Director of Public Safety Communications at brent.finster@gov.ky or (345) 949-9008, and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from our website www.911.gov.ky.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner, if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman
PO Box 1375
Grand Cayman KY1-1108,
CAYMAN ISLANDS
(345) 747-5402
Email: appeals@ico.gov.ky

7. Categories of Information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Name of public authority

DEPARTMENT OF PUBLIC SAFETY COMMUNICATIONS

Ministry

Portfolio of Internal and External Affairs

Key staff

Brent Finster, Director of Public Safety Communications

Brent.Finster@gov.ky

(345) 949-9008

Leslie Vernon, Assistant Director of Operations and Training

Leslie.Vernon@gov.ky

(345) 949 -9008

Julian Lewis, Assistant Director of Electronic Monitoring

Julian.Lewis@gov.ky

(345) 949-9008

Information Managers

Leslie Vernon (Public Safety Communications Centre – 9-1-1)

foi.911@gov.ky

(345) 949 -9008

Julian Lewis (Electronic Monitoring Centre)

Foi.emc@gov.ky

(345) 949-9008

You may also utilise the Freedom of Information website www.foi.gov.ky to request information.

Organization and functions

The Department of Public Safety Communications (DPSC) has two primary functions. First the Public Safety Communications Centre (CIPSCC) processes emergency (9-1-1) and non-emergency telephone calls and dispatches the appropriate resource to requests for service. These resources include the Royal Cayman Islands Police Service, Cayman Islands Health Services Authority's EMS Department, Cayman Islands Fire Service and others. The Electronic Monitoring Centre (CIEMC) is responsible for the monitoring of selected offenders referred by Her Majesty's Prison Service, RCIPS, and the Courts. In addition, CIEMC is responsible for the monitoring of cameras associated with the National CCTV Programme.

CIPSCC:

The Cayman Islands Public Safety Communications Centre is the Public Safety Answering Point (PSAP) for law enforcement, fire, and Emergency Medical Services. Serving all three islands from a facility located in downtown George Town, the Centre's telecommunicators answer all 9-1-1 emergency and non-emergency telephone calls, prioritise and dispatch Calls For Service (CFS) for the Royal Cayman Islands Police Service and Cayman Islands Health Services Authority EMS Department. Calls For Service requiring fire assistance are relayed to the Fire Service's dispatch centre ("Fire Control") which then dispatches the appropriate units.

Telecommunicators use guide cards to help ensure that appropriate questions are asked of, and important information obtained from, telephone callers requesting assistance. Guide cards also allow telecommunicators to give basic emergency instructions, helping the caller to assist both themselves and others.

CIEMC:

The Alternative Sentencing Law provides for the electronic monitoring aspect of the House Arrest programme. CIEMC personnel tag "clients", who have been specified by the Courts, with electronic ankle bracelets and then monitor their location and status based on the Court's instructions. By using state-of-the-art equipment including GPS satellite technology and fibre optics, clients are given the opportunity to serve their sentences outside of the confines of a traditional prison. This option will save the Government money as well as it will free up space in the prisons for those clients who require incarceration in the traditional sense. Other uses of CIEMC include the monitoring and tracking of clients who are on an executive release license from Her Majesty's Prisons, or are on bail by the Courts, RCIPS, or Immigration.

The implementation of National CCTV Programme cameras will allow for video surveillance in public places with a primary mission of gathering evidence and deterring criminal activity. Monitoring of video images is accomplished by trained CIEMC personnel using approximately 400 CCTV cameras.

Department Contact Information:

PO Box 2391
Grand Cayman KY1-1105
CAYMAN ISLANDS
(345) 949-9008
Email: Brent.Finster@gov.ky
Website: www.911.gov.ky

FREQUENTLY ASKED QUESTIONS**▪ Why does the 9-1-1 telecommunicator ask "so many questions"?**

We gather information to determine the proper response; prepare the unit/s responding for what they may encounter upon arriving at a scene; and provide aid through instructions over the telephone before emergency personnel arrive on scene. We use standardized guidecards from the Association of Public-safety Communications Officials International, Inc. www.apcointl.org to ensure that we are asking relevant and appropriate questions when you call 9-1-1. Our 9-1-1 system also meets the standards of the National Emergency Number Association www.nena.org

- **What are the local non-emergency numbers for Fire, Police and Ambulance?**

Non-Emergency Numbers	Police	Fire	Ambulance/EMS
George Town	949-4222	949-2276	949-8600 George Town Hospital
West Bay	949-3999	949-1188	949-3439 West Bay Clinic
Bodden Town	947-2220		947-2299 Bodden Town Clinic
North Side	947-9411	947-3248 Frank Sound	947-9525 North Side Clinic
East End	947-7411		947-7440 East End Clinic
Cayman Brac	948-0440	948-1245	948-2243 Faith Hospital
Little Cayman	948-0100	948-0011	948-0072 Little Cayman Clinic

- **What is the number of the local Power Company?**
Grand Cayman - Caribbean Utilities Company 945-1CUC (1282)
Cayman Brac – Cayman Brac Power and Light 948-1638
- **Can you connect my 9-1-1 emergency call to another country's emergency services?**
No, however we will assist you in determining the proper emergency telephone number for a public safety agency overseas.
- **Can I request an audio recording of my 9-1-1 call?**
Yes, written requests may be submitted to our Information Manager in accordance with the Freedom of Information Law, 2007. If the request is related to an open investigation by RCIPS, your request will need to be approved by RCIPS. See our Freedom of Information page on the www.911.gov.ky website for details.

- **How do I get a copy of my police report?**
Contact the RCIPS using their non-emergency phone number (see table above) or visit your local police station.
- **How do I file a complaint about the way my 9-1-1 telephone call was handled?**
We strive to provide a professional level of service all the time. Unfortunately, we are human and we make mistakes. You may contact the Director of Public Safety Communications or one of the two Assistant Directors who will investigate your complaint. See our Complaints page on our website www.911.gov.ky for details.
- **How do I compliment the telecommunicator who handled my 911 call?**
We love hearing about the good things we do for the Cayman community. Please email or call the Director of Public Safety Communications or one of the Assistant Directors. See our Contact Us page on our website www.911.gov.ky.
- **Do you provide tours of the 911 Centre?**
We accommodate requests for tours on a limited basis. Pre-approval by the Director of Public Safety Communications is necessary. Please call the department's administration line (949-9008) during business hours and speak with our Administrative Assistant, who will handle your request.
- **How many cruise ships will be coming into port today?**
Check the Cayman Islands Port Authority website www.caymanport.com
- **Do I have to pay if I call for an ambulance?**
Please contact the Health Services Authority at 949-8600; rates may vary depending on circumstances.
- **How many police, fire, and EMS Calls For Service does the Public Safety Communications Centre process each day?**
We dispatch approximately 80 Calls For Service per day resulting from a total of about 400 incoming telephone calls (both emergencies and non-emergency calls).
- **How do I become a 9-1-1 Telecommunicator or Electronic Monitoring Officer?**
Vacancies are advertised on the Government's website www.recruitment.gov.ky . If you are a Caymanian, we would especially like to discuss our recruitment process and professional growth opportunities with you. Please contact the Director of Public Safety Communications or one of the Assistant Directors.

HISTORY

After a close encounter with Hurricane Gilbert in 1988, the Cayman Islands Government recognized the need to establish a new communications system. A new trunked radio system was acquired which interconnected all emergency services. Once completed, the need for an upgraded emergency telephone system was also recognized. According to an article appearing in *911 Magazine*, at the time the Cayman Islands utilized four separate emergency numbers – 5-0-0 for fire, 5-0-5 for paramedics and both 9-9-9 and 9-1-1 for police. At the urging of the chief fire officer and in accordance with the new North American Numbering Plan, 9-1-1 was chosen as the single emergency number.

The establishment of a new 9-1-1 system fell upon the Ministry of Agriculture, Environment, Communications and Works. Minister John McLean contacted APCO – the Association of Public-safety Communications Officials, International -- to ask for a recommendation of someone to bring 9-1-1 to a reality. APCO instructor David Mackenzie, a former Deputy Fire Chief with the U.S. Air Force had experience installing 9-1-1 systems on military bases in Korea. Mackenzie was hired in April 1995 as 9-1-1 Project Manager to install a state-of-the art 9-1-1 emergency telecommunications system.

In June 1996, 15 telecommunicators were hired and trained using the APCO curriculum that is still fundamentally in use today. The new 9-1-1 staff assisted the Lands and Survey department with street naming and addressing in order that 9-1-1 would be a functional system. 9-1-1 telecommunicators went door-to-door instructing the public on the new addressing scheme. Juliet Gooding, who was a student in that first class of telecommunicators, was promoted as the first Emergency Communications Manager. The new 911 system and communications centre was inaugurated on 16 September, 1996.

Although original plans called for another Public Safety Answering Point (PSAP also known as an emergency communications centre) in Cayman Brac, those plans were cancelled. The Cayman Islands Public Safety Communications Centre (CIPSCC) handles emergencies for all three islands – Grand Cayman, Cayman Brac, and Little Cayman. The Fire Service maintains a secondary PSAP at the Airport which dispatches both domestic and airport fire equipment. 9-1-1 calls for fire-related incidents are processed by CIPSCC but the information is relayed to the secondary PSAP by radio or phone.

CIPSCC was located in the George Town Police Station. As Hurricane Ivan approached, the decision was made to evacuate the emergency communications centre from the police station and move it temporarily into the new Cable and Wireless (now LIME©) administrative building. The Communications Centre was then re-located to its present home in a multi-story building constructed to withstand Category 5 storms.

In 2008, the new Electronic Monitoring function was created by Government in preparation for the implementation of the Alternative Sentencing Law. Since Electronic Monitoring also required a robust 24/7/365 call centre, it was decided to co-locate the Cayman Islands Electronic Monitoring Centre (CIEMC) with the Public Safety Communications Centre. In 2011, the National CCTV Programme started coming on line with the first of approximately 400 CCTV cameras to be located throughout all three islands. The Electronic Monitoring Centre will monitor both selected offenders and public surveillance CCTV.

Upon Juliette Gooding's leaving in 2008, Brent Finster became the second Emergency Communications Manager. Finster has 32 years of experience in public safety and managed two communications centres in the United States before coming to the Cayman Islands.

In 2011, the Department's name was changed from Emergency Communications & Electronic Monitoring to the Department of Public Safety Communications (DPSC).

Today, the staff consists of 11 Telecommunicators, 4 Communications Supervisors, 2 Electronic Monitoring Supervisors, 3 Electronic Monitoring Officers, 1 Administrative Assistant, 2 Assistant Directors, and a Director.

EMPLOYMENT OPPORTUNITIES

For information on existing vacancies, see www.recruitment.gov.ky

Public safety communications positions within the Department:

- Telecommunicator Trainee
- Telecommunicator
- Communications Supervisor

Electronic Monitoring positions within the Department:

- Electronic Monitoring Officer
- Electronic Monitoring Supervisor

Department administrative/management positions:

- Administrative Assistant
- Assistant Director of Operations and Training
- Assistant Director of Electronic Monitoring
- Director of Public Safety Communications

The career path of a 9-1-1 dispatcher (also known as a public safety communications telecommunicator) starts out as a Telecommunicator-Trainee. After six months of successful classroom training (including certification as a Public Safety Telecommunicator and Emergency Medical Dispatcher) and On-The-Job Training in CIPSCC, the trainee is promoted to a post as a qualified Telecommunicator. Those persons who desire to move to a supervisory level after 3 years of being a Telecommunicator may apply for a vacant Communications Supervisor post. The Communications Supervisor not only does the day-to-day job of processing Calls For Service but they are also responsible for their shift of Telecommunicators and Telecommunicator-Trainees. There are also opportunities for further professional development thru advanced training, becoming a certified instructor, or obtaining a degree in public safety communications/emergency management.

Trainee positions within the Department are typically advertised a couple of times each year and directed primarily towards suitable Caymanians based on the results of a computer test and interview. There are no educational or experience requirements to become a Trainee as all training is done in-house.

The Electronic Monitoring function is new. Electronic Monitoring Officers are selected because of their background and interest in the criminal justice system. Electronic Monitoring Supervisors not only do the job of Electronic Monitoring as the Officers do, but they also supervise the unit's activities including staffing and the coordination of procurement and troubleshooting of electronic monitoring devices and CCTV.

As emergencies can occur at any time, department personnel must work shifts which include nights, weekends and public holidays.

Individuals who desire positions as administrators and management must possess the educational and experience necessary to perform their function. Managers within the department typically have at least 10 years or longer within the public safety communications field.

STRATEGIC MANAGEMENT

This category applies to the governance and management of the department.

- Governance
 - Organisational Chart see www.911.gov.ky
- Management
 - Statistics - Annual see www.911.gov.ky
 - Statistics – Monthly see www.911.gov.ky

FINANCE & ADMINISTRATION

This category applies to internal support functions within the Department, relating to finance, personnel and business administration.

- Financial management
 - Approved Budget FY11/12 see www.911.gov.ky
 - Quarterly Financial Reports see www.911.gov.ky
- Administration
 - Press Releases see www.911.gov.ky
 - Job Vacancies see www.recruitment.gov.ky
 - Staff Pay see www.911.gov.ky
 - Records Management see www.911.gov.ky

POLICIES & PROCEDURES

This category applies to written protocols for carrying out functions, activities and delivering services.

Due to the public safety operational nature of the Department, most of the Standard Operating Guidelines (SOGs) are exempt from disclosure per the FOI Law. In addition, some SOGs are probably not of the public interest thus not published, but may be made available upon request.

- The following Department SOGs are not exempt from FOI and may be of the public interest:
 - 101 Mission, Vision, Values Statements see www.911.gov.ky
 - 251 Internal Complaints Process see www.911.gov.ky
 - 252 Freedom of Information Process see www.911.gov.ky
 - 304 Anonymity of Callers see www.911.gov.ky
 - 701 News Media see www.911.gov.ky
 - 801 Calls For Service Priorities see www.911.gov.ky
 - 806 Alarms see www.911.gov.ky
 - 810 Lock-Ins & Elevator Rescues see www.911.gov.ky
 - 1271 Wireless 9-1-1 Calls see www.911.gov.ky

- SOGs that are not exempt from FOI and not published because they have limited or no public interest may be available
 - SOGs not published

submit FOI request

DECISIONS & RECOMMENDATIONS

This category applies to information about proposals, resolutions, assessments and results, including decision-making processes.

- None at this time.

LISTS & REGISTERS

This category applies to information held in registers required by law and other lists or registers relating to the functions of the authority

- The following lists and registers are maintained:
 - 9-1-1 Master Street Address Guide (MSAG) see www.911.gov.ky
 - FOI Disclosure Log see www.911.gov.ky

OUR SERVICES

This category provides detailed information about the services offered and activities carried out by the authority, to fulfil its high-level functions and responsibilities.

- The following information is available:
 - Form – “Cayman 9-1-1 Cellular Update Form” see www.911.gov.ky
 - Form – “Non-Disclosure Agreement – Tour” see www.911.gov.ky
 - Form – “Non-Disclosure Agreement – Visitor” see www.911.gov.ky
 - Leaflet – “Making 9-1-1 Work For You” see www.911.gov.ky
 - PowerPoint – “CIPSCC Presentation – Adult” see www.911.gov.ky
 - PowerPoint – “CIPSCC Presentation – Children” see www.911.gov.ky

Updated: 2 November 2012



Cayman Airways Limited Publication Scheme
Produced in accordance with the Hon Chief Secretary's Code of Practice

CONTENTS:

1. The Publication Scheme
2. Information that may be withheld
3. Methods of Access
4. Fees and Charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of Information

1. ABOUT THE PUBLICATION SCHEME

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public.

The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This Publication Scheme commits Cayman Airways Limited to making information available to the public as part of its normal business activities.

Cayman Airways Limited will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;

- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. INFORMATION THAT MAY BE WITHHELD

Cayman Airways Limited will generally not publish;

- information in draft form;
- information that is not held by Cayman Airways Limited, or which has been disposed of in accordance with a legally authorized disposal schedule;
- information that is not readily available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the **FOI Law**, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, wherever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *Section 7: Categories of Information*.

Information will only be withheld where the **FOI Law** expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm Cayman Airways Limited (or other organizations) commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *Section 6: Complaints*.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*

3. METHODS OF ACCESS

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of Information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed. Website address: www.caymanairways.com

Online

Some of our documents are published electronically on www.caymanairways.com, and can be downloaded in PDF format. Where information is available online, a link within *Section 7: Categories of Information* will direct you to the relevant page or document.

If the link is broken, you may contact our Information Manager Pamela Watler directly at 743-8228 or Abbey Glasgow Information Manager Designate directly at 743-8443 or alternatively via e-mail to foi@caymanairways.net

E-mail

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by e-mail. You can e-mail us at foi@caymanairways.net to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please contact Ms. Pamela Watler at (345)743-8228 or, Ms. Abbey Glasgow at (345)743-8443, to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to;

Ms. Pamela Watler
Information Manager
Cayman Airways Limited
P.O. Box 10092
Grand Cayman KY1-1001
CAYMAN ISLANDS

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *Section 4: Fees and Charges* for further details).

Personal Visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *Section 7: Categories of Information*, and relevant contact details will be provided in that section.

Advice and Assistance

If you experience any difficulty identifying the information you want to access, please contact Pamela Watler at 743-8228 or Abbey Glasgow at 743-8443 or alternatively e-mail them at pamelawatler@caymanairways.net; abbeyglasgow@caymanairways.net.

Cayman Airways Limited will adhere to its obligations under Section 10 of the **FOI Law**, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where Cayman Airways Limited is legally required to translate any information, it will do so.

4. FEES AND CHARGES

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. Cayman Airways Limited strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by e-mail will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction Costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2.00 per disc.

Postage Costs

Cayman Airways Limited will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *Section 7: Categories of Information of the FOI Regulations*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when Cayman Airways Limited has received your payment.

5. REQUESTS FOR INFORMATION OUTSIDE THE PUBLICATION SCHEME

Information held by Cayman Airways Limited that is not published under this scheme can be requested in writing.

Your request will be considered in accordance with the provisions of the FOI Law by contacting FOI Manager Pamela Watler at 743-8228 or by e-mailing pamelawatler@caymanairways.net.

6. COMPLAINTS

Cayman Airways Limited aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, or would like to request further information regarding our complaints procedures, please contact Pamela Watler at 743-8228 or Abbey Glasgow at 743-8443 or alternatively, an email to: foi@caymanairways.net and we will try to resolve your complaint as quickly as possible.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

P.O. Box 10727
Grand Cayman KY1-1007
CAYMAN ISLANDS
Telephone: 1(345)747-5402
E-mail: appeals@ico.gov.ky

7. CATEGORIES OF INFORMATION

- About Us
- Ministry
- Mission Statement
- Vision Statement
- Values
- Governance
- Organization & Functions
- Management, Board and Committees
- Destinations/Gateways
- Location/Opening Hours
- Policies and Procedures
- Departments
- Rates/Schedule of Fees
- Flight Schedules



ABOUT US

Name of Public Authority

Cayman Airways Limited, National Flag Carrier of the Cayman Islands

MINISTRY

Cayman Airways Limited operates under the Ministry of Financial Services, Tourism & Development

MISSION STATEMENT:

To be the premier choice of safe, reliable, and enjoyable air transportation to all markets we serve, in the best interests of the Cayman Islands.

VISION STATEMENT:

To be the most efficient Airline in the region.

VALUES:

- Caymanian
- Dynamic
- Easy to do business with
- A great place to work
- A participative and team oriented Organization
- Leveraging technology
- A good Corporate Citizen
- Committed to Safety and Security
- Dignified and respectful in all relationships
- Devoted to continuous improvement
- Dedicated to Customer satisfaction every time



GOVERNANCE:

The Companies Law
Trade & Business Law
Public Management & Finance Law
Civil Aviation Authority Cayman Islands
Federal Aviation Authority

ORGANIZATION AND FUNCTIONS:

Cayman Airways is the national flag carrier of the Cayman Islands. With our head office in Grand Cayman, we operate mainly as an international and domestic scheduled passenger carrier, with cargo services available on all routes and a limited charter service offered. Our operations are based at Owen Roberts International Airport, Grand Cayman.

Cayman Airways was established and started operations on August 7, 1968. It was formed following the Cayman Government's purchase of 51 percent of Cayman Brac Airways, from LACSA, the Costa Rican flag carrier, and became wholly government owned in December 1977.

MANAGEMENT, BOARD & COMMITTEES

Chief Officer:

Stran Bodden, Ministry of Financial Services, Tourism & Development
4th Floor, Government Administration Building
Grand Cayman KY1-9000
CAYMAN ISLANDS



Name and Title of Head:

Fabian Whorms, President and Chief Executive Officer

Information Manager:

Ms. Pamela Watler
Information Manager
Cayman Airways Limited
91 Owen Roberts Drive
Airport Road
P.O. Box 10092
Grand Cayman KY1-1001
CAYMAN ISLANDS
Direct: (345)743.8228
Mobile: (345)925.0618
Reception: (345)949.8200
Pamelawatler@caymanairways.net
www.caymanairways.com

Information Manager, Designate

Ms. Abbey Glasgow
Information Manager Designate
Cayman Airways Limited
91 Owen Roberts Drive
Airport Road
P.O. Box 10092
Grand Cayman KY1-1001
CAYMAN ISLANDS
Direct: (345)743.8443
Reception: (345)949.8200
abbeyglasgow@caymanairways.net
www.caymanairways.com



BOARD OF DIRECTORS

Phillip Rankin, Chairman

George Hunter, Director (Deputy Chairman)

Anthony Akiwumi, Director (Deputy Chairman)

Dr. Dax Basdeo, Secretary

Captain Wilbur M. Thompson, Director

Nathaniel S. Tibbetts, Sr. JP, Director

Rafael Elias, Director

Joseph Imparato, Director

Norman Klein, Director

Shomari Scott, Director

Mrs. Sonia McLaughlin, Director

Stran Bodden, Director

ADMINISTRATIVE OFFICERS:

Fabian Whorms, President and Chief Executive Officer

Direct: 345.743.8301

E-mail: fabianwhorms@caymanairways.net

Paul Tibbetts, Senior Vice President

Finance & Commercial Affairs

Direct: 345.743.8223

E-mail: paultibbetts@caymanairways.net

Ms. Pamela Watler, Executive Assistant

Direct: 345.743.8228

Mobile: 345.925.0618

E-Mail: pamelawatler@caymanairways.net

DEPARTMENTS**HUMAN RESOURCES**

Mrs. Sheena Sigsworth, Director

E-mail: sheenasigsworth@caymanairways.net

Telephone: 345.743.8287

Miss Kimberly Arch, Human Resources Officer

E-mail: kimberlyarch@caymanairways.net

Telephone: 345.743.8277

FINANCE

Paul Tibbetts, Senior Vice President

Finance & Commercial Affairs

Direct: 345.743.8223

E-mail: paultibbetts@caymanairways.net

COMMERCIAL

Paul Tibbetts, Senior Vice President

Finance & Commercial Affairs

Direct: 345.743.8223

E-mail: paultibbetts@caymanairways.net



BAGGAGE

Ivan Forbes, Director
Airport Operations
E-mail: ivanforbes@caymanairways.net
Telephone: 345.743.8365 or
Telephone: 345.743. 8686 (Baggage Line)
Email: gcmbaggage@caymanairways.net

CLAIMS

Mrs. J. Gay McKee, Manager
Baggage/Cargo Claims
Email: gaymckee@caymanairways.net
Telephone: 345.743.8359

Ms. Abbey Glasgow
Baggage Customer Service Agent
Email: abbyglasgow@caymanairways.net
Telephone: 345.743.8443

RESERVATIONS and CITY TICKET OFFICE (CTO)

Ms. Martha Forbes, Manager
City Ticket Office and Reservations and Corporate Sales
Email: marthaforbes@caymanairways.net
Telephone: 345.743.8442

MAINTENANCE AND ENGINEERING

Wayne Miller, Vice President
Maintenance & Engineering
E-mail: waynemiller@caymanairways.net
Telephone: 345.743.8307

AIRPORT

Ivan Forbes, Director
Airport Operations
E-mail: ivanforbes@caymanairways.net
Telephone: 345.743.8365



CARGO

Tyrone Welds, Manager
Cargo Operations
E-mail: tyronewelds@caymanairways.net
Telephone: 345.743.8501

FLIGHT OPERATIONS

Captain Dave Scott, Vice President
Flight Operations
E-mail: davescott@caymanairways.net
Telephone: 345.743.8250

SAFETY AND SECURITY

Captain Christopher McTaggart, Director
Safety and Security Services
E-mail: christophermctaggart@caymanairways.net
Telephone: 345.743.8220

DESTINATIONS/GATEWAYS

As of January 2009, Cayman Airways operates scheduled flights to and from the following destinations:

Cayman Islands:

Grand Cayman (Owen Roberts International Airport)
Cayman Brac (Gerrard Smith International Airport)
Little Cayman (Edward Bodden Airfield)

Cuba:

Havana (Jose Marti International Airport)

Honduras:

La Ceiba (Goloson International Airport)

Jamaica:

Kingston (Norman Manley International Airport)
Montego Bay (Sangster International Airport)



United States:

Chicago, Illinois (O'Hare International Airport) Seasonal
Miami, Florida (Miami International Airport)
New York, New York (John F. Kennedy International Airport)
Tampa, Florida (Tampa International Airport)
Washington DC (Washington Dulles International Airport) Seasonal

Cayman Airways Future Destinations:

Cayman Airways Past Destinations:

United States:

Boston, Massachusetts (Logan International Airport)
Houston, Texas (George Bush Intercontinental Airport)

Latin America

Panama City, Panama (Tocumen International Airport)

HEADQUARTERS LOCATION

Cayman Airways Headquarters Building
91 Owen Roberts Drive
P.O. Box 10092
Grand Cayman KY1-1001
CAYMAN ISLANDS
Telephone: 345.949.8200
Facsimile : 345.949.7607

OPENING HOURS:

ADMINISTRATION OFFICES:

MONDAY – FRIDAY
8:30AM – 5:00PM

RESERVATIONS OFFICES:

MONDAY – FRIDAY

7:00AM – 9:00PM

SATURDAY & SUNDAY

7:00AM – 5:00PM

PUBLIC HOLIDAYS

9:00AM – 5:00PM

(Subject to change)

CITY TICKET OFFICES:

MONDAY – FRIDAY

8:30AM – 5:00PM

SATURDAY –

9:00AM – 4:00PM

SUNDAY: CLOSED**CARGO**

MONDAY - FRIDAY:

Imports 8:30AM - 5:00PM

Exports 8:30AM - 5:00PM * (Cargo acceptance closes at 3:00PM)

SATURDAY:

Imports 8:30AM - 12:00PM

Exports 8:30AM - 12:30PM * (Cargo acceptance closes at 10:30AM)

SUNDAY: CLOSED



EXPRESS

MONDAY – FRIDAY:

8:30AM - 5:00PM

SATURDAY: CLOSED

SUNDAY: CLOSED

POLICIES AND PROCEDURES

HR Policies and Procedures:

- Policy 101: Nature of Employment
- Policy 102: Employee Relations
- Policy 103: Hiring of Relatives
- Policy 104: Employee Medical Examinations
- Policy 105: Outside Employment
- Policy 106: Job Posting & Transfers
- Policy 104: Re-Hire Eligibility

Employee Status and Records:

- Policy 201: Employment Applications
- Policy 202: Employment Reference Checks
- Policy 203: Personnel Data Changes
- Policy 204: Performance Evaluations
- Policy 205: Access to Personnel Files

Employee Benefit Programs:

- Policy 301: Employee Benefits
- Policy 302: Vacation
- Policy 303: Holidays
- Policy 304: Maternity Leave
- Policy 305: Sick Leave
- Policy 306: Time off to Vote
- Policy 307: Compassionate Leave
- Policy 308: Relocation
- Policy 309: Jury Duty
- Policy 310: Health Insurance
- Policy 311: Life Insurance
- Policy 312: Workers' Compensation Insurance
- Policy 313: Educational Assistance

Non-Revenue Travel:

- Policy 350: Free and Reduced Rate Transportation
 - Definitions
 - Penalties for violation of free and reduced rate privileges
 - Company Policy
 - Ticket/Trip Pass not transferable
 - Authorization and control of access
 - Dress Code

Timekeeping/Payroll:

- Policy 401: Timekeeping
- Policy 402: Paydays
- Policy 403: Separation from Employment
 - Notice
 - Layoffs
 - Severance Pay
 - Suspension
 - References
- Policy 404: Administrative Pay Corrections

Work Conditions & Hours:

- Policy 501: Safety
- Policy 502: Work Schedules/Attendance
- Policy 503: Smoking
- Policy 504: Rest and Meal Periods
- Policy 505: Overtime
- Policy 506: Emergency Closings
- Policy 507: Business Travel Expenses
- Policy 508: Visitors in the Workplace
- Policy 509: Workplace Monitoring
- Policy 510: Workplace Violence Prevention

Leaves of Absence:

- Policy 601: Personal Leave
- Policy 602: Pregnancy related issues

Employee Conduct and Disciplinary Action:

- Policy 701: Employee Conduct and Work Rules
- Policy 702: Employee Responsibilities
 - Standards of Professionalism
 - Productivity
 - Housekeeping
 - Telephone Courtesy
 - Misrepresentation
 - Professional Conduct
 - Business Ethics and Conduct
 - Conflicts of Interest
 - Non-Disclosure
 - The Media
- Policy 703: Drug and Alcohol Use
- Policy 704: Sexual and Other Unlawful harassment
- Policy 705: Attendance and Punctuality
- Policy 706: Personal Appearance
- Policy 707: Use of Company Property
 - Use of Telephones

Use of equipment and vehicles
Computer and Email Usage
Internet Usage

- Policy 708: Return of Property
- Policy 709: Resignation
- Policy 710: Retirement
- Policy 711: Security Inspections
- Policy 712: Solicitation
- Policy 713: Drug Testing
- Policy 714: Progressive Discipline
- Policy 715: Problem Resolution
- Policy 716: Casual Days

Miscellaneous:

- Policy 800: Life-Threatening Illnesses in the Workplace
- Policy 801: Employee Activities and Programs

Employee Acknowledgement Form: Non U.S.

- Policy 901: Immigration Law Compliance
- Policy 902: Employment Categories
- Policy 903: Probation Period
- Policy 904: Adoption Leave Benefits
- Policy 905: Witness Duty
- Policy 906: Benefits Continuation
- Policy 907: Pension Plan
- Policy 908: Pay Deductions and Setoffs
- Policy 909: Family and Medical Leave
- Policy 910: Political Activities
- Policy 911: Union Associations/Activities

Employee Acknowledgement Form: U.S.

- Policy 950: Nature of Employment
- Policy 951: Equal Employment Opportunity
- Policy 952: Immigration Law Compliance
- Policy 953: Disability Accommodation
- Policy 954: Employment Categories
- Policy 955: Introductory Period
- Policy 956: Witness Duty
- Policy 957: Benefits Continuation
- Policy 958: 401k Savings Plan
- Policy 959: Pay Deductions and Setoffs
- Policy 960: Family and Medical Leave
- Policy 961: Military Leave

Copies can be obtained upon request from the Information Manager/Designate

RATES/SCHEDULE OF FEES
CARGO RATES:

GRAND CAYMAN					
	<i>JIFFY (from Miami Only) Under 5lbs</i>	MIN 5lbs - 70lbs	71 lbs to 100lbs	Over 100 lbs	Over 1100 lbs
Grand Cayman - Miami	\$35.00	\$50.00	.60 per lb	.55 per lb	.50 per lb
Grand Cayman - Tampa	-	\$55.00	.70 per lb	.65 per lb	.60 per lb
Grand Cayman - Kingston	-	\$45.00	.52 per lb	.45 per lb	.42 per lb
Grand Cayman - Cayman Brac	-	\$30.00	.31 per lb	.27 per lb	.25 per lb
Grand Cayman - Havana	-	\$44.00	.51 per lb	.45 per lb	.42 per lb
Grand Cayman - Little Cayman	-	\$30.00	.31 per lb	.27 per lb	.25 per lb
All rates <u>excluded</u> Air waybill \$10.00, Collect Fee \$10.00, Security Charge \$10.00 (MIA-GCM)/ \$18.00 (GCM-MIA)					
CAYMAN BRAC					
	<i>JIFFY (from Miami Only) Under 5lbs</i>	MIN 5lbs - 70lbs	71 lbs to 100lbs	Over 100 lbs	Over 1100 lbs
Cayman Brac - Miami	\$35.00	\$55.00	.55 per lb	.60 per lb	.55 per lb
Cayman	-	\$70.00	.75 per lb	.70 per lb	.65 per lb

**Brac -
Tampa**

EXPRESS RATES:

Package Weight:	GCM to/from CYB/LYB:	CYB to/from LYB:
Up to 3 oz	\$6.00	N/A
Up to 2 lbs	\$15.00	\$10.00
3 to 30 lbs	\$25.00	\$15.00
31 to 60 lbs	\$37.00	\$25.00
Over 60 lbs	\$37.00	\$25.00

Plus \$0.50/lb each additional lb Plus \$0.25/lb each additional lb
(Subject to change)

BAGGAGE RATES:

Weight :	Description :	Fees:
56 – 70 pounds	(Overweight Bag)	\$ 50.00
71 – 99 pounds	(Overweight Bag)	\$175.00
Over 99 pounds		*Not Permitted

Quantity:	Fees:
Additional bag up to 55 pounds (excess bag 3 – 5)	\$100.00
Additional bag up to 55 pounds (excess bag 6 – 8)	\$200.00
Additional bag (excess over 8)	*Not Permitted

Fees and charges for weight and quantity are cumulative.

**SIZE:**

63 – 80 inches	(length + height + width)	up to 55 pounds	\$100.00
63 – 80 inches	(length + height + width)	up to 70 pounds	\$150.00
63 – 80 inches	(length + height + width)	up to 99 pounds	\$225.00
Over 80 inches	(length + height + width)		*Not Permitted

Contact a Cayman Airways Representative at 345.949.8200 for any questions or clarification of allowance, charges, fees, as they may be subject to change.

FLIGHT SCHEDULES:

Flights are subject to change. Please contact a Cayman Airways representative at 345. 949. 8200 for any questions or confirmations regarding all flight schedules.



Cayman Islands Health Services Authority

Publication Scheme

Produced in accordance with the Chief Secretary's Code of Practice

CONTENTS:

1. About the Publication Scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information
 - About Us
 - Strategic Management
 - Finance & Administration
 - Policies & Procedures
 - Decisions & Recommendations
 - Lists & Registers
 - Our Services

1. About the Publication Scheme

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- regularly review and update the information made available under this scheme.

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The Health Services Authority will generally not publish:

- information in draft form;
- information that is not held by the Health Services Authority, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Health Services Authority's (or another organisation's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

The Health Services Authority will make every effort to provide information online, however, until the information you need is online, the physical document can be requested at the Health Services Authority by contacting:

Information Manager:	Mrs. Sharaine Chin
Address (Location):	George Town Hospital #95 Hospital Road Corner Smith & Hospital Road George Town Grand Cayman
Mailing Address:	P.O. Box 915 Grand Cayman KY1-1103 Cayman Islands
Telephone:	(345) 244 2857
Fax:	(345) 244 2646
Email:	foi@hsa.ky

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at *foi@hsa.ky* to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call (345) 244 2857 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Mrs. Sharaine Chin
Information Manager
Health Services Authority
P.O. Box 915
Grand Cayman KY1-1103
Cayman Islands

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. Our reading room is located in the Freedom of Information Office located on the second floor, George Town Hospital. Appointments can be made by contacting the Information Manager (see details below)

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact:

Information Manager:	Mrs. Sharaine Chin
Address (Location):	George Town Hospital #95 Hospital Road Corner Smith & Hospital Road George Town Grand Cayman
Mailing Address:	P.O. Box 915 Grand Cayman KY1-1103 Cayman Islands
Telephone:	(345) 244 2857
Fax:	(345) 244 2646
Email:	foi@hsa.ky

The Health Services Authority will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Health Services Authority is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Health Services Authority strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

There are some publications which the Health Services Authority will provide to you for a nominal fee. This includes: e.g.. copies of medical records, hard copies of documents

requested as per the FOI Law. For a list of reproduction fees for documents requested under the Freedom of Information Law, please see the Freedom of Information Law, 2007 at www.foi.gov.ky.

Fees for clinical services as well as medical administrative fees are contained in the Chargemaster document. This document is available in its entirety at the Legislative Assembly.

Medical Records Fees:

General Medical Reports - \$132.00

Insurance Reports - \$132.00

Miscellaneous Reports - \$32.00

Police Certificate Report - \$22.00

Copies of Records (Administration Fee) - \$5.50

Copies per page (medical records) - \$.55

Orthopaedic Specialist reports – vary from \$350 - \$3,500.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size) for requested hard copies made under the Freedom of Information Law, 2007.

Computer discs will be charged at a rate of \$2 per disc.

Fees for the reproduction of Medical Records are charged at a separate rate set by the Health Services Authority.

Postage costs

The Health Services Authority will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Health Services Authority has received your payment.

5. Requests for information outside the Publication Scheme

Information held by the Health Services Authority that is not published under this scheme can be requested in writing. Your request will be considered in accordance with the provisions of the FOI Law.

If you wish to make a request for information from the Health Services Authority, please visit our website <http://www.hsa.ky> and research whether the information you need is already published. All requests for information that are not currently available through our website must be in writing, which includes email and should include the contact details of the person requesting the information. We may need to contact you to ask you for further clarification to help us provide you with the information you have requested.

In compliance with the Freedom of Information Law H.S.A will aim to respond to all requests for information within 30 working days from the date we receive your written request.

The Health Services Authority will always attempt to provide the information in the format requested.

6. Complaints

The Health Services Authority aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please see contact our Information Manager and we will try to resolve your complaint as quickly as possible:

A complaint may be made in person or in writing to the:

Information Manager: Mrs. Sharaine Chin

Address (Location): George Town Hospital
#95 Hospital Road
Corner Smith & Hospital Road
George Town
Grand Cayman

Mailing Address: P.O. Box 915
Grand Cayman KY1-1103
Cayman Islands

Telephone: (345) 244 2857

Fax: (345) 244 2646

Email: foi@hsa.ky

If you wish to make a general complaint regarding matters not related to the Publication Scheme, your complaint may be made in person or in writing to:

The Patient Services Representative
Cayman Islands Health Services
95 Hospital Road
P.O. Box 915, Grand Cayman KY1-1103
Cayman Islands

Further information about our complaints procedures can be obtained from our website <http://www.hsa.ky>

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 1375
Grand Cayman KY1-1108
CAYMAN ISLANDS
Telephone: +1 345 747 5402
Email: *appeals@ico.gov.ky*

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Cayman Islands Health Services Authority

Address (Location):

George Town Hospital
#95 Hospital Road
George Town
Grand Cayman
Cayman Islands

Mailing Address:

P.O. Box 915
Grand Cayman KY1-1103
Cayman Islands

Telephone: (345) 949-8600

Fax: (345) 949-2998

Ministry

Ministry of Health, Environment, Youth, Sports and Culture

Chief Executive Officer

Mrs. Lizzette Yearwood

Address (Location):

George Town Hospital
#95 Hospital Road
George Town
Grand Cayman
Cayman Islands

Mailing Address:

P.O. Box 915
Grand Cayman KY1-1103
Cayman Islands

Telephone: (345) 949-8600

Fax: (345) 949-2998

Freedom of Information

The Health Services Authority is committed to openness in regard to the information held within the Authority as required by the Freedom of Information Law 2007.

This document is the Health Services Authority's publication scheme, developed in compliance with Section 5 of the FOI Law.

FOI Contact Information

Information Manager: Mrs. Sharaine Chin

Address (Location): George Town Hospital
#95 Hospital Road
Corner Smith & Hospital Road
George Town
Grand Cayman

Mailing Address: P.O. Box 915
Grand Cayman KY1-1103
Cayman Islands

Telephone: (345) 244 2857

Fax: (345) 244 2646

Email: foi@hsa.ky

Obtaining Hard Copies

Note: Should any member of the public require information shown in this publication scheme and that may be available on our website www.hsa.ky or at www.gov.ky the Health Services Authority can also provide this information in hard copy from the Freedom of Information Office. Please contact the Information Manager (contact details above). Standard FOI fees will apply for hard copies.

Organisation and functions**What the Health Services Authority does**

The mission of the Cayman Islands Health Services Authority, the primary provider of high quality healthcare, is to optimize the wellness of all people in our islands, by delivering

accessible, cost-effective, patient-focused care through visionary leadership, operational efficiency and compassionate staff.

The Health Services Authority provides care through the 124-bed Cayman Islands Hospital (104 inpatient and 12 observation beds) and the 18-bed Faith Hospital on Cayman Brac. Ancillary services are offered at district health centres, and clinics for dental and eye care.

The Health Services Authority comprises the following sections:

- The Board of Directors
- Administration
- Human Resources
- Finance
- Facilities Management
- Forensics
- Mental Health
- Information Systems
- Materials Management
- Medical Records
- Overseas Referral
- Physiotherapy
- Public Health Administration
- Radiology
- Nursing Administration
- Ambulance
- Accident & Emergency
- Operating Theatre
- Hospital Wards
- Specialist Services
- Cardiology
- Dietary Services
- Dialysis Service
- District Health Centres
- Dental Services
- Hyperbaric Chamber
- Information Systems
- Laboratory
- Patient Services
- Physician Services
- Procurement
- & Purchasing
- Pharmacy
- Ophthalmology Services
- Faith Hospital, Cayman Brac
- Housekeeping
- General Practice
- Little Cayman Clinic
- Cancer Registry
- Public Relations

Location and hours	Matters handled
<p>George Town Administration: 9:00 a.m. – 5:00 p.m. weekdays Specialist Clinics: 8:30 a.m. – 5:30 p.m. weekdays & 8:30 a.m. – 12:30 p.m. Saturdays (Paediatric & Visiting Specialists only) General Practice: 8:00 a.m. – 8:00 p.m. weekdays and 8:30 a.m. – 4:00 p.m. on Saturdays Accident & Emergency: 24 hours</p> <p>Visiting Hours: 11:00 a.m. – 8:00 p.m., with the exception of Paediatrics - 8:00 a.m. – 8:00 p.m.</p>	<p>Administration includes Human Resources, Finance, CEO's office, Public Relations, Senior Managers offices, FOI Office, Medical Records, Nursing School, Nursing Administration, IT.</p> <p>Specialist Clinics provides outpatient care with Specialist physicians.</p> <p>General Practice provides outpatient care with General Practitioners.</p> <p>Accident & Emergency provides all emergency patient care.</p>
<p>Faith Hospital Stake Bay, Cayman Brac Open 24 hours</p>	<p>Administration, General Practice, Accident & Emergency and Pharmacy Services</p>
<p>District Clinics West Bay: M, T, Th, F –9:00 am–4:00 pm Wed. 9:00 am-8:00 pm Bodden Town: M, Th–5:00 pm–8:00 pm Wed, Fri, 9:00 a.m. – 1:00 p.m. East End: Mon – 2:00-4:00 p.m., Thurs 9:00 a.m. – 1:00 p.m. North Side: Tues. 9:00 a.m. – 1:00 p.m., Fri 2:00 – 4:00 p.m. Prison: M, T, Thu 2:00 – 4:00 p.m.</p>	<p>General Practice and outpatient services</p>
<p>Dental <u>Hours:</u> 8:00 a.m. to 4:30 p.m. Monday – Friday 8:00 a.m. to 11:00 a.m. Saturdays Public Holidays (closed)</p>	<p>Routine Dental and emergency dental care provided.</p>
<p>Pharmacy <u>Hours:</u> Weekdays: 8:00 a.m. – 9:30 p.m.</p>	<p>Fills prescriptions written by HSA physicians.</p>

Saturdays/Sundays: 8:00 a.m. – 7:30 p.m.	
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Boards and committees

Name	Meetings	Minutes
Board of Directors	Once per month	Access through Freedom of Information Office
CINICO Agreement Meeting	Once per month	Access through Freedom of Information Office
Finance Sub-Committee meeting	Once per month	Access through Freedom of Information Office
Facilities Sub-Committee	Once per month	Access through Freedom of Information Office
HR Committee	Once per month	Access through Freedom of Information Office
IT Sub-Committee	Once per month	Access through Freedom of Information Office
Risk Management	Quarterly	Access through Freedom of Information Office
Maternity/NICU Perinatal Meeting/Review	Once per month	Access through Freedom of Information Office
Maternity/NICU Staff meeting	Up to 3 times monthly	Access through Freedom of Information Office
Accident & Emergency Staff meeting	Quarterly or as needed	Access through Freedom of Information Office
Dialysis Unit Staff meeting	Quarterly or as needed	Access through Freedom of Information Office
Ambulatory Care Unit Staff Meeting	Quarterly or as needed	Access through Freedom of Information Office
Facilities Management Committee Meeting	Twice per month	Access through Freedom of Information Office
Maintenance staff meeting	Once per month	Access through Freedom of Information Office
Facilities Management Supervisors meeting	Twice per month	Access through Freedom of Information Office
Security staff meeting	Once per month	Access through Freedom of Information Office
Housekeeping staff meeting	Once per month	Access through Freedom of Information Office
Medical Unit staff meeting	Once per month	Access through Freedom of Information Office
Surgical Unit staff meeting	Once per month	Access through Freedom of Information Office
Nurse Managers meeting	Twice per month	Access through Freedom of Information Office

Paediatric Unit staff meeting	Once per month	Access through Freedom of Information Office
Forensic Dept. Team meeting	Once per month	Access through Freedom of Information Office
Forensic Dept. Quality meeting	Once per month	Access through Freedom of Information Office
Specialist Clinic staff meeting	Quarterly	Access through Freedom of Information Office
Physician Services Clinical Practice meeting	Once per month	Access through Freedom of Information Office
Operating Room Committee meeting	Once per month	Access through Freedom of Information Office
Medical Staff meeting	Once per month	Access through Freedom of Information Office
Senior Managers meeting	Twice per month	Access through Freedom of Information Office
Section Managers meeting	Once per month	Access through Freedom of Information Office
Physician Services Ethics Committee Meeting	Once per month	Access through Freedom of Information Office
Infection Control Committee	Once per quarter	Access through Freedom of Information Office
Staff Welfare Committee meeting	Once per month	Access through Freedom of Information Office
Patient Complaints Committee	Once per week	Access through Freedom of Information Office
Radiology General Staff meeting	Once per month	Access through Freedom of Information Office
Radiology Management meeting	Once per month	Access through Freedom of Information Office
Radiology Front office staff meeting	As necessary	Access through Freedom of Information Office
General Practitioners Meeting	Once per month	Access through Freedom of Information Office
Flu Response Team Meeting	Once per week	Access through Freedom of Information Office
Communicable Disease Surveillance meeting	Once per month	Access through Freedom of Information Office
Public Health Clinic Staff Meeting	Once per quarter	Access through Freedom of Information Office
Immunization Programme Committee meeting	Once per year	Access through Freedom of Information Office
Finance Staff meeting	As necessary	Access through Freedom of Information Office
Laboratory Staff meeting	As necessary	Access through Freedom of Information Office
Pharmacy Drugs &	Every other month	Access through Freedom of

Therapeutics Committee		Information Office
Pharmacy Staff meeting	Once per quarter	Access through Freedom of Information Office
Health Information Management staff meeting	Once per month	Access through Freedom of Information Office
Health Information Management Coding staff meeting	Once per month	Access through Freedom of Information Office
Health Information management And Coding meeting	Quarterly	Access through Freedom of Information Office
Staff Welfare Association Membership meeting	Annually	Access through Freedom of Information Office
Dental staff meeting	Once per month	Access through Freedom of Information Office
HR Training Committee	Once per month	Access through Freedom of Information Office

Frequently asked questions

- **What medical facilities are available on the islands?**

Yes. There are modern, well equipped Hospitals and General Practice services available to Residents and Visitors to the islands. These services are offered by both the Public and Private Health Care providers on the islands. Care is offered mainly at the primary and secondary level of care. Major cases such as multiple trauma, cardiac or neurology and other complex problems are normally stabilized and transferred overseas for further management. HSA works closely with private practitioners and other agencies to ensure adequate coverage for most concerns.

- **Will the Health Services accept overseas Health Insurance coverage?**

No, but we do accept major credit cards and Insurance from Insurance Carriers on the island. If patients need admission we would require a sufficient deposit to cover the anticipated cost of the proposed care. We recommend persons traveling from their normal place of residence, acquire additional Health Insurance coverage, which would be acceptable to an overseas institution, such as insurance coverage from American Express.

- **Will Health Care institutions assist patients needing to obtain care off the islands?**

Our institutions have a patient care service, which will assist the patient in making the necessary arrangement for an overseas transfer. Caymanian's requiring overseas care are normally referred to Baptist Hospital in Miami. Self-paying patients will be assisted to the institution of their choice. Emergency patients are normally flown off the island by an Air Ambulance.

- **Are there facilities in the hospital where family members may stay with their relatives if they so desire?**

No, however, depending on the seriousness of the patient's condition and the unit involved in the care of the patient, arrangements can be made as deemed necessary for the relatives to remain in the room.

- **How do I make an appointment to see a Doctor at the hospital?**

Appointments can be made 8:00 AM to 5:00 PM daily at the Specialist Clinic and the General Practice service. Please call the appointment clerk @244-2530 and 244-2800 respectively, or come in person to the hospital. Please note that appointments with the Specialists are normally done by a referral from another doctor.

- **Is there a procedure for handling complaints within the service?**

All HSA services welcome constructive concerns or suggestions from the public to enable us to improve our services. You may contact our Patient Services Representative at 244-2820 or 244-2508 daily. There is a Nursing Supervisor on duty around the clock who may be contacted for any problems or concerns. Please request for him/her to be contacted by any hospital worker, or you could page him/her by dialing 948-6478 if you are out of the hospital.

STRATEGIC MANAGEMENT

Administering the authority's operations at the organisational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources.

Governance

The Health Services Authority's Strategic Plan outlines the key strategic goals and objectives for The Health Services Authority for the financial year.

Documents:

- Strategic Plan
- Governing legislation and regulations

In relation to Health Services Authority matters, the responsibilities and functioning of the Authority are defined in the Health Services Authority Law. In addition, the following laws also guide the work of the Health Services Authority. These are available from our website www.hsa.ky :

- Health Services Authority Law, 2009
- Health Services Fees Law, 2008
- Health Insurance Law, 2009

- Health Practice Law, 2004
- Mental Health Law
- Pharmacy Law, 1991
- Prescription Law
- Public Health Law, 2002
- Freedom of Information Law, 2007
- Freedom of Information (General) Regulations, 2008

Corporate management

Documents:

- Annual Financial reports – available on www.gov.ky
- Audit reports – available on www.gov.ky
- Statistics

Disaster Preparedness:

- HSA Disaster Preparedness Plan
- HSA Hurricane Plan 2009

FINANCE & ADMINISTRATION

Financial management

- Annual budget - *available on www.gov.ky*
- List of open tenders and recently awarded tenders

Administration

Press Releases – All press releases are shown on our website – <http://www.hsa.ky> under “News and Media”.

Human Resources – Job Application Form and Vacancies are shown on our website – www.hsa.ky. The Human Resources Management Policies and Procedures Manual specifies human resource policies and applying to staff of the HSA; and establishes the procedures to be used in managing human resource and personnel matter relating to HSA staff.

- Human Resources Management Policies and Procedures Manual
- HSA Current Pay Scale & Position Bands
- HSA Draft File Plan

POLICIES & PROCEDURES

- All HSA Policies and Procedures – (covering all departments within the organisation) – List attached at **APPENDIX**

Lists

- FOI disclosure log – available at www.hsa.ky

OUR SERVICES

Our full range of comprehensive inpatient and outpatient services are designed to meet the needs of patient surgeries, seriously ill patients, urgent medical care, general medical conditions, community health, dental and eye health, support for mental health issues, sick children, mothers expecting a new baby and much more. Our services are tailored to meet each patient's individual needs and goals.

These are also available on our website – www.hsa.ky:

- **Inpatient Services information;** Ambulatory Care/Oncology, Critical Care Unit, Maternity, Medical Unit, Mental Health, Neonatal Intensive Care, Nutrition Services, Operating Theatre, Paediatrics and Surgical Unit.
- **Outpatient Services information;** Ambulance Services, Accident & Emergency, Community/Public Health Services, Dialysis Unit, Dental Services, Eye Clinic, General Practice, Laboratory Services, Nutrition Services, Physiotherapy, Pharmacy, Radiology, Recompression Chamber, Specialist Clinics, Women's Health.
- **Medical Treatment Overseas information;** The referral process, insurance coverage, preparing for travel, preparing to return to Cayman, returning to Cayman, Points to remember.
- **Newsletter** – HSA News and information.

Health Services Authority APPENDIX

Administration	Administration	<u>Policy Review Subcommittee Terms of Reference</u>
Administration	Disaster Plans	<u>Employee Responsibility in Disaster Events</u>
Administration	Disaster Plans	<u>Fire Plan 2009</u>
Administration	Disaster Plans	<u>Hurricane Plan 2009</u>
Administration	Disaster Plans	<u>Personal Travel Time Before and After a Hurricane</u>
Administration	FOI	<u>Internal Procedures - All Staff</u>
Administration	General	<u>Documents and Control Systems for Policies and Procedures</u>
Administration	General	<u>Key Control Policy and Procedure</u>
Administration	General	<u>Patient Rights and Responsibilities</u>
Administration	General	<u>Standards for Policy and Procedure Manuals</u>
Administration	Health and Safety	<u>Health and Safety Training Policy</u>
Administration	Health and Safety	<u>Mandatory Health and Safety Training</u>
Administration	Human Resources	<u>HR Policies and Procedures Manual</u>
Administration	Human Resources	<u>Salary Advances</u>
Administration	Human Resources - General HR Policies	<u>Whistlesblowing</u>
Administration	Human Resources - Labour Relations/Staff Relations	<u>Employment Rules, Disciplinary, and Grievance Procedures</u>
Administration	Infection Control	<u>Prevention and Control of Methicillin-Resistant Staphylococcus aureus (MRSA)</u>
Administration	Public Relations	<u>Conference and Special Event Planning</u>
Administration	Public Relations	<u>Employee Farewell</u>
Administration	Public Relations	<u>Fund Raising / Donations</u>
Administration	Public Relations	<u>Guest Relations</u>
Administration	Public Relations	<u>Information Boards - Posting Instructions</u>
Administration	Public Relations	<u>Media Information Policy</u>
Administration	Public Relations	<u>Press Release Policy</u>
Administration	Public Relations	<u>Public Relations</u>
Administration	Risk Management	<u>Employee Accident</u>
Administration	Risk Management	<u>Employee Accident</u>
Administration	Risk	<u>Incident Reporting</u>

Administration	Management Risk Management	Medication Error Reporting
Administration	Risk Management	Patient/Visitor Complaints
Administration	Risk Management	Personal Phone Calls/Cell Phone Usage at Work
Administration		Visiting Policy
Board of H.S.A.		Board Orientation Policies
Clinical Support Services	Forensics	Forensics Standard Operating Procedure Table of Contents
Clinical Support Services	Health Information Management	Change of Name
Clinical Support Services	Health Information Management	Clinical Information Access Policy
Clinical Support Services	Health Information Management	Court Summonses
Clinical Support Services	Health Information Management	Docket Cover Allowable Information
Clinical Support Services	Health Information Management	HIM / Coding Down Time Process
Clinical Support Services	Health Information Management	HIM Dress Code
Clinical Support Services	Health Information Management	HIM Orientation
Clinical Support Services	Health Information Management	HIM Patient & Physician Deficiency Analysis (Quantitative Analysis)
Clinical Support Services	Health Information Management	HIM Tracking
Clinical Support Services	Health Information Management	NOK / Emergency Contact Policy
Clinical Support Services	Health Information Management	NOS- Medical Records Not on Shelf
Clinical Support Services	Health Information Management	Patient Financial Services - Administrative Internal Request for Clinical Information
Clinical Support Services	Health Information Management	Private Physicians Access to HIM Department

Clinical Support Services	Laboratory Services	<u>Laboratory Protocol for Influenza Specimen Management</u>
Clinical Support Services	Patient Dietary Services and Nutrition	<u>Purchasing of Food</u>
Clinical Support Services	Patient Dietary Services and Nutrition	<u>Receiving of Food</u>
Clinical Support Services	Patient Dietary Services and Nutrition	<u>Safe Food Handling – Employee Eating & Drinking in Workplace</u>
Clinical Support Services	Patient Dietary Services and Nutrition	<u>Safe Food Handling – Employee Health & Personal Hygiene</u>
Clinical Support Services	Patient Dietary Services and Nutrition	<u>Safe Food Handling – Facility and Equipment</u>
Clinical Support Services	Patient Dietary Services and Nutrition	<u>Safe Food Handling – Food Distribution</u>
Clinical Support Services	Patient Dietary Services and Nutrition	<u>Safe Food Handling – Food Preparation</u>
Clinical Support Services	Patient Dietary Services and Nutrition	<u>Safe Food Handling – General</u>
Clinical Support Services	Patient Dietary Services and Nutrition	<u>Storage of Food</u>
Clinical Support Services	Pharmacy	<u>Fridge Alarm for Pharmacy Stores</u>
Clinical Support Services	Pharmacy	<u>General Rules for Dispensing</u>
Clinical Support Services	Pharmacy	<u>Outpatient Dispensing</u>
Clinical Support Services	Pharmacy	<u>Patients' Own Medication for Inpatient Use and Pharmacist Verification</u>
Clinical Support Services	Pharmacy	<u>Policy for Transferred Prescriptions</u>
Clinical Support Services	Pharmacy	<u>Standard Protocol for Refilling Prescriptions</u>
Clinical Support Services	Pharmacy	<u>Tranferring Refills from District Clinics to Hospital Pharmacy</u>
Clinical Support Services	Pharmacy	<u>Verbal Prescription Orders</u>

Clinical Support Services	Pharmacy	Ward Return, Credits, Recycling, and Expired Drugs
Clinical Support Services	Physiotherapy	Appointments
Clinical Support Services	Physiotherapy	General Departmental
Clinical Support Services	Physiotherapy	Infection Control
Clinical Support Services	Physiotherapy	On-Call Services
Clinical Support Services	Physiotherapy	Quality Control
Clinical Support Services	Physiotherapy	Record Keeping
Clinical Support Services	Physiotherapy	Safety
Clinical Support Services	Physiotherapy	Treatment of In-Patients
Clinical Support Services	Physiotherapy	Treatment of Out-Patients
Clinical Support Services	Physiotherapy	Treatment of Patients by Other Health Professionals
Clinical Support Services	Physiotherapy	Treatment of Prison Inmates
Clinical Support Services	Physiotherapy	Uniform
Clinical Support Services	Physiotherapy	Use of Gymnasium
Clinical Support Services	Radiology	After-Hours Radiology Services
Clinical Support Services	Radiology	Appointments
Clinical Support Services	Radiology	C-Arm Fluoroscopy - Boost Control
Clinical Support Services	Radiology	Consent for Diagnostic Examination which Require the Injection of a Contrast Medium
Clinical Support Services	Radiology	CT-Scan Request On-Call Policy
Clinical Support Services	Radiology	Film Disposal Policy
Clinical Support Services	Radiology	Maximum Permissible Dose
Clinical Support Services	Radiology	Nursing and Neonatal Intensive Care
Clinical Support Services	Radiology	Operation of Radiology Equipment
Clinical Support Services	Radiology	Personal Dosimeter Badges Policy
Clinical Support Services	Radiology	Portable X-Rays

Clinical Support Services	Radiology	Pregnant or Potentially Pregnant Patient
Clinical Support Services	Radiology	Protection of Nurses and Therapists
Clinical Support Services	Radiology	Radiation Communications Policy
Clinical Support Services	Radiology	Radiation Safety for Pregnant Employee
Clinical Support Services	Radiology	Radiation Safety General
Clinical Support Services	Radiology	Radiation Safety of Operating Room
Clinical Support Services	Radiology	Radiology Coverage and Level of Safety Policy
Clinical Support Services	Radiology	Radiology Down Time Procedures
Clinical Support Services	Radiology	Radiology Patient Safety Policy
Clinical Support Services	Radiology	Radiology Security Policies
Clinical Support Services	Radiology	Request for Change of Shift/Duty
Clinical Support Services	Radiology	Staff and Patient Protection
Clinical Support Services	Radiology	Work Life
Eye Clinic		Appointment Scheduling
Eye Clinic		Coordination of Ophthalmology Surgical Bookings
Eye Clinic		Eye Clinic Down Time Procedures
Eye Clinic		Monthly Statistics
Eye Clinic		Patient Records
Eye Clinic		Protocols - Patient Conditions
Eye Clinic		Protocols - Patient Instructions
Eye Clinic		Protocols - Triage
Eye Clinic		Telephone Policy
Facilities Management	Alarms	Freezer Temperature Control Alarm
Facilities Management	Laundry and Housekeeping	Blood / Body Fluid Clean-Up
Facilities Management	Laundry and Housekeeping	Cleaning Procedure for Nursing Stations
Facilities Management	Laundry and Housekeeping	Commode Cleaning
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Facilities Management	Laundry and Housekeeping	Office Cleaning
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Facilities Management	Laundry and Housekeeping	Urinal Cleaning

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Information Systems	User Policies	Information Security
Information Systems	User Policies	Installation and Use of Software
Information Systems	User Policies	Internet Usage
Information Systems	User Policies	Physical Security of Computer Assets
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Nursing	Accident & Emergency	Care of Multiple Trauma
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Nursing	Accident & Emergency	Emergency Protocol
Nursing	Accident & Emergency	Emergency Situation in Absence of Physician
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Nursing	Accident & Emergency	<u>Infectious Disease Policy</u>
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Nursing	Accident & Emergency	<u>Operations</u>
Nursing	Accident & Emergency	<u>Overdose (Intentional) and/or Accident</u>
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Nursing	Surgical Unit	Chest Tube - Insertion of Chest Tube and Maintenance of Underwater Seal Drainage Unit
Nursing	Surgical Unit	Initiation of a Continuous Intraspinal Infusion / Epidural Catheter
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Nursing	Surgical Unit	PCA Procedures
Nursing	Surgical Unit	Peripheral Intravenous Line
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Nursing	General Nursing Policies	Nursing Dress Code
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Physicians	Accident & Emergency	Arsenic Poisoning Literature
Physicians	Accident & Emergency	Criteria for the Determination of Brain Death in Adults
Physicians	Accident & Emergency	Do Not Resuscitate
Physicians	Accident & Emergency	Emergency Management of Croup
Physicians	Accident & Emergency	Emergency Treatment of Poisoning
Physicians	Accident & Emergency	Guidelines for Investigation and Management of Angina and Myocardial Infraction
Physicians	Accident & Emergency	HIV Post Exposure Assessment & Prophylaxis (PEP) Guidelines
Physicians	Accident & Emergency	Management of Diabetic Ketoacidosis
Physicians	Accident & Emergency	Mass Casualty
Physicians	Accident & Emergency	Medications for Sedation and Pain Control in Children
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Physicians	Accident & Emergency	Overdose (Poisoning), Intental and or Accidental
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Physicians	Accident & Emergency	Patient with Pesticide Poisoning
Physicians	Accident & Emergency	Physician Orders
Physicians	Accident & Emergency	Protocol for Use of Phenylephrine for Priapism
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Physicians	Accident & Emergency	Sexual Assault Policy
Physicians	Accident & Emergency	Sexual Assault Protocol 2006
Physicians	Accident & Emergency	Supportive Treatment of Acetaminophen Overdoses

Physicians	Paediatrics	Admitting Policy to N.I.C.U.
Physicians	Physician Administration	Management of Head Injury
Physicians	Physician Administration	Patient Related Policy
Physicians	Physician Administration	Policy for Transfer of Patients between the Cayman Islands or Faith Hospitals and the Chrissee Memorial Hospital
Physicians	Physician Administration	Pre-Registration, Pre-Authorization
Physicians	Physician Services - EMS	EMS Policy and Procedure Manual 1
Physicians	Physician Services - EMS	EMS Policy and Procedure Manual 2
Physicians	Physicians Administration	Cayman Islands Governement Policy on AIDS
Physicians	Surgery	Surgical Pre-operative Requirements
Public Health	Community Health Service	Home Visit Policy
Public Health	Diseases / Anthrax	Handling Of Suspected Anthrax & Other Biological Agent Threats
Public Health	General Public Health Policies	Guidelines for the Care of Patients on Parenteral Nutrition
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Public Health	Immunization	National Immunization Registry DRAFT
Public Health	School Health	Drug Testing Policy
Public Health	School Health	Medication in the School Health Service
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Public Health	School Health	School Health Policies & Procedures update
Public Health	STD HIV AIDS	HIV AIDS Program Precaution and Control
Public Health	STD HIV AIDS	HIV AIDS Programme Policy Draft
Public Health	STD HIV AIDS	Protocol for Handling Report of HIV Positive Result
Public Health	Traveler's Clinic	Travel Clinic
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Women's Health		Antenatal Care - Policy and Procedure Manual



Radio Cayman

Publication Scheme

Produced in accordance with the Chief Secretary's Code of Practice

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 - Our Services

1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits *Radio Cayman* to making information available to the public as part of its normal business activities.

Radio Cayman will:

- specify the information held by the authority, which falls within the seven (7) categories below;

- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

Radio Cayman will generally not publish:

- information in draft form;
- information that is not held by *Radio Cayman*, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm *Radio Cayman's* (or another organisation's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at **www.radiocayman.gov.ky** . If you are still having trouble locating information listed under our scheme, please contact Martha Watler at 949-7799.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email Martha Watler at foi.rcy@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call 345 9497799 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Martha Watler
Information Manager
P.O. Box 1110
Grand Cayman KY1-1102
CAYMAN ISLANDS

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Martha Watler.

Radio Cayman will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where Radio Cayman is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. Radio Cayman strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

Radio Cayman will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when Radio Cayman has received your payment.

5. Requests for information outside the Publication Scheme

Information held by Radio Cayman that is not published under this scheme can be requested in writing. Your request will be considered in accordance with the provisions of the FOI Law.

Send request to:

Martha Watler
Information Manager
P.O. Box 1110
Grand Cayman KY1-1102
CAYMAN ISLANDS
Email: foi.rcy@gov.ky
Phone: 949-7799
Fax: 946-1346

Or-

Kadie Ebanks
Information Manager (Designate)
P.O. Box 1110
Grand Cayman KY1-1102
CAYMAN ISLANDS
Email: foi.rcy@gov.ky
Phone: 949-7799
Fax: 949-6536

6. Complaints

Radio Cayman aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Martha Watler at 949-7799, or email foi.rcy@gov.ky and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from www.radiocayman.gov.ky

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 1375
Grand Cayman KY1-1108
CAYMAN ISLANDS

Telephone: +1 345 747 5402
Email: appeals@ico.gov.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Name of public authority: RADIO CAYMAN

Radio Cayman's first broadcast was during Easter of 1976 and the official broadcast began on 12 December 1976. Twenty-seven years later, it remains one of the Cayman Islands' most respected stations.

In the 1980s Radio Cayman started providing the Cayman Islands with a choice of two services, Radio Cayman One and Two 89.9 and 105.3FM on Grand Cayman and 91.9 and 93.9FM on Cayman Brac and Little Cayman.

Radio Cayman provides the islands with a 24 hour broadcast service daily, including BBC World Service Programming, between midnight and 6am on Radio Cayman One and a magical mix of music on Radio Cayman Two. The station also delivers the most extensive and credible local, regional and international newscasts in the Cayman Islands.

Radio Cayman is the "Community's Station" and provides extensive coverage of national events, such as the Queen's Birthday Parade in June, Pirates Week Festival activities in November, the Remembrance Day Service in November and other community activities including the broadcast of proceedings in the Legislative Assembly, when the House is in session.

General Contact Information_____

Phone Lines

Administration	(345) 949-7799
Fax	(345)949-6536
Accounts	(345) 244-2192
News Editors	(345) 244-2187, (345) 244-2186, (345) 244-2185, and (345) 244-2181
Commercial Sales	(345) 244- 2136, (345) 244- 2183 and (345) 244-2193
Request Line	(345) 949-6990

Email

News Room	rcnews@gov.ky
Sales Dept	rcsales@gov.ky
Talk Today	TalkToday@candw.ky

Mailing Address

Radio Cayman	P.O. Box 1110 Grand Cayman KY1-1102 CAYMAN ISLANDS
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Job Opportunities (Whenever jobs become available at Radio Cayman it is posted on our website and in the Newspapers)

News Desk (Radio Cayman's News is available online at www.radiocayman.gov.ky or by listening to Radio Cayman frequencies at 89.9FM & 105.3 FM in Grand Cayman and 93.9FM & 91.9FM in Cayman Brac and Little Cayman.)

Ministry

District Administration, Works & Gender Affairs

Government Administration Building, 71A Elgin Ave, George Town, Grand Cayman
Mailing Address: Cayman Islands Government, Government Administration Building, Elgin Ave, George Town, Grand Cayman KY1-9000

Principle Officers

Norma McField, Director
P.O Box 1110, Grand Cayman KY1-1102, Cayman Islands

Paulette Conolly-Bailey, Deputy Director
P.O. Box 1110, Grand Cayman, KY1-1102, Cayman Islands

Information Manager

Martha Watler

P.O. Box 1110, Grand Cayman KY1-1102, Cayman Islands

Information Manager Designate

Kadie Ebanks

P.O. Box 1110, Grand Cayman KY1-1102, Cayman Islands

Organisation and functions

Radio Cayman is the "Community's Station" we provides the islands with a 24 hour broadcast service daily, including BBC World Service Programming, between midnight and 6am on Radio Cayman One and a magical mix of music on Breeze FM. The station also delivers the most extensive and credible local, regional and international newscasts in the Cayman Islands.

Location and hours	Matters handled
Physical address: 71B Elgin Avenue, George Town, Grand Cayman. Hours of Work: 8:30am to 5pm	Functions of Public Authority: Provides broadcast of current affairs, entertainment (music) and educational programmes to the people of the Cayman Islands

Frequently Asked Questions:**▪ When was Radio Cayman's first broadcast?**

Radio Cayman's first official broadcast was on 12 December 1976, but testing began during Easter of 1976.

▪ What are the frequencies of Radio Cayman?

The frequencies in Grand Cayman are Radio Cayman 1 89.9 and Breeze FM 105.3 on Cayman Brac and Little Cayman RC 1 is 93.9 and Breeze FM is 91.9

▪ Where does Radio Cayman get its funding?

Radio Cayman is partially funded by the Government of the Cayman Islands and also earns revenue from commercial sales.

▪ What forms of payment are accepted at Radio Cayman for commercial orders?

Radio Cayman accepts payment by Cash, cheque and Visa or Master debit and credit cards

▪ What is the staff complement at Radio Cayman ?

The staff complement at Radio Cayman is 22

▪ How many songs are in Radio Cayman's Music Library?

Radio Cayman has approximately eleven thousand CDs, six thousand LP albums, and ten thousand 45rpm records.

▪ **What genre of music does Radio Cayman play?**

Mainly Pop, R&B, Soca, Calypso, Reggae, Country, Classical, and Jazz

STRATEGIC MANAGEMENT

Governance

- Public Service Management Law, 2005.
- National Archive and Public Records Law 2007.
- Freedom of Information Law 2007, Freedom of Information Regulations 2008
- Information and Communication Technology Authority Law (2006 Revision)
- The Public Management and Finance Law (2003 Revision) The Financial Regulations, 2004.
- Radio Cayman's Workplace Rules.

Copies can be obtained from Radio Cayman.

Corporate management

Radio Caymans plans for business continuity, hazard management and disaster recovery (Hard copy can be obtained from Radio Cayman)

FINANCE & ADMINISTRATION

Financial Management.

Annual budget (*Hard copy can be obtain from Radio Cayman or by logging on to www.gov.ky*)

Administration

Job vacancies; career opportunities
Job Opportunities

Staff pay and grading structures (hard copy can be obtained at Radio Cayman)

POLICIES & PROCEDURES

Complaints-handling procedure
Radio Cayman COMPLAINTS POLICY (*Hard Copy available at Radio Cayman*)

Operating policies and procedures; Standards of service
Radio Cayman's Credit Policy (*Hard Copy available at Radio Cayman*)

OUR SERVICES

Radio Cayman provides news, information and music for the listeners of the Cayman Islands. Our services are available by calling Radio Cayman at 949-7799, email radiocayman@gov.ky or by logging on to our website at www.radiocayman.gov.ky.



Maritime Authority of the Cayman Islands

Publication Scheme

*Produced in accordance with the Deputy Governor's Code of Practice
Updated November 2012 and published January 2013*

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The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Maritime Authority of the Cayman Islands to making information available to the public as part of its normal business activities.

The Maritime Authority of the Cayman Islands will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The Maritime Authority of the Cayman Islands will generally not publish:

- information in draft form;
- information that is not held by the Maritime Authority of the Cayman Islands, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Maritime Authority of the Cayman Islands' (or another organisation's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme.

Online

Many of our documents are published electronically on our website, <http://www.cishipping.com> and can be downloaded in PDF format.

If you have any trouble locating information, please contact foi.maci@gov.ky

Should you not have access to a computer or the internet the Maritime Authority of the Cayman Islands will provide access via an office computer. Please call and organise a visit at:

2nd floor, Strathvale House
90 North Church Street
George Town
Tel: +1 345-949-8831
Fax: +1 345-949-8849
Email: foi.maci@gov.ky
Monday – Thursday 8.30am – 5pm | Friday 8.30am to 4pm

Email

Some information listed in our publication scheme may not be published on our website. This may be an existing chargeable service or this information may be sent by email. You can email us at foi.maci@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call +1 345-949-8831.

Post

All information listed in the publication scheme may be available in hard copy. Requests may be addressed to:

Manager, Information - FOI
Cayman Maritime
PO Box 2256
Grand Cayman KY1-1107
Cayman Islands

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *Section 4: Fees and charges* for further details)

Personal visits

If you are required or wish to make an appointment to view information in a physical format, please contact by email at foi.maci@gov.ky or by telephone on +1 345-949-8831.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact by email at foi.maci@gov.ky or by telephone on +1 345-949-8831.

The Maritime Authority of the Cayman Islands will adhere to its obligations under *section 10: Forms of Access* of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Maritime Authority of the Cayman Islands is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Maritime Authority of the Cayman Islands strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on compact disc. Charges will reflect the actual costs of reproduction and postage.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Please refer to *Freedom of Information (General) Regulation 2008, Schedule 3* for a complete list of fees.

Postage costs

The Maritime Authority of the Cayman Islands will pass on to the requester the actual costs of postage or courier delivery.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will then be provided once the Maritime Authority of the Cayman Islands has received your payment.

Existing services

Fees will be charged for information that is already an existing service.

Existing services may be viewed on our website:

http://www.cishipping.com/portal/page?_pageid=1307,1684580&_dad=portal&_schema=PORTAL

SHIP AND MORTGAGE REGISTRATION AND RELATED SERVICES

SERVICE/ACTIVITY	FEE PAYABLE CI\$	FEE PAYABLE US\$
SHIP REGISTRATION:		
(1) Registration of ships- <ul style="list-style-type: none">o First registration of a ship;o Registration of a Demise Chartered ship transferred IN;o Registration Anew or re-Registration of a ship;o Interim Registration of a ship¹; oro Transfer of Registration of a ship between British Registers-<ul style="list-style-type: none">of gross tonnage up to 150:of gross tonnage over 150 and up to 400:of gross tonnage over 400 and up to 1500:of gross tonnage of over 1500:	328.00 492.00 697.00 984.00	400.00 600.00 850.00 1200.00
(¹ There will be an additional charge for the issue of the final Certificate of Registry- see item A.(14)).		
(2) Registration under the issue of a Provisional Certificate of Registry ¹ : (¹ There will be an additional charge for the issue of the final Certificate of Registry see Item A.13)	205.00 per hour or part thereof	250.00
(3) Registration of a ship under construction:	246.00	300.00

(4) Registration of Transfer or Transmission of Ownership of a ship of gross tonnage-	up to 150:	246.00	300.00
	over 150 and up to 400:	328.00	400.00
	over 400 and up to 1500:	369.00	450.00
	Over 1500:	492.00	600.00
(5) Registration of-			
<ul style="list-style-type: none"> o Alterations to a registered ship: o Change of Name of a registered ship: or o Change of Address or of other particulars of a Registered Owner, other than Change of Owner, including the re-issuance of the Certificate of Registry. 		164.00 for each alteration or change	200.00 for each alteration or change
(6) Authorisation of a “Declaration of Lifeboats and Tenders Attached to a Ship”, where applied for other than at the time of initial Registration of the parent ship:		82.00	100.00
(7) Re-issuance of a Certificate of Registry to a ship and recording of changes in the Register with respect to a pleasure yacht changing status from private to commercial use or <i>vice versa</i> :		246.00	300.00
(8) Processing and approval of application for reservation of a name for a ship-			
where application has been made and fees paid for the registration of the ship for which the name is being requested ² :		No additional charge	No additional charge
where application is otherwise made ² :		492.00	600.00
<i>(² In either case the name reservation is held for a maximum period of 12 months)</i>			
MORTGAGE REGISTRATION:			
(9) Registration of-			
<ul style="list-style-type: none"> o A mortgage; o The transfer of a mortgage; o The Transmission of a Mortgage; or o The discharge of a mortgage- 			
In relation to a ship of up to 499 gross tonnage:		246.00	300.00
In relation to a ship of over 499 gross tonnage:		369.00	450.00
(10) Recording of a Priority Notice regarding a Mortgage:		164.00	200.00
TONNAGE MEASUREMENT AND ANNUAL TONNAGE FEE:			
(11) Survey for tonnage measurement and issue of appropriate Tonnage Certificate under the Tonnage Regulations-			
Under 24 metres in length ³ :		369.00	450.00
24 metres in length ³ and over:		738.00	900.00
³ “length” means the “TL” as defined in Paragraph 2.			
(12) Annual Tonnage Fee ⁴ -			
(a) For Merchant Ships of any Tonnage ⁶ :			
Minimum Annual Fee:		820.00	1000.00
For the first 2500 GT: ⁵		820.00	1000.00
The remainder will be charged at US\$0.11 per unit gross tonnage:		0.0902	0.11

	Per unit GT	Per unit GT
<p>⁴ Where, at the discretion of the Authority or otherwise, an Annual Tonnage Fee is refunded, in whole or in part, a service charge of \$123 will be applied.</p> <p>⁵ The initial Fee will be pro-rated on a monthly basis for commercial ships of over 250 gross tonnage from the month of registration to the end of December for ships coming on to the Register after 31 January.</p> <p>⁶ For all vessels on the Register prior the 31st December 2011, any ATF payable to the 31st December 2011 will be computed at the applicable rate to the period in which the ATF was due.</p>		
<p>(b) For Pleasure Yachts (Including Pleasure Yachts engaged in</p> <p style="text-align: right;">Minimum Annual Fee⁸:</p> <p style="text-align: right;">For the First 1000 GT:</p> <p style="text-align: right;">The remainder will be charged at US\$0.20 per unit GT:</p>	<p>328.00</p> <p>492.00</p> <p>0.164</p> <p>Per Unit GT</p>	<p>400.00</p> <p>600.00</p> <p>0.20</p> <p>Per Unit GT</p>
<p>⁶ Includes Yachts registered as Commercial Vessels</p> <p>⁸ For vessels up to 500GT</p>		
TRANSCRIPTS, DELETIONS AND MISCELLANEOUS SERVICES:		
<p>(13) Issuance of a-</p> <ul style="list-style-type: none"> ○ Transcript of Register (Existing): ○ Deletion Certificate; ○ Duplicate Certificate of Registry to replace Lost or Damaged Certificate; ○ New Certificate of Registry following the lapse of a Provisional Certificate of Registry; ○ New Certificate of Registry to extend or replace an Interim Certificate of Registry; ○ Certified Copy of a Document relating to the Registration of a Ship or Mortgage; ○ Issuance of Certified copies of Documents relating to the Registration of a ship 	<p>164.00</p> <p>Per item</p>	<p>200.00</p> <p>Per item</p>
(14) Transcript of Register (Closed):	287.00	350.00
(15) Inspection of Register Book (per inspection)	82.00	100.00
(16) Re-processing of a Document not executed within the specified time frame (e.g. a Carving and Marking Note)	82.00	100.00
(17) Out of Office Hours Service Surcharge in addition to the normal applicable fee:	205.00 per hour or part thereof	250.00 per hour or part thereof
(18) 24 Hour Service Rush Fee in addition to the normal applicable fee:	75% of the normal applicable fee	
(19) Over-the-Counter Service Surcharge in addition to the normal applicable fee	100% of the normal applicable fee	

OTHER SERVICES

SERVICE/ACTIVITY	FEE PAYABLE CIS\$	FEE PAYABLE US\$
CREW COMPLIANCE AND SAFE MANNING:		
(1) Assessment of Application for and initial issuance of a Minimum Safe Manning Document (MSMD)- For a vessel of less than 500 gross tonnage: For a vessel of 500 gross tonnage or more: For a sister ship or near sister ship of less than 500 gross tonnage: For a sister ship or near sister ship of 500 gross tonnage or more:	328.00 492.00 164.00 246.00	400.00 600.00 200.00 300.00
(2) Assessment of Application to vary and re-issue an existing MSMD or the renewal of a MSMD upon its expiration, as appropriate- For a vessel of less than 500 gross tonnage: For a vessel of 500 gross tonnage or more:	164.00 246.00	200.00 300.00
(3) Assessment of Application for an Endorsement or Licence recognising a Certificate of Competence for service in a Cayman Islands ship and the issuance of an Endorsement or Licence as appropriate:	246.00	300.00
(4) Processing of Application for a Seaman's Discharge Book or other Seafarer's Document:	82.00	100.00
(5) Verification of sea service upon request from a seafarer who has served on board a Cayman Islands ship:	82.00	100.00
SUPPLY OF DOCUMENTS AND FLAGS ETC.		
<i>The following Documents and Publications are available at current prices which can be obtained from the Authority's website (www.cishipping.com) or direct from any of the Authority's offices.</i>		
(1) Official Log Book	41.00	50.00
(2) GMDSS Radio Log Book	41.00	50.00
(3) Articles of Agreement	Free	
(4) Oil Record Book (Non-Tankers)	41.00	50.00
(5) Oil Record Book (Tankers)	41.00	50.00
(6) Cargo Record Book (NLS)	41.00	50.00
(7) Garbage Record Book	41.00	50.00
(8) Cayman Islands Merchant Shipping Legislation	Varies	
(9) Cayman Islands Ensign (6 feet by 3 feet)	123.00	150.00
(10) Cayman Islands Ensign (8 feet by 4 feet)	164.00	200.00
(11) Cayman Islands Ensign (10 feet by 5 feet)	205.00	250.00
(12) Cayman Islands Ensign (12 feet by 6 feet)	287.00	350.00
MISCELLANEOUS ADMINISTRATIVE CHARGES		
(1) Faxing of Registration documents overseas (per document)	41.00	50.00
(2) Sending of documents by courier- Where courier costs paid by the Authority: Otherwise (per package):	Cost + 10% \$20.50 Admin. Charge	Cost + 10% \$25.00 Admin. Charge

5. Request for information outside the Publication Scheme

Information held by the Maritime Authority of the Cayman Islands that is not published under this scheme can be requested in writing and should be addressed to:

Manager, Information - FOI
Cayman Maritime
2nd floor, Strathvale House
90 North Church Street, George Town
PO Box 2256
Grand Cayman KY1-1107
Cayman Islands

Fax: +1 345-949-8849
Email: foi.maci@gov.ky

Monday – Thursday 8.30am – 5pm | Friday 8.30am to 4pm

Requests will only be accepted in writing and can be sent via fax, email, post or hand delivered. Please include a name, mailing or email address. Kindly indicate the format in which you wish to receive the information you have requested, e.g. photocopies or scanned copies. Your request will be considered in accordance with the provisions of the FOI Law.

See: [http://www.cishipping.com/ FOI/Making a Request](http://www.cishipping.com/FOI/Making a Request)

6 Complaints

The Maritime Authority of the Cayman Islands aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme you may contact our Information Manager who will try to resolve your complaint as quickly as possible. Also, if you are dissatisfied with our response, you are entitled to an internal review. Please contact:

Physical address:

Manager, Information - FOI
Cayman Maritime
2nd floor, Strathvale House
90 North Church Street,
George Town

Mailing address:

Manager, Information - FOI
Cayman Maritime
PO Box 2256
Grand Cayman KY1-1107
Cayman Islands

Tel: +1 345-949-8831
Fax: +1 345-949-8849
Email: foi.maci@gov.ky

Monday – Thursday 8.30am – 5pm | Friday 8.30am to 4pm

Please also see

http://www.cishipping.com/portal/page?_pageid=1307,3520679&_dad=portal&_schema=PORTAL
for our complaints process

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Physical address:

Information Commissioner's
Office,
2nd Floor, Elizabethan Square,
Building 1
George Town, Grand Cayman

Mailing address:

Information Commissioner's
Office,
PO Box 1375
Grand Cayman KY1-1108
Cayman Islands

Tel: +1 345 747 5402
Fax: + 1 345 949 2026
Email: appeals@ico.gov.ky

Monday to Friday, 9:30am - 4:00pm

7. Categories of information

- About us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Our Services & FAQ

ABOUT US

The Maritime Authority of the Cayman Islands (MACI) is a statutory corporation formed as a separate legal entity under the Maritime Authority of the Cayman Islands Law (2005) which came into effect on July 1, 2005. The Authority is wholly-owned by the Government of the Cayman Islands but governed by a Board of Directors appointed by the Governor of the Cayman Islands.

Ministry

Ministry of Finance, Tourism & Development.

Principal officer and Key staff

Chief Executive Officer: A Joel Walton

Divisional Heads:

Director of Global Operations:	Kenrick Ebanks
Director of Global Safety and Compliance:	Greg Evans

Information manager

Information Manager: Nicola Moore-Gothár

Designate: Glenda Dilbert-Davis

Organisation and functions

As the national maritime administration for the Cayman Islands, Maritime Authority of the Cayman Islands (MACI) facilitates the development of Cayman as an international maritime centre and helps foster a dynamic environment that supports its clients' efforts to maximise their respective stakeholders' growth opportunities and returns in global shipping; whilst promoting compliance with international standards, regional agreements, and Cayman's legislation in the areas of maritime safety and security, marine environmental pollution prevention, and social responsibility, particularly in respect to seafarers' welfare.

Global Network of Offices

Head Office – Grand Cayman
European Regional Office – Southampton, U.K.
Representative – Greece
Representative – U.S.A.
Representative – France

Representative – London
Representative – Japan
Representative – Hong Kong
Representative – Singapore
Representative – The Netherlands

Boards and committees

Please request information relating to boards and committees in writing. Your request will be considered in accordance with the provisions of the FOI Law see:

http://www.cishipping.com/portal/page?_pageid=1307,3497406&_dad=portal&_schema=PORTAL

Name	Meetings
Cayman Islands Ship-owners Advisory Committee	Annually
Cayman Island Yacht-owners Advisory Committee	Annually
Marine Patrol Strategy Workgroup	Bi annually
Maritime (Shipping) Sector Consultative Committee	Quarterly
Maritime Authority Board of Directors	Quarterly
National Maritime Security Council	Quarterly
Red Ensign Group	Annually

STRATEGIC MANAGEMENT

Administering the authority's operations at the organisational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources.

Copies of all Laws and Regulations available at cost from Cayman Registry.

- Companies Law (2009 Revision)
- Freedom of Information Law (2007 Revision)
- The Maritime Authority Law (2008 Revision)
- The Merchant Shipping Law (2011 Revision)
- The Merchant Shipping (Marine Pollution) Law, 2001
- The Merchant Shipping (Returns of Births and Deaths) Regulations, 2004
- The Merchant Shipping (Classes of Ships) Regulations, 2002
- The Merchant Shipping (Carriage of Packaged Irradiated Nuclear Fuel Etc.) (INF Code) Regulations, 2003
- The Merchant Shipping (Certification of Ships' Cooks) Regulations, 2004
- The Merchant Shipping (Prevention of Collisions and Use of Distress Signals) Regulations, 2003
- The Merchant Shipping (Counting and Registration of Persons on Board Passenger Ships) Regulations, 2002
- The Merchant Shipping (Entry into Dangerous Spaces) Regulations, 2004
- The Merchant Shipping (Registration Fees) Regulations, 2006
- The Merchant Shipping (Guarding Of Machinery and Safety of Electrical Equipment) Regulations, 2004
- The Merchant Shipping (Load Line) Regulations, 2002
- The Merchant Shipping (Certification, Safe Manning, Hours of Work and Watchkeeping) (Amendment) Regulations, (2004 Revision)
- The Merchant Shipping (Marine Pollution) Regulations, 2004
- The Merchant Shipping (Means of Access) Regulations, 2004
- The Merchant Shipping (Medical Examination) Regulations, 2002
- The Merchant Shipping (Carriage of Nautical Publications) Regulations, 2002
- The Merchant Shipping (Port State Control) Regulations, 2003
- The Merchant Shipping (Registration of Ships) Regulations, 2002
- The Merchant Shipping (Marine Pollution) (Reporting of Incidents Involving Harmful Substances) Regulations, 2004
- The Merchant Shipping (Safety of Navigation) Regulations, 2004
- The Merchant Shipping (Tonnage) Regulations, 2002
- The Merchant Shipping (Vessels in Commercial Use for Sport or Pleasure) Regulations, 2002
- The Merchant Shipping (Maritime Security) Regulations, 2007
- The Merchant Shipping (Control of Pollution by Noxious Liquid Substances in Bulk) (Cayman Islands) Regulations, 1988
- The Merchant Shipping (BCH Code) (Cayman Islands) Regulations, 1988

- The Merchant Shipping (IBC) Code) (Cayman Islands) Regulations, 1988
- The Merchant Shipping (Crew Accommodation) (Cayman Islands) Regulations, 1988
- The Merchant Shipping (Prevention of Pollution by Garbage) (Cayman Islands) Regulations, 1989
- The Merchant Shipping (Submersible Craft Construction, Equipment and Survey) (Cayman Islands) Regulations, 1991
- The Merchant Shipping (Submersible Craft Operations) (Cayman Islands) Regulations, 1991
- The Merchant Shipping (Provisions and Water) (Cayman Islands) Regulations, 1989
- The Merchant Shipping (Repatriation) (Cayman Islands) Regulations, 1989
- The Merchant Shipping (Crew Agreements, List of Crew and Discharge of Seamen) Regulations, 1992

Corporate management

Annual report

http://www.cishipping.com/portal/page?_pageid=1307.4568246&_dad=portal&_schema=PORTAL

Press Releases

Audit reports

Statistics

Plans for business continuity

Disaster recovery

Minutes of meetings

FINANCE & ADMINISTRATION

Administering the authority's internal functions and managing its resources efficiently and effectively. Includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies.

Financial management

Documents relating to the administration of the authority's monetary resources – including projected and actual income and expenditure; tendering; procurement; and contracts.

Annual budget

Credit Card Authorisation

Public Management and Finance Law (2005 Revision)

Public Management and Finance (Amendment) Law, 2009

Copies of all Laws and Regulations available at cost from Legislative Assembly.

Administration

Documents relating to other administrative functions carried out within the authority – including buildings, equipment & vehicles; communications; human resources; information & technology management.

Disposal schedule (Draft only)

Records Management file plan (Draft only)

Copies of these documents will not be available until final.

POLICIES & PROCEDURES

Current written protocols used by the authority for carrying out functions, activities and delivering services.

Complaints-handling procedure

Employee and Office Policies Handbook

Cayman Maritime Employment Application

Information Management policy

DECISIONS & RECOMMENDATIONS

This information is covered under MACI Corporate.

LISTS & REGISTERS

Information held on the Register, including mortgage details, is considered to be available, for a fee, to anyone. Persons may inspect the Register at Head Office (George Town) between normal office hours or we can provide the information in the form of a document called a "Transcript of Registry".

Shipping Registry

Statistics

Specialized reports can be created to collate specific information when necessary

OUR SERVICES

The maritime Authority of the Cayman Islands (MACI) is a statutory corporation formed as a separate legal entity under the Maritime Authority of the Cayman islands Law, 2005, which came into effect on 1 July, 2005.

Below is a list of Publications available listed under MACI Divisions:

http://www.cishipping.com/portal/page?_pageid=1307,1684241&_dad=portal&_schema=PORTAL

Registration

Serving both pleasure yachts and commercial shipping interests

A Guide to Vessel registration

Cayman Registry a brief Overview Presentation

Vessel Name Proposal and Reservation

Appointment of an Authorised Person

Vessel Registration in the Cayman Islands

Application for Miscellaneous Services

Crew Compliance

Ensuring that a ship is safely manned and the crew properly trained, certified and medically fit to work on Cayman ships.

Endorsement Application

Seaman's Discharge Book

Safe Manning Application (Ships)

Safe Manning Application (Yachts)

Survey and Certification

Professional survey services to Cayman-registered vessels globally, and to new builds of another Flag, to ensure these ships are built and maintained in accordance with international and domestic legislation

Request for Services

Request for the issue of a Continuous Synopsis Record

Shipping Notices

http://www.cishipping.com/portal/page?_pageid=1307,1684544&_dad=portal&_schema=PORTAL

Further Information is available on the Maritime Authority of the Cayman Islands' website:

<http://www.cishipping.com>

Should you not have access to a computer or the internet, the Maritime Authority of the Cayman Islands will provide access via an office computer. Please call and organise a visit:

Tel: +1 345 949-8831

Fax: +1 345 949-8849

Manager, Information - FOI

Cayman Maritime

2nd floor, Strathvale House

90 North Church Street, George Town

Monday – Thursday 8.30am – 5pm | Friday 8.30am to 4pm

All other information can be purchased through Cayman Registry.

FREQUENTLY ASKED QUESTIONS

http://www.cishipping.com/portal/page?_pageid=1307,1684138&_dad=portal&_schema=PORTAL
REGISTRATION

Can I have an Official Number and Call Sign allocated before vessel registration?

Yes, provided that Cayman is in receipt of the application forms and relevant fees. This facilitates the simultaneous marking of a vessel, the submission of an application for Ship Radio Station Licence, and other related items.

Can you complete the registration of a vessel with a copy of evidence of title documents such as a Bill of Sale for an existing vessel or a Builder's Certificate for a new vessel?

Yes. All registration documentation may be provided either in original form or in faxed form accompanied by an Undertaking to deliver the originals to Cayman within 7 days.

How long does the vessel registration process take?

Under normal circumstances, transactions are completed within 2 working days of receipt of all of the forms, required documentation and applicable fees. For an additional service charge transactions may be completed on a "rush" basis within 24 hours, on the next working day. E-mail client.relationships@cishipping.com and use express fax # 1-345-946-7822.

Can the Shipping Registry transaction be done today?

Yes. By pre-arrangement, and for an additional service charge, we also offer an "over-the-counter" service whereby transactions may be completed "on-the-spot" by presenting, in person, the required forms, supporting documentation and applicable fees to Cayman. E-mail client.relationships@cishipping.com and use express fax # 1-345-946-7822.

Can vessel and mortgage registrations be done at any time other than within normal opening hours?

Yes. Cayman can provide a 24-hour registration and mortgage registration service for all vessels such as tankers, bulk carriers, and commercial yachts, by pre-arrangement with Cayman. For this "out-of-office service", available outside normal office hours, there is an additional fee. E-mail client.relationships@cishipping.com and use express fax # 1-345-946-7822.

Is the Certificate of Survey from a previous Shipping Registry acceptable for vessel registration purposes?

Yes, provided that it has all of the information required by Cayman and that it has been issued by one of the seven Classification Societies authorised by Cayman.

Can I inspect the Shipping Register?

Yes. All information held on the Register, including mortgage details, is considered to be available, for a fee, to anyone. Persons may inspect the Register at Head Office (George Town) between normal office hours or we can provide the information in the form of a document called a "Transcript of Registry".

Can I have a copy of the Certificate of Registry for a vessel?

The documentation held on a vessel registration file is available only to the registered owner (or his/her authorised representatives) therefore no such documentation is available to third parties except for a "Transcript of Registry"

Can I submit vessel registration forms, supporting documentation and mortgage documents at locations other than Head Office?

Yes. All can be faxed to 1-345-946-7822 and supported by a notarised Undertaking to deliver the originals to Cayman within 7 days of the date of registration. Additionally, mortgages and their related documents may be physically delivered at four other depositories worldwide.

CREW COMPLIANCE

How do I apply for a Cayman Islands Endorsement and what is the supporting documentation that is required?

See Applying for an endorsements.

http://www.cishipping.com/portal/page?_pageid=1307,1684629&_dad=portal&_schema=PORTAL

How long does it take for the application for an Endorsement to be processed?

If all required supporting documents and the relevant fees have been included it may take up to 5 working days from the day an application has been received.

I have a Yachtmaster Offshore/Ocean ticket, what documents am I required to submit in order to obtain a Cayman Endorsement?

We do not issue a STCW endorsements in recognition of the Yachtmaster Offshore/Ocean certificates of competency since these are not certificates awarded in accordance with the STCW 1978, as amended. However, we can recognise them as certificates to serve on Cayman vessels up to a certain gross tonnage (for deck watch ratings up to 3,000 GT, unlimited; Master up to 200 GT for less than 150 miles from a safe haven; Chief Mate up to 500 GT for less than 150 miles from a safe haven; and Officer of the Watch up to 500 GT, unlimited distance from a safe haven). In addition, you will need a Seaman's Discharge Book (SDB) and therefore you will need to apply for a SDB in order to obtain the recognition of your certificate.

May I obtain a Cayman Seaman's Discharge Book (SDB)?

Yes. A bona-fide seaman may be issued with a Cayman Seaman's Discharge Book to serve on Cayman-registered ships including yachts.

See Applying for a SDB.

http://www.cishipping.com/portal/page?_pageid=1307,1684614&_dad=portal&_schema=PORTAL

Where should I send my completed application for a Cayman Endorsement, Seaman's Discharge Book, Minimum Safety Manning Document or Dispensation?

Head Office processes all Crew Compliance and related applications.

The ship I am going to join has been issued with a Minimum Safe Manning Document which requires a Second Engineer holding a R.III/2 (Y2) Certificate of Competency. May I obtain some form of dispensation since I possess a MCA C/Eng Y4 (III/3) Certificate of Competency.

Article VIII of the STCW Convention 1978, as amended, regulates the issue of a dispensation by a Flag State, however, the Convention stresses "in circumstances of exceptional necessity" and therefore a continuing difficulty to crew a vessel with fully-qualified personnel does not qualify for dispensation.

IMPLEMENTATION OF THE INTERNATIONAL SHIP AND PORT FACILITY SECURITY CODE

How do I submit the Ship Security Plans (SSP) for my vessels for approval?

The Ship Security Plan, and the Ship Security Assessment (SSA) on which it is based, should be submitted to the Cayman Islands Shipping Registry (CISR) in George Town. The SSP and SSA can be submitted either as a hard and electronic copy or purely as an electronic submission. If a hard copy is submitted it will be stamped after approval and returned to the company. If only electronic copies are submitted, the title, index and revision status pages will be printed and stamped and returned to the company for inclusion in the copy of the SSP that is to be forwarded to the vessel. The CISR will only retain an electronic copy of the approved SSP and the SSA. Any additional hard copies that have been submitted will be destroyed by secure shredding after the approval process is complete.

How long should records relating to security be retained onboard?

The CISR requires records to be retained onboard for three years. This is to ensure that all records that have been made since the last verification are available at the next verification.

How will the CISR keep companies informed of the current Security Level applicable to ships?

Current security levels will be available via www.cishipping.com . In addition, when the Security Level changes the company will be informed by email of the change.

What security officer training will be accepted by the CISR?

Although the CISR will not be approving individual training courses, we will accept security officer training that is approved, accepted or recognized by any Administration on the STCW "White List" as meeting the requirements of the relevant IMO Model Course. It should be noted that the CISR auditors will verify the effectiveness of this training during the onboard verifications.

What is the minimum evidence a CISR auditor will need to see in order to issue an International Ship Security Certificate (ISSC)?

Because of the short time scale ships have to comply with the ISPS Code, the CISR is not requiring a minimum implementation period before an ISSC can be issued. Up until 1 July 2004, the CISR will issue an ISSC if there is satisfactory objective evidence that:

1. All onboard have received appropriate instruction and training and are fully conversant with their roles and responsibilities related to ship security.
2. Both the master and the SSO are fully conversant with all aspects of the Ship Security Plan (SSP).
3. The SSP is onboard and has been approved by the CISR.
4. There are plans to conduct an internal audit within 3 months of the SSP being implemented onboard (if an internal audit has not already been carried out).
5. At least one security drill specified in the SSP has been carried out and any identified corrective action implemented.
6. Security equipment has been included in the ships maintenance system and has been maintained in accordance with the requirements of that system.
7. All security equipment is operational and is fit for its intended service.
8. All security measures indicated for the current security level are being implemented and that the ship is able to implement the security measures for all security levels.

The ISPS Code talks of “security and surveillance” equipment. What equipment is classed as “security and surveillance” equipment?

If the operation of any equipment is necessary to fulfill a requirement of the SSP or the ISPS Code it will be classed as “security equipment” for the purposes of the ISPS Code. This will include “dual use” equipment, even when the equipment’s primary function is not related to security. As an example, deck lighting will probably be classed as security equipment as it is required to effectively monitor deck areas during the hours of darkness. Similarly, communications equipment will be classed as security equipment if it is used for security related communications. Conversely, an internal door lock would not normally be classed as security equipment unless, say, it was also used to control access to a restricted area.

Section 9 of the ISPS Code calls for many procedures to be included in the SSP. What constitutes an acceptable procedure?

A procedure is not a simple restatement of the requirements of the Code; rather it describes how you will meet these requirements. What is to be done? Who does it? How is it done? What controls do you have in place to ensure it is done? Draw on the experience you have gained in complying with the ISM Code. A simple statement that “internal audits will be carried out annually by persons independent of the area being audited” would not be accepted as an internal audit procedure for ISM, and similarly it would not be considered acceptable as an internal audit procedure for the ISPS Code.

Do I need to duplicate work I have already done to comply with the ISM Code?

No! You already conduct internal audits, perform management reviews and prepare for emergencies related safety; it makes sense to employ this knowledge and experience in complying with the ISPS Code. A word of warning though; your existing procedures and practices may need revising to fully meet the requirements of the ISPS Code. One important difference between the ISM and ISPS Codes is that the SSP requires formal approval. When you submit your SSP for approval it must be complete. Common ISM / ISPS procedures and contingency plans must be included in full. The SSP can not state “internal audits will be conducted in accordance with ISM Procedure XXX” unless the full procedure is included in the SSP.

When should I submit SSPs for approval and offer ships for verification?

The simple answer is “as soon as possible”. Regardless of the Administration your ships are registered with, or if your Administration has delegated to a RSO, the number of ships to be verified is far in excess of the number of qualified auditors to conduct the verifications. If every ship requires verification in the last few weeks before 1 July 2004, the demand for verifications will outstrip the global capacity to supply the qualified auditors. As well as being a SOLAS requirement, recent reports suggest that failure to obtain an ISSC by the due date will invalidate P&I cover.

How do I obtain a Continuous Synopsis Record?

Application forms for the CSR can be obtained from www.cishipping.com

Does the Ship Identification Number required by SOLAS XI-1/3 require the prefix “IMO” or is just the seven figure number acceptable?

The ship identification number must include the prefix “IMO”. That is, the number should be in the form “IMO 1234567” and not just “1234567”. This was decided by IMO at MSC 77 in June 2003. The reasoning lies in IMO Assembly Resolution A.600(15) which covered the adoption of Ship Identification Numbers by IMO. The number “1234567” is legally a “Lloyd’s Register Number”, while “IMO 1234567” is the Ship Identification Number as adopted by IMO.

What are the acceptable methods for marking the Ship Identification Number on large yachts?

The CISR will accept marking of the external Ship Identification Number in line with the requirements for passenger ships. That is, the external marking may be on a horizontal surface visible from the air, providing the marking is clear of awnings and other obstructions. For yachts, transfers will be considered an acceptable method for externally marking the Ship Identification Number; provided these are clearly visible, clear of any other markings on the hull and of a contrasting colour to the hull.

When marking the Ship Identification Number internally in the machinery space, the following methods are considered acceptable:

Steel Hull	Aluminium Alloy Hull	GRP / FRP Hull
Raised lettering by welding or centre punching.	Raised lettering by welding or centre punching.	Raise lettering mechanically fastened to the ships structure by means of bolts, screws etc or laminated.

The size of the markings shall be in accordance with SOLAS XI-1/3.

Do yachts over 300 GT require AIS in accordance with SOLAS V/19?

AIS is to be provided on all yachts which have been issued with a Certificate of Compliance for a Large Charter Yacht, regardless of whether they operate in a purely private capacity. Further, the CISR recommends the fitting of AIS to all yachts engaged on international voyages.

Where can I get more information and advice?

Although CISR is not delegating any responsibilities under the ISPS Code to Classification Societies or other Recognized Security Organizations, most of these organizations have help and advice on their websites. The websites of the major Classification Societies can be found at www.iacs.org.uk. Advice from CISR can be obtained from survey@cishipping.com, please ensure you include details of your Cayman Islands registered ships with your enquiry so we can offer the most relevant advice.

MERCHANT SHIP SURVEY AND AUDIT

How can I contact a surveyor?

Call Head Office number (+1 345 949 8831) or send an e-mail to survey@cishipping.com.

What if I have an emergency?

Call Head Office number (+1 345 949 8831). Outside of normal office hours, on weekends and public holidays a recorded message will give details of how to contact a Cayman surveyor on duty.

Does our commercial vessel require to be surveyed prior to registration?

Yes. Prior to accepting a commercial vessel for registration, a Merchant Ship Flag-in Matrix "scoring" system is used by Cayman to ensure that the vessel meets minimum safety and operational standards. Generally vessels over 15 years old or those vessels with a medium to high score may require a pre-registration survey, depending on the particular case.

What surveys and audits can be carried out by the vessel's classification society at Flag-in?

Providing the vessel has a low Merchant Ship Flag-in Matrix score (50 or less) surveys and audits at flag-in may be delegated to the relevant classification societies.

Can “Class” carry out Cargo Ship Safety Equipment and Cargo Ship Safety Radio annual, intermediate or renewal surveys?

Yes. For those vessels that are not in the Alternative Compliance Scheme (ACS) these surveys may be delegated to classification societies but only after a written request has been made to Cayman by the owner (or authorised representative), manager or master. These requests for delegation are reviewed immediately and approved on a case-by-case basis.

Can a classification society surveyor/auditor carry out ISM and/or ISPS Code audits on my Company or ships?

Only in very exceptional circumstances will Cayman authorise classification societies to carry out these audits. Cayman endeavours to carry out all such audits using its own fully trained and experienced auditors.

How much does a survey cost?

See Survey Fees.

Does Cayman issue Ship Radio Station Licences?

Ship Radio Station Licences for Cayman-registered ships are all issued by the Cayman Islands Information & Communications Technology Authority (ICTA). On-island assistance with your application for a Ship Radio Station Licence is also available from client.relationships@cishipping.com.

Do I need to report an accident to my vessel?

Yes. Under Section 159 of The Merchant Shipping Law (2005 Revision) the Owner or Master is required to report any accident resulting in loss of life or serious injury to any person. Also, the Owner or Master is required to report any material damage to the vessel which may affect its seaworthiness.

Do I need to keep an official log book?

Yes. Under Section 140 (1) of The Merchant Shipping Law (2005 Revision) all Cayman ships are required to keep an official log book. An official log book can be obtained by shopping online or by contacting our Head Office or our European Regional Office in the UK.

Where can I get an official log book?

An official log book can be obtained by shopping online or by contacting our Head Office or our European Regional Office in the UK. In addition to the official log book, we also supply oil record books, garbage record books, and GMDSS log books. We do not supply deck log books or engine room log books but these can be purchased from various maritime documentation suppliers.

LARGE COMMERCIAL YACHT AND SURVEY AND AUDIT

What is the Code of Practice for Safety of Large Commercial Sailing and Motor Vessels?

This Code of Practice was introduced in 1998 (as an equivalent approach) to address the requirements of SOLAS, International Load Line Convention (LL 66) and the STCW Convention in a yacht-specific manner. IMO Circular letter 1966 dated 27th July 1997 gave effect to the Code as equivalence on an international basis.

How does the Code of Practice for Safety of Large Commercial Sailing and Motor Vessels relate to the term LY1 and LY2?

LY1 is the abbreviated term used to refer to the original Large Commercial Yacht Code which came into effect in December 1998. LY2 is the abbreviated term for the revised Code, which came into effect in September 2004. When do I need to comply with the Code of Practice for Safety of Large Commercial Sailing and Motor Vessels?

When the yacht is engaged in trade/commercial activities, such as chartering-out.

Can I comply with the Code of Practice for Safety of Large Commercial Sailing and Motor Vessels on a voluntary basis?

Yes, many owners will build to the Code or bring their yachts into the Code, for a number of reasons, including the peace of mind of knowing their yacht complies with an internationally recognised safety standard. Other reasons include vessel resale value maximisation and risk management issues such as risk mitigation.

What International Conventions apply to Yachts?

See Matrix of International Conventions Applicable to Yachts.

http://www.cishipping.com/portal/page?_pageid=1307,1684570&_dad=portal&_schema=PORTAL

What are the requirements for maintaining Large Commercial Yacht Certificates once these are issued?

Large Commercial Yacht Certificates are valid for a maximum of 5 years subject to periodic inspections followed by a renewal survey at the end of the 5 years.

What happens if the periodical vessel inspections are not carried out?

The periodic inspections can be carried out within 3 months either side of the anniversary date, which corresponds to the expiry date of the certificate otherwise the certificate becomes invalid.

Does the yacht have to be on the Commercial Vessel Register to be able to Charter?

No, the vessel may remain on the Pleasure Yacht Register, but the yacht must have valid Large Commercial Yacht Certificates appropriate to the size of the vessel and be manned in accordance with Cayman Manning Regulations and LY2 requirements.

Can a yacht switch between Commercial Vessel and Pleasure Yacht Registration on a regular basis?

Yes. However, a yacht can only be issued with one Certificate of Registry at a time. In order for the yacht to be registered as a commercial vessel it must be in possession of valid certificates appropriate to its size. For yachts over 500 GT, this includes, but is not limited to, a Safety Management Certificate, an International Ship Security Certificate, a Continuous Synopsis Record and a Minimum Safe Manning Document. These Certificates must remain valid for the duration of the period that the yacht remains registered as a commercial vessel. The Certificate of Registry which is not in current use must be returned to Cayman but can then be re-issued on application.

Does the MARPOL Convention apply to Yachts?

Yes, MARPOL applies to all vessels, commercial and pleasure, however only yachts over 400 GT are required to be certificated.

Is the COLREG applicable to Yachts?

Yes, the Convention on the International Regulations for Preventing Collisions at Sea (COLREG), prescribes safe measures for visibility, navigation and sound signalling to ensure safe navigation for all users of the world's oceans.



Department of Environment

Publication Scheme

Produced in accordance with the Chief Secretary's Code of Practice

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1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into different categories of information as described in Section 7 below, to help you find the documents you are looking for.

This publication scheme commits the Department of Environment to making information available to the public as part of its normal business activities.

The Department of Environment will:

- specify the information held by the authority, which falls within category 7 below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;

- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The Department of Environment will generally not publish:

- information in draft form;
- information that is not held by the Department of Environment or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.
- case-files as created and used by the Enforcement section. These may be available (subject to FOI law exemptions) by application to the Courts Office.
- Enforcement patrol schedules
- Scientific data collections prior to publication

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in Section 7: *Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Department of Environment's (or another organisation's) commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to Section 6: *Complaints*.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: *Categories of Information* provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on our website and can be downloaded in PDF format, or members of the public can use our website “Search” facility at www.doe.ky . If you are still having trouble locating information listed under our scheme please contact Information Manager, Margaret Buchanan at the number below.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.env@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call (345) 949-8469 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Department of Environment
PO Box 10202
Grand Cayman KY1-1002
Cayman Islands

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See Section 4: *Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in Section 7: *Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact:

Information Manager
CIG- Dept. of Environment
Tel: (345) 949-8469
Direct: (345) 244-5972

Fax: (345) 949-4020
P.O. Box 10202, Grand Cayman KY1-1002
Email: foi.env@gov.ky

The Department of Environment will adhere to its obligations under Section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that may be legally required. Where the Department of Environment is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Department of Environment strives to ensure that fees and charges are clearly explained and kept to a minimum.

There are some publications which the Department of Environment offers for sale. Currently: "Threatened Plants of the Cayman Islands - The Red List" by Frederic J. Burton; \$19.95 C.I.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Schedule of Fees

- 1) Photocopy Black & White (all sizes) - \$1.00 per page;
- 2) Photocopy Color (all sizes) - \$1.50 per page
- 3) Photographs:
 - (a) Black & White / Colour (digital photographic print from digital file, scanned hardcopy of existing negative);
 - i) 8 _ x 11 (or smaller) - \$5.00
 - ii) 8 1/21 x 14 - \$7.50
 - iii) 11 x 17 - \$10.00
 - a. (b) Black and white (photocopy or standard print-out) - \$1.00
 - b. (c) Colour (photocopy or standard print-out) - \$1.50
- 4) Conversion of an analogue audio or video record (e.g., tape or reel to reel) into digital MP3 or DivX file format; an amount that does not exceed the actual costs incurred by the authority, based on hourly rates of staff undertaking the conversion, plus the purchase cost of any carrier medium (compact disc or DVD).
- 5) Transcripts – an amount that does not exceed the actual costs incurred by the authority based on hourly rates of staff undertaking the transcription.
- 6) Blue print reproduction - \$3.00 per sheet.
- 7) Maps and plans - \$5.00 per page
- 8) Print-out of a digital document or database report Black & White copy (all sizes) - \$1.00 per page.

- 9) Provision of a digital record (text or image) in standard PDF, JPEG or TIF file format: (a) by email – no charge; (b) on compact disc or DVD - \$2.00.
- 10) Conversion of a paper record (text or image) into PDF, JPEG or TIF file format; the actual costs incurred by the authority, based on hourly rates of staff undertaking the conversion, plus the purchase cost of any carrier medium (compact disc or DVD).
- 11) Digital text files converted to audio formats for visually impaired – the actual costs incurred by the Computer Services Department, based on hourly rates of staff undertaking the conversion, plus the purchase cost of any carrier medium.
- 12) Posting of record: Where access to the record to which the request relates is to be given in the form of the provision of a copy of the record and the copy provided is, at the request of the applicant, to be sent by post or courier, a charge in respect of the posting or delivery of the copy not exceeding the actual cost of post or delivery.
- 13) Shipping costs – The Department of Environment will pass on to the requester the actual costs of postage or courier delivery chosen by applicant and a preparation charge of \$20.00.
- 14) Expedited service: \$50.00 non refundable payable on making application.

5. Requests for information outside the Publication Scheme

Information held by the Department of Environment] that is not published under this scheme can be requested in writing. Your request will be considered in accordance with the provisions of the FOI Law.

Freedom of Information requests must be made in writing (letter, fax, prescribed form) including in electronic form. Email requests are also acceptable. You don't have to give a reason why you want the information; however, your request should be specific. Remember that a public agency may not be able to respond to a vague or voluminous request if it may strain available resources. Specific requests will help you get what you want, so try to provide as much information as possible: what kind of document it is, what format is the information in, what date or year was it produced.

6. Complaints

The Department of Environment aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact our Information Manager: (345) 949-8469: email: foi.env@gov.ky and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained by contacting a member of our Administrative staff at (345) 949-8469.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
PO Box 1375
Grand Cayman KY1-1108
Telephone: +1 345 747 5402
Email: appeals@ico.gov.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Our Services

ABOUT US

Department of Environment
Cayman Islands Environmental Centre
580 North Sound Road
PO Box 10202
Grand Cayman KY1-1002
Cayman Islands
Telephone: (345) 949 8469
Web site: www.DOE.ky

Ministry

Ministry of Health, Environment, Youth, Sports & Culture

Minister

Hon. Mark Scotland

Chief Officer

Ms. Jennifer Ahearn
3rd Floor Government Admin. Building
PO Box 110
Grand Cayman KY1-9000
Cayman Islands
Telephone: (345) 949 7900
Fax: (345) 949 1790

Director of the Department of Environment

Mrs. Gina Ebanks-Petrie

Deputy Director: Operations & Enforcement

Mr. Scott Slaybaugh

Deputy Director: Research & Assessment

Mr. Timothy Austin

Chief Conservation Officer

Mark Orr
contact: (345) 916 4271

Information Officer

Mrs. Tracy Galvin

CIG- Dept. of Environment

Tel: (345) 949-8469

Direct: (345) 244-5972

Fax: (345) 949-4020

P.O. Box 10202, Grand Cayman KY1-1002

Email: foi.env@gov.ky

Freedom of Information website www.foi.gov.ky

Location and hours	Matters handled
Grand Cayman:	
Dept. of Environment – Main Office Cayman Islands Environmental Centre 580 North Sound Road George Town 8:30am to 5:00pm Monday to Friday	Main staff office & admin Laboratories & workshops Conference Room Library (open by appointment) Terrestrial Concerns MCB licences Lion fish control program & licenses
Little Cayman:	
Blossom Village (next to the public park) No scheduled hours – phone 916-7021	Marine Parks Office Marine Enforcement Visiting Scientist accommodation Workshop
Cayman Brac:	
Creek 256 Creek Road No scheduled hours – phone 926-0136	Marine Enforcement Office Marine Parks Office

Organisation and functions

The Department of Environment (DoE), under the Ministry for Health, Environment, Youth, Sport and Culture (HEYS&C), is the main Government agency responsible for the management and conservation of the environment and natural resources.

The DoE works to facilitate responsible management and sustainable use of the natural environment and resources of the Cayman Islands through various environmental protection and conservation programmes and strategies.

The Department of Environment seeks to develop and support environmental citizenship by promoting awareness, understanding and appreciation of Cayman's natural environment. Together with other government agencies, non-profit organizations and the private sector the DOE has contributed to the structure, programmes and funding of environmental education in the Cayman Islands.

Cayman Islands Environmental Project for the Tourism Sector (CEPTS) is a joint project between the Department of Environment and the Department of Tourism which works with the tourism sector to implement Environmental Management Systems with the goal of reducing facilities' environmental impact through energy and water conservation, and reduction of waste streams. The first phase of the project involves guest accommodations with several facilities participating in a pilot programme. Subsequent phases will expand the project to other sectors of tourism businesses.

The Departmental Organisational Chart and job descriptions are available upon request.

Boards and Committees

Technical Review Committee (TRC)

The Department is charged with advising the Central Planning Authority (via the Planning Department) on land-based development applications and Cabinet (via the Ministry of Environment) on coastal works applications. The in-house Technical Review Committee (TRC) meets each week to review such applications and provide advice to the relevant agency in the form of a technical review. The TRC comprises the Director, the two Deputy Directors, the Environmental Assessment Officer, the Sustainable Development Research Officer and the Manager of the Terrestrial Ecology Unit. The TRC meetings are often attended by developers and applicants seeking advice on minimizing and mitigating the environmental impacts of a proposal, or requiring advice regarding sustainable development practices.

The TRC is responsible for reviewing coastal works applications, which relate to works that extend seaward from the Mean High Water Mark (MHW). The TRC issues a Coastal Works Review to the Ministry of Environment, for all coastal applications which it is consulted upon. These Reviews provide comments on the proposed development or works, recommendations on how to minimize the environmental impacts of the works (including suggested conditions to be attached to the Coastal Works License should permission be forthcoming) and recommendations on royalty, environmental mitigation and admin/monitoring fees, as appropriate. The TRC Reviews are then utilized by the Ministry of Environment, when preparing their own Reviews to Cabinet, which assists in Cabinet's determination of each coastal works project.

Marine Conservation Board

The Marine Conservation Board (MCB) is a statutory authority, appointed under section 3 of the Marine Conservation Law that functions to generally administer the Marine Conservation Law and associated regulations, and to issue various licences as specified under the law. Members are appointed by the Governor with representation from Grand Cayman and the Sister Islands. Typically the Board convenes monthly. The meetings are not generally open to the public but persons may contact the MCB secretary if they wish to meet the Board members to discuss a matter of concern. The administrative work of the MCB is the responsibility of the DoE through the MCB Secretary and the department's clerical staff.

Current Marine Conservation Board Members:

The Board as Appointed by Governor in Council:

Don Foster (Chairman)
Richard Flowers
Capt. Chuckie Ebanks
Kenny Ryan
Bernard Watson
Capt. Bryan Ebanks
Bruce Eldemire
Davy Ebanks
Capt. Andrew Pierson
Phil Bush (Secretary)

Co-Opted by Board:

Bill Christoffers (SITA Rep.)
Pat Kenney (CITA Rep.)
Gina Ebanks-Petrie (Ex Officio)

Meeting minutes may be accessible by the public through FOI law.

Forms available upon request:

- Application for a Spear Gun Owners Licence
- Application for an Annual/Monthly Fishing Licence
- Application for a Fish Pot Licence
- Application for a Licence to take Turtles
- Renewal Application for a Seine Net Licence
- Application for a Wildlife Interaction Zone 'Tourist Boat Licence'
- Application for Lionfish Spear gun Owners license

Please note these licences command a fee. Some of the applications can only be processed upon production of a current personal Criminal Record issued by the Royal Cayman Islands Police Service. Please contact us for further information.

Aggregate Advisory Committee

The Aggregate Advisory Committee (AAC) is a multi-agency technical group consisting of members from National Roads Authority, Water Authority, Planning Department and Department of Environment. Each agency is an equal partner with DoE being the administrators at this time. The AAC functions to advise the Central Planning Authority on the provision of construction aggregate and fill material with the objective of ensuring that a sufficient supply remains available while reducing environmental impact from quarries, excavation and dredging. The AAC was formed in 2002 and meets monthly (or as necessary). As the AAC frequently reviews private business proposals the meetings are not open to the public. Copies of the Central Planning Authority's Aggregate Policy, The Study for the Provision of Aggregate and Fill Material, and AAC Organisational Policy are available upon request.

Beach Review and Assessment Committee, and the **Environment and Coastal Zone Management Committee** are both defunct and therefore not sitting committees. Information about them and DOE's participation on them can be found on our website.

Frequently Asked Questions

The most frequently asked questions at the Department of Environment are usually not for us at all and are the result of similarly named departments. We receive many calls regarding garbage collection: this is the responsibility of the Department of Environmental Health. Neither are we responsible for rodent issues; insect infestations; garden bonfires; derelict cars or strange odours. For any such enquiries please contact: evh@gov.ky or call 345 949 6696.

Frequently asked questions which are relevant to this department are typically in respect of Fishing Seasons, and the island wide Marine Parks. We produce a leaflet titled: 'Marine Park Regulations & Marine Conservation Laws Cayman Islands'. This is available from our offices; on-line via our website; or the information can be referenced in the current Cayman Islands Services Directory produced by LIME.

- ***When is lobster/conch season?***

Lobsters: 1 March through 30 November. No one may take lobsters from Cayman waters during these months. No one may purchase, receive or possess lobsters taken from Cayman waters during these months.

Conch: 1 May through 31 October. No one may take conch from Cayman waters during these months. No one may purchase, receive or possess conch taken from Cayman waters during these months.

- ***May I take home a conch shell?***

Conch shells, a popular tourist souvenir, are taken from Cayman waters as a by-product of local fishing for their meat. Because acquisition of the shell is incidental to this activity, and because there are currently laws in place to limit the amount of conch fished in Cayman waters, the export of no more than three shells by individuals as souvenirs does not require a CITES export permit. This is in line with the international policy formulated by the Parties to the Convention and the governing CITES Secretariat in Geneva.

- ***Who may catch fish?***

No license is required for catch and release fishing.

Please see our [website](#) for current rules and regulations relating to Marine Activities.

<http://www.doe.ky>

- ***How do I make an FOI request?***

If you wish to make a request for information then you should contact the Information Manager listed above. Requests may also be made through our Government assigned email address foi.env@gov.ky . Requests must be in writing (letter, email or facsimile) and must include your name and an address (either postal or e-mail). Please be as specific as possible about the information you would like, as this will help us to respond promptly. Where possible, please include a contact telephone number so we can call to discuss your request if necessary.

We will respond to your request as soon as possible upon receipt. The Law requires public authorities to provide allowable information within 30 calendar days, allowing an extension of an additional 30 calendar days if needed. We are obligated by law to always acknowledge receipt of all FOI requests made to the Information Manager and we are also obligated to let you know if there is a need to extend the deadline. For detailed advice on what type of information may be exempt, please see the FOI Unit website.

- ***How is Climate Change being addressed by the CI Government?***

The National Climate Change Committee has published its consensus-based (final draft) Climate Change Policy, which is the product of three years consultation convened under the Enhancing Capacity for Adaptation to Climate Change (ECACC) project funded by the United Kingdom Department for International Development (DFID) with technical support provided by the Caribbean Community Climate Change Centre (CCCCC). The Policy is based on an extensive technical review contained in the Green Paper – ‘Climate Change Issues for the Cayman Islands: Towards a Climate Change Policy’ (2010), which is the most comprehensive reference document to date on the potential implications of climate change for the Cayman Islands’ economic, social and environmental sectors.

The Cayman Islands’ Climate Change Policy outlines interventions to be implemented over the next few years that are required to address priority adverse impacts of climate change to be faced by these Islands. Additionally, the Climate Change Policy contains measures required to curb greenhouse gas emissions from activities that contribute to the problem of continued climate change. This Climate Change Policy recognizes that the combined actions of responding to the inevitable impacts of a changing climate (adaptation) and reducing further contributions to climate change (mitigation) are cost-

effective and urgently needed in order to ensure low-carbon climate-resilient development in the Cayman Islands.

The final draft Policy is awaiting Caucus and Cabinet review.

STRATEGIC MANAGEMENT

Administering the authority's operations at the organisational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources.

Governance: Legislation and International Conventions

Local Legislation

- * Marine Conservation Law (2007 revision)
- * Marine Conservation Regulations (2004 revision)
- * Marine Conservation (Marine Parks) Regulations (2007 revision)
- * Marine Conservation (Turtle Protection) Regulations (2008 revision)
- * Marine Conservation Directives (2003 revision)
- * Endangered Species Protection and Propagation Law (1999 revision)
- * Animals Law (2003 revision)
- * Merchant Shipping Law (2008 revision)
- * Merchant Shipping (Marine Pollution) Law , 2001 [available for view at DoE or purchase from the office of the Clerk of the Legislative Assembly]
- *Draft* National Conservation Law
- Endangered Species (Trade and Transport) Law, 2004 [not yet in force]

(* These items of legislation can be emailed to enquirers upon request.)

International Conventions for environmental conservation extended to the Cayman Islands

- Convention on the Prevention of Marine Pollution by Dumping of Wastes and Other Matter (London Convention) <http://www.unep.ch/regionalseas/main/legal/london.html>
- International Convention on Oil Pollution Preparedness, Response and Co-operations (OPRC) <http://fletcher.tufts.edu/multi/texts/BH981.txt>
- International Convention for the Prevention of Pollution from Ships (MARPOL) http://www.imo.org/Conventions/contents.asp?doc_id=678&topic_id=258

- International Convention relating to Intervention on the High Seas in Cases of Oil Pollution Casualties (Intervention Convention)
<http://sedac.ciesin.org/entri/texts/intervention.high.seas.casualties.1969.html>
- International Convention on Civil Liability for Oil Pollution Damage (CLC)
<http://www.imo.org/Conventions/>
- International Convention on the Establishment of an International Fund for Compensation for Oil Pollution Damage (Fund Convention)
<http://www.imo.org/Conventions/>
- Convention on Biological Diversity <http://www.cbd.int/convention/convention.shtml>
- Convention for the Protection and Development of the Marine Environment in the Wider Caribbean Region (Cartagena Convention)
<http://www.cep.unep.org/welcome/about-cep/amep/assessment-management-of-environmental-polution-amep>
- Convention on the Conservation of Migratory Species of Wild Animals (Bonn Convention) http://www.unep-wcmc.org/conventions/harmonization/products/CMS_InformationPaper.pdf
- Convention on Wetlands of International Importance (Ramsar Convention)
<http://www.ramsar.org>
- Convention on International Trade in Endangered Species (CITES)
<http://www.cites.org/eng/disc/text.shtml>
- United Nations Framework Convention on Climate Change / Kyoto Protocol
http://unfccc.int/essential_background/convention/background/items/2853.php

FINANCE & ADMINISTRATION

Administration and Financial Management

Administering the authority's internal functions and managing its resources efficiently and effectively: including the management of financial resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies.

Financial management*

- Finance and Accounting
- Annual Budgets
- Registry of Fixed Assets
- Grant funding
- Monthly Cabinet Output Invoices
- Financial statements; Half-yearly / quarterly reports
- Accounting procedures; Contracting procedures
- Board members allowances and expenses
- Ministerial expenditure
- List of current tenders, contracts or quotations; Recently-awarded contracts

Administration*

- Insurance policies
- Job vacancies; career opportunities
- Records management file plan or classification scheme
- DoE Disaster Control Plan
- Training and Safety
- Human Resources
- Press Releases
- FOI services

*Copies can be obtained upon request from Information Manager

Human Resource Management

- Annual Salary Scale for Salaried Staff (September 1, 2012)
- * Public Service Management Law (2011 Revision)
Complete set of laws for Cayman Islands Civil Service and Personnel Regulations (2011 Revision)
- Schedule One of the Personnel Regulations: A document describing Employment Terms and conditions (2011 Revision)
- Public Servant Code of Conduct for Civil Servants (December 2007)
- Public Management and Finance Law (2005 Revision) and Regulations (2010 Revision)

(* These laws/regulations are available for viewing at our offices by appointment.)

CLASSES OF INFORMATION HELD FOR ADMINISTRATION SECTION

Classes of Information	Restrictions & Accessibility to information
CIG/Internal to Government Cabinet reports & recommendations	FOI requests concerning this type of information should be directed to the Cabinet Office or the Ministry of Health, Environment, Youth, Sports & Culture
Personnel / Human Resource records.	Access to personal information is restricted to the relevant personnel.
Financial information i.e. accounts, budget, Grant Agreements	The majority of this information can be accessed by the public through FOI law. Access is restricted for personal information or if information is being used for recommendations or investigation.

Vendor Files CIG/local/overseas	The majority of this information can be accessed by the public through FOI law.
Equipment & Purchasing	The majority of this information can be accessed by the public through FOI law.

Records Management

Under guidance from CINA, records are managed in accordance with:

- Chief Secretary's Code of Practice on Record Management
- Freedom of Information Law 2007
- National Archive and Public Records Law

POLICIES & PROCEDURES

Policy documents may be obtainable upon request from Information Manager

- National Environmental Policy
- National Oil Spill Contingency Plan
- Coastal Works Policy
- Aquaculture Policy
- Internal Complaint Review Procedure
- *Dive Policy
- *Boating Operations and Workshop Policies
- *Workplace Rules - Conservation Officers' Handbook

* Documents pending review and approval of Ministry

DECISIONS & RECOMMENDATIONS

- Marine Conservation Board – meeting minutes
- Fisheries Licencing permits
- TRC reviews & recommendations for Coastal Works and Planning applications
- Ocean Disposal Permit

OUR SERVICES

The Cayman Islands Department of Environment's mission is to facilitate responsible management and sustainable use of the natural environment and resources of the Cayman Islands through a variety of environmental protection and conservation strategies and programmes.

With a permanent staff compliment of 31 employees the Department of Environment is divided into four (4) main sections.

Administration Section

The Administration Section handles much of the routine clerical work including accounting, filing, routing public inquiries to the appropriate DOE staff, managing the front desk and providing secretarial to other members of staff.

Enforcement Section

The Enforcement Section works primarily with the enforcement of the Marine Conservation Law to ensure that Marine Park Regulations and other environmental laws are adhered to on a daily basis.

The Enforcement Section spends a significant proportion of their time conducting routine patrols of the marine environment. In cases of infractions of the law that require prosecution the Marine Enforcement Officers must assist in the preparation of case files for the Legal Department including collecting evidence, taking statements and attending Court.

The Marine Enforcement Section remains on standby 24 hours a day and is often called upon to assist in search and rescue operations for vessels or people in distress around Cayman waters.

CLASSES OF INFORMATION HELD FOR ENFORCEMENT SECTION

Classes of Information	Restrictions & Accessibility to information
Case Files	The majority of this information can not be accessed by the public, even through FOI law, if it is being used for investigation/evidence purposes. Application to the Courts office may be made for closed files.
Log book copies	The majority of this information can not be accessed by the public, even through FOI law, if it is being used for investigation/evidence purposes; or if it contains surveillance details.
Public Relations – correspondence re Marine Law queries, etc.	The majority of this information can be accessed by the public upon request or through FOI law.

Operations Section

The Operations Section deals extensively with the day-to-day maintenance of the Cayman Islands' Marine Parks System, including the installation and routine maintenance of over 350 Public Moorings, Marine Park boundary markers and signs.

The Operations Section is also primarily responsible for the maintenance of the Department's vehicles, boats and other technical equipment employed in all aspects of DOE work. Additionally the Operations Section staff provides field and logistical support to DOE research projects as well as functioning as the primary marine pollution response team for oil spills and other pollution events

CLASSES OF INFORMATION HELD FOR OPERATIONS SECTION

Classes of Information	Restrictions & Accessibility to information
Public Moorings	Lists of mooring provided for public use on each island is freely available
Marine Pollution	The majority of this information can be accessed by the public through FOI law. Access is restricted for personal information or if information is being used for recommendations or investigation.

Research and Assessment Section

The Research and Assessment Section is comprised of three units: the Marine Resources Unit, the Terrestrial Resources Unit and the Sustainable Development Unit. The Marine Resources Unit is responsible for the design and implementation of the Department's marine and coastal research agenda with a main emphasis on research projects that deal with local management issues such as the conservation of local fisheries or other natural resources, as well as providing aquaculture support and development services.

The Terrestrial Resources Unit is a growing but dynamic unit. It focuses on the monitoring of key species and habitats on land and the conservation and protection of our unique biodiversity.

The Sustainable Development Unit (SDU) at the DOE was set up in July 2006 to spearhead the formation of a national policy-level strategy for sustainable development. This was in reaction to the expanding advisory nature of the DOE on environmental best practices and obligations under various Multilateral Environmental Agreements that require integration of physical, economic, social and environmental development planning policies. To date the SDU has worked on a National Sustainable Development Framework, draft National Conservation Law, the draft Grand Cayman Development Plan, revised National Tourism Management Policy, Go East Initiative, National Assessment of Living Conditions study and Public Health Review, the Enhancing Climate Change Adaptation in the Caribbean (ECACC) project, implementation of the Kyoto Protocol, and continues to advise on planning and coastal works applications. The SDU's focus is on providing advice and recommendations on environmentally sustainable (or "green") development practices and procedures to the Cabinet, the Central Planning Authority and the general public. The Unit is also the focal point for Climate Change adaptation and mitigation planning and plays the leading role with respect to environmental assessment functions in the department's Technical Review Committee

CLASSES OF INFORMATION HELD FOR RESEARCH SECTION

Classes of Information	Restrictions & Accessibility to information
Aquaculture Policy and Files. Diversification.	The majority of this information can be accessed by the public upon request.

Water Quality/Pond surveys/Quarry pit monitoring. Fish kills. Conch surveys. Exotic aquatic imports.	
Environmental Impact Advice	FOI requests concerning this type of information may need to be directed to the Cabinet Office or the Ministry of Health, Environment, Youth, Sports & Culture.
Marine Animal Sightings Project	The majority of this information can be accessed by the public upon request.
Sustainable Development Unit Files	The majority of this information can be accessed by the public upon request. Access may be restricted if information is being used for recommendations or investigation.
Technical Review Committee files	FOI requests concerning this type of information may need to be directed to the Cabinet Office or the Ministry of Health, Environment, Youth, Sports & Culture.
Terrestrial Section Files	The majority of this information can be accessed by the public upon request.
Turtle Research General Educational Material	The majority of this information can be accessed by the public upon request.

The Department of Environment staff members work to produce a range of brochures, newsletters, reports and leaflets with the aim of providing general information to the public. These are normally available, free of charge, for pick-up at the DoE offices, or on line through links on our website.

List of Brochures, Newsletters, Reports and Research Papers from the Department of Environment

- National Climate Change Working Group
- Climate Change Workshop Report
- Design and Construction Guidelines for Docks
- DoE – DEH. Do you know the difference?
- DOE Marine Research News
- DoE Sighting Program
- ECACC Project – Launch
- ECACC Project – Report
- Flicker *
- Guide to Submitting Application for Coastal Works
- Marine Park Regulations & Marine Conservation Laws
- Marine Turtles and Lighting Management
- Public Moorings
- Reducing Your Office Footprint. Part 1 - Energy
- SDU News
- Tompkins and Hurlston (2003): Report to Government on Adaptation Lessons Learned

- Tompkins and Hurlston (2005): Natural Hazards & Climate Change
 - Welcome to the Darwin Initiative
 - Wildlife Interaction Zones
-
- * ‘Flicker’ is aimed at promoting terrestrial environmental awareness in the Cayman Islands. Flicker will give people the opportunity to make their work publicly accessible and citable. Short communications, reviews, essays and notes re welcomed. Anyone undertaking research (students, interns, visiting scientists) is invited to submit their findings. Some overseas scientists, who have carried out work in Cayman, have already submitted papers. It’s a great way to communicate the results of small projects, which may be overlooked by large scientific journals, and helps promote conservation research in the Cayman Islands. Flicker already has a multinational readership, and interest is growing. Soon all issues will be made freely available on the web, increasing awareness and readership still further. Check www.doe.ky or www.caymanbiodiversity.com for further information.

SDU Newsletter

The Sustainable Development Unit (SDU) at the Department of Environment produces a newsletter – “SDU News” – to promote the work of the SDU and sustainable development initiatives going on in the community, and make people aware of the sustainable development issues facing the Cayman Islands.

All issues of the newsletter can be found at <http://www.doe.ky/about/sustainable-development-unit/>.

An update of the services offered by the SDU can be provided upon request.

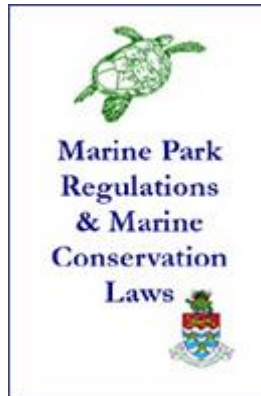
Some editions of our literature are featured below as an example.

DoE Marine Research News: This brief newsletter outlines the work of the Department of Environment Marine Research Section.

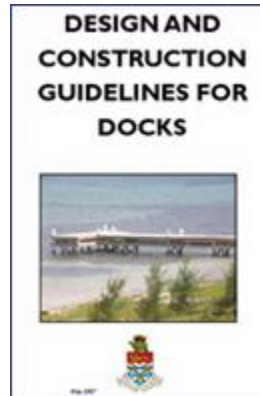


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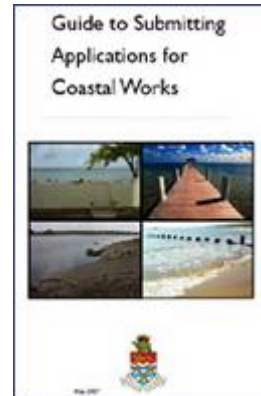
Examples of DOE Literature



Marine Brochure



Guidelines Brochure



Coastal Works Brochure



DOE - DEH



Marine Turtles & Lighting



Wildlife Interaction Zones



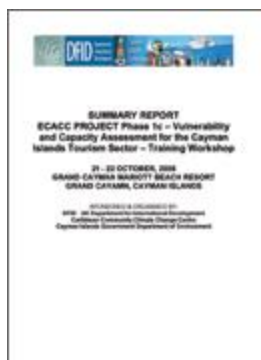
Climate Change Work Group



Change Workshop Report



ECACC Project –
Launch



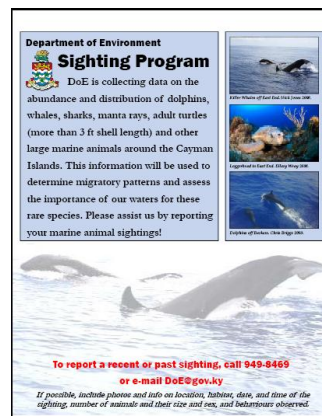
ECACC Project –
Report



Tyndall Center,
Lessons Learned - Report



Tyndall Center,
Natural Hazards – Report





Telecommunications Unit

Publication Scheme

Produced in accordance with the Deputy Governor's Code of Practice on Publishing

CONTENTS:

1. About the Publication Scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information
 - About Us
 - Strategic Management
 - Finance & Administration
 - Policies & Procedures
 - Decisions & Recommendations
 - Lists & Registers
 - Our Services

1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public.

The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the **Office of Telecommunications** to making information available to the public as part of its normal business activities.

The **Office of Telecommunications** will:

- specify the information held by the authority, which falls within the seven (7) categories below;

- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The **Office of Telecommunications** will generally not publish:

- information in draft form;
- information that is not held by the **Office of Telecommunications**, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the **Office of Telecommunications'** (or another organisation's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at <http://www.oftel.gov.ky>. If you are still having trouble locating information listed under our scheme, please contact Karefia Ross or Leanna Rivers at 949-2919

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.tco@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call Karefia Ross@949-2919 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Office of Telecommunications

PO Box 10002 APO

Grand Cayman

KY1-1001

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Karefia Ross at 949-2919 or email us at foi.tco@gov.ky.

The **Office of Telecommunications** will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the **Office of Telecommunications** is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The **Office of Telecommunications** strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The **Office of Telecommunications** will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the **Office of Telecommunications** has received your payment.

5. Requests for information outside the Publication Scheme

Information held by the Office of Telecommunications that is not published under this scheme can be requested in writing by using <http://www.oftel.gov.ky> under making a request, or by emailing Karefia.ross@gov.ky. Your request will be considered in accordance with the provisions of the FOI Law.

Request can also be made by Coming to our Office and filling out a FOI request form. We are Located at Cayman Center – Unit2 Building E.

Forms can also be faxed to 945-5091 or email to foi.tco@gov.ky

Office Times are 8:30-5:00 Mon – Friday.

6. Complaints

The **Office of Telecommunications** aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Karefia Ross at 949-2919, and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from:

<http://www.oftel.gov.ky/>

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 1375
Grand Cayman KY1-1108
CAYMAN ISLANDS

Telephone: +1 345 747 5402
Email: appeals@ico.gov.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

The Department of Telecommunication is charged with maintaining all of telecommunications and public safety communication needs For the Cayman Islands Government and its citizens.

Name of public authority

Office of Telecommunications

Physical Address: Cayman Centre - Unit2 Building E

Owen Roberts Drive, George Town

Mailing Address: PO Box 1002 APO KY1-1001

Telephone: 345-949-2919

Fax: 345-945-5091

Email: foi.tco@gov.ky

Website: <http://www.oftel.gov.ky>

Hours Of Work: 8:30am-5pm, Monday-Friday

Principal Officer

Kernilon Owens

Director

Information manager

Karefia Ross

949-2919

Kernilon Owens (Information Manager Designate)

949-2919

www.foi.tco.gov.ky

foi.tco@gov.ky

Ministry

The Office of Telecommunications operates under the Ministry of District Administration, Works, and Gender Affairs (DAWGA) who is responsible for a wide range of services that provide critical infrastructure support for the maintenance of a strong and viable economy as well as to promote a healthy population and clean and safe environment for both visitors and residents alike. The business of Government in Cayman Brac and Little Cayman is channeled through the Ministry as a means of ensuring the timely and efficient implementation of Government policies on the Sister Islands.

District Administration, Works & Gender Affairs (Ministry of)**Minister**

Hon Juliana Y O'Connor-Connolly, JP, MLA

Permanent Secretary

Mr Alan Jones

Address

4th Floor, Government Administration Building, 71A Elgin Avenue, George Town, Grand Cayman

Mailing Address

4th Floor, Government Administration Building,
Grand Cayman KY1-9000, CAYMAN ISLANDS

Telephone: (345) 244-2412 **Fax:** (345) 945-2922

Email Ministry.DAPAH@gov.ky / foi.mpc@gov.ky

Website: www.dawla.gov.ky

Hours of Work: 8:30am to 5:00pm, Monday to Friday.

STRATEGIC MANAGEMENT

File Name	Location of File
Monthly Reports	Telecoms Office
Service Reports	Telecoms Office

* As Per Mission Statement.

Laws Kept By Office of Telecommunications

File Name	Location of File	Year/Revision
FOI Laws	Telecoms Office/ http://www.foi.gov.ky	2007
Hazard Management Laws	Telecoms Office	Draft Vers.2009
ICTA Laws	Telecoms Office	2006 Revision

FINANCE & ADMINISTRATION

File Name	Location of File
Budgets	www.gov.ky website

POLICIES & PROCEDURES

File Name	Location of File
Internal Complaints	Telecoms Office
Information Management Policy	Telecoms Office
Vehicle and Driver Card Procedure	Telecoms Office
Leave Procedure	Telecoms Office
FOI Interaction Procedure	Telecoms Office
Fault Records	Telecoms Office
Fault Registry	Telecoms Office
Reporting Policy	Telecoms Office
Reporting Procedure	Telecoms Office
Service co-ordination Procedure	Telecoms Office

DECISIONS & RECOMMENDATIONS

Please see our Mission Statement shown under the **Section Organizations and Functions**.

LISTS AND REGISTRIES

FOI Disclosure Log

Request Number	Request Detail	Response	Outcome
27428	Expenses on Budget year 08/09.	Deferred	08 budget available publicly,09 budget was delayed until LA

			met in Sept.
27428	Information Regarding Paid consultants on contract in our entity.	Granted in Full	None are utilized by our Entity.
39849	Records for services contracts and equipment from Avcom Ltd. During 2007-2010.	Exempt	Exempt under section 15(a) & 16
44763	How much funds were spent over 5 years to Non Caymanians for training, re-certifications etc.	No Records found	No Records found

OUR SERVICES

- Provide advice on Telecommunications Infrastructure
- Provide Service on Telecommunication Infrastructure
- Provide service for Emergency Response Telecommunications

Please refer to our Mission Statement, additional information is also available at <http://www.oftel.gov.ky>

Organisation and functions

Office of Telecommunications Mission Statement

The Office of Telecommunications (OfTel) serves through the Permanent Secretary, as the principal adviser to the Government on telecommunications policy making and in the management of the orderly growth of technological advances, in relation to the national telecommunications infrastructure. It is also responsible for implementing Government policies, by managing, coordinating, and providing services relating to the national telecommunications infrastructure. OfTel provides engineering policy and technical advice to the Ministry of District Administration, Works and Gender Affairs and other Government agencies, and the private sector on Telecommunications matters.

OfTel provides emergency response services to the National Security Committee and other organizations, that require maintaining an adequate level of preparedness and the deployment of telecommunications equipment and trained personnel.

PO Box 1002 KY1-10001
Tel 949-2919

Fax 949-5091
Oftel@gov.ky
www.oftel.gov.ky

Location and hours	Matters handled
Office Of Telecommunications Unit E2 Cayman Centre Owen Roberts Drive 8:30 – 5:00 Ph# 949-2919 Fax# 945-5091	*Technical advice and recommendations to Government Entities * Planning and Implementing Telecommunication Infrastructures * Accounting

Boards and committees

Name	Meetings	Minutes
Hazard Management Sub-Committee For Emergency Communications	Not available to the public.	Please make an FOI request Using foi.tco@gov.ky

Frequently Asked Questions

Does the Office of Telecommunications provide radio licences?

In the past the Office of Telecommunications did provide radio licenses, but this function is now being handled by the Information Communication Technology Authority.

Can a member of the public purchase equipment such as hand held radios from the Office of Telecommunications?

No, all radios and other equipment are strictly provided only to Government entities.

Is the Office of Telecommunications the Same as Emergency Communications/911?

Although closely related to one another, we are two separate entities.
Please see our Mission Statement under Decision and Recommendations.



CORPORATE PUBLICATION SCHEME

Effective: 1 January 2013

To be reviewed: November 2013

Office of the Auditor General

PUBLICATION SCHEME

Produced in accordance with the Deputy Governor's Code of Practice

CONTENTS:

1. About the publication scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information
 - About Us
 - Strategic Management
 - Finance & Administration
 - Policies & Procedures
 - Decisions & Recommendations
 - Proactive Disclosures, Registers & Lists
 - Our Services

1. About the publication scheme

Every public authority covered by the Freedom of Information Law ("FOI Law") has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Office of the Auditor General ("the Audit Office" or "OAG") to making information available to the public as part of its normal business activities.

The Audit Office will:

- specify the information held by the Audit Office, which falls within the seven categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The Audit Office will generally not publish:

- information in draft form;
- information that is not held by the Audit Office, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, wherever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible. However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Audit Office's (or another organisation's) commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on the Office of the Auditor General's website at www.auditorgeneral.gov.ky and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility. If you are still having trouble locating information listed under our scheme, please contact Mr. Garnet Harrison, Deputy Auditor General & Freedom of Information Manager at (345) 244-3213 or by email at garnet.harrison@oag.gov.ky or foi.aud@gov.ky.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.aud@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone/Fax

Documents listed in the publication scheme can also be requested by telephone or fax. Please call the Information Manager at (345) 244-3213 to request information or fax (345) 945-7738.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Office of the Auditor General
C/O Information Manager
PO Box 2583
Grand Cayman KY1-1103
CAYMAN ISLANDS

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact the Information Manager at (345) 244-3213 or email garnet.harrison@oag.gov.ky or foi.aud@gov.ky.

The Audit Office will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Audit Office is legally required to translate any information, it will do so.

Office hours are from 8:30 am – 5:00 pm, Monday - Friday. A board room is available for information to be inspected, when necessary.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Audit Office strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The Audit Office will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Audit Office has received your payment.

5. Requests for information outside the publication scheme

Information held by the Audit Office that is not published under this scheme can be requested in writing, by email, or fax. Your request will be considered in accordance with the provisions of the FOI Law.

6. Complaints

The Audit Office aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Mr. Garnet Harrison at (345) 244-3213 or email him at garnet.harrison@oag.gov.ky or foi.aud@gov.ky, and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from the Audit Office website or upon request from the Information Manager.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 1375,
Grand Cayman KY1-1108,
CAYMAN ISLANDS
Telephone: +1 345 747 5402
email: info@infocomm.ky

7. Categories of information

- About Us
 - Strategic Management
 - Finance & Administration
 - Policies & Procedures
 - Decisions & Recommendations
 - Proactive Disclosures, Registers & Lists
 - Our Services
-

Name of Public Authority

Office of the Auditor General

Senior Management

Alastair Swarbrick, MA (Hons), CPFA

Auditor General

Phone Number: (345) 244-3201

Email: alastair.swarbrick@oag.gov.ky

Garnet Harrison, CA

Deputy Auditor General & Freedom of Information Manager

Phone Number: (345) 244-3213

Email: garnet.harrison@oag.gov.ky

Patrick Smith, CPA, CFE

Audit Principal, Financial Audit (Information Manager Designate)

Phone Number: (345) 244-3204

Email: patrick.smith@oag.gov.ky

Martin Ruben, CGA

Audit Principal, Performance Audit

Phone Number: (345) 244-3206

Email: martin.ruben@oag.gov.ky

Organisation and functions

The Office of the Auditor General of the Cayman Islands audits the government's operations and provides the Legislative Assembly with independent information, advice, and assurance regarding the government's stewardship of public funds.

We are in the business of legislative auditing. We conduct audits on Government Ministries, Portfolios, Statutory Authorities and Government Companies. These audits include annual financial statement audits, compliance audits, performance audits (value-for-money) and investigations that look into:

1. the management of executive financial transactions;
2. the financial management of any ministry, portfolio, statutory authority or government company or the Office of the Complaints Commissioner or the Office of the Information Commissioner; and
3. the economy, efficiency and effectiveness with which any ministry, portfolio, the Office of the Complaints Commissioner, the Office of the Information Commissioner, or any statutory authority or government company has used its resources in discharging its functions and in its financial dealings;

We will also at the request of the Legislative Assembly or of one of its committees or subcommittees, provide advice and assistance to the Legislative Assembly or to any of its committees or subcommittees.

In addition, if we are authorised in writing to do so by the Governor and it's in the public interest, conduct investigations into the financial management or affairs of persons, companies and other bodies.

The Auditor General of the Cayman Islands is an Officer of the Legislative Assembly who audits Government Ministries, Portfolios, Statutory Authorities and Government Companies. The Auditor General reports publicly to the Legislative Assembly on matters that the Auditor General believes should be brought to its attention. The Auditor General's powers and responsibilities are set forth in legislation passed by the Legislative Assembly.

Contact Information:

Office of the Auditor General
3rd Floor Anderson Square
64 Shedden Road, George Town
PO Box 2583
Grand Cayman KY1-1103
CAYMAN ISLANDS

Phone Number: (345) 244-3211

Fax Number: (345) 945-7738

Email Address: auditorgeneral@oag.gov.ky

Website Address: www.auditorgeneral.gov.ky

Location and hours	Matters handled
<p>Office of the Auditor General 3rd Floor Anderson Square 64 Shedden Road, George Town</p> <p>Hours of Operation: 8:30 am – 5:00 pm</p>	<p>All activities listed above</p>

Boards and committees

No Boards or committees have been established under the Office of the Auditor General. However, the Auditor General reports to the Public Accounts Committee, which is a standing committee of the Legislative Assembly.

Frequently asked questions

1. Who audits the Auditor?

Currently, PwC, Cayman audits the financial statements of the Audit Office. This audit is carried out on an annual basis under the requirements of the *Public Management and Finance Law (2012 Revision)* section 44. PwC audit opinion is included in the Annual Report of the Audit Office.

2. How do I obtain an Auditor General's Report?

Reports of the Auditor General can be obtained several different ways from the Audit Office:

- website of the Auditor General at: www.auditorgeneral.gov.ky
- Email request to: auditorgeneral@oag.gov.ky
- Post mail to:
Office of the Auditor General
PO Box 2583
Grand Cayman KY1-1103
CAYMAN ISLANDS

3. How do I make a complaint against a government entity/employee that is abusing/wasting government resources?

The OAG will consider concerns about government entities which we audit as part of our on-going risk based approach to the audit process. Provided the issues raised falls within our remit we will consider any correspondence regarding a government entity we audit. On the basis of initial consideration and/or investigation we will decide whether:

- the matter will be investigated further to form the basis of a report;
- it should be included in our normal audit activity;
- it should be referred to another body; or
- we will take no further action.

Complaints about a government entity can be raised with us through the following website link [Our Services](#), in writing (email or post), or in person at our offices. All complaints will be treated confidentially. It is our policy not to normally act on anonymous complaints. However we will consider them to identify whether they provide support or information relevant to other complaints or audit work we are undertaking. We will acknowledge all written complaints that we receive within 5 working days and provide a response within a further 20 working days. Further information and guidance about how to complain to us about a government entity can be found in our policy document [Raising concerns about the organisations we audit](#).

A complaint can be made directly to the Auditor General. His contact information is:

Alastair Swarbrick, MA (Hons), CPFA

Auditor General

Phone Number: (345) 244-3201

Email: alastair.swarbrick@oag.gov.ky

4. Who is responsible for the preparation of financial statements for government and public sector entities?

Each individual ministry, portfolio, statutory authority and government company is responsible for the preparation of their financial statements. They are required to present to the OAG financial statements that present fairly the operations and activities of their entities for audit. It is not the responsibility of the OAG to prepare the financial statements of any government or public entity.

5. Under what legislation does the OAG carry out its work?

The work of the OAG is undertaken under the powers vested in the Auditor General under the Cayman Islands Constitution and the *Public Management and Finance Law*.

6. What is the role of the Auditor General and OAG?

The Auditor General is independent of the executive branch of government. Our role is to assist the Legislative Assembly to strengthen the efficiency, effectiveness, and accountability of government. This is achieved by providing independent information, advice and assurance on whether government's activities have been carried out and accounted for in accordance with the legislature's intention and with due regard to securing value for money and the avoidance of waste.

7. How is the independence of the Auditor General preserved?

The Auditor General is constitutionally independent of Government and this independence is further enshrined in the *Public Management and Finance Law*. In the exercise of his powers he cannot be subject to direction or control by any person. In the determination of the matters that will be subject to audit the Auditor General and OAG continue to exercise complete discretion, and carry out audit work that is risk based and in the public interest. The Auditor General and the OAG are physically separate from Government and exercise independence of mind in respect to their audit work. However, under the *Public Management and Finance Law* the OAG is technically an office of the Government, and this along with other legislative provisions compromise the financial and operational independence of the OAG, which are important conditions in ensuring the independence of a public audit office.

8. Is the OAG part of Government?

The Auditor General is constitutionally independent of Government and this independence is further enshrined in the *Public Management and Finance Law*. In the exercise of his powers he cannot be subject to direction or control by any person. However under the *Public Management and Finance Law* the OAG is technically an office of the Government, and this along with other legislative provisions compromise the financial and operational independence of the OAG.

Employment Opportunities:

The Office is looking for Caymanians who would like to join a dynamic organization committed to improving government operations in the Cayman Islands. Are you a Caymanian with a least two years post qualification experience? Would you like to join an organization that works within government to strengthen economy, efficiency, and accountability? If so, the Office of the Auditor General would like to speak to you. If you would like to talk about opportunities contact, alastair.swarbrick@oag.gov.ky or telephone 244-3201.

For application forms and job descriptions please visit the government website: www.gov.ky/recruitment or telephone 244-3213.

Please deliver application form and resume to:

Office of the Auditor General
3rd Floor Anderson Square
64 Shedden Road, George Town
PO Box 2583
Grand Cayman KY1-1103
CAYMAN ISLANDS

Or fax to: 1-345-945-7738

Or email to: auditorgeneral@oag.gov.ky

STRATEGIC MANAGEMENT

Our strategic plan has been prepared against this context and in line with our Strategic Ownership Goals as set out in our 2012/13 Budget Submission to the Legislative Assembly. The key strategic goals and objectives for the Audit Office are as follows:

- *To develop and strengthen the Audit Office's human resource capability in order to provide an effective and efficient audit service.*
- *To ensure that we meet the changing needs and expectations of our stakeholders by focusing our resources on matters offering the greatest potential to improve their performance and accountability.*
- *To continuously improve our own business management practices by identifying and giving priority to the most important risks.*
- *To enhance the independence of the Audit Office by assisting Government in developing a framework for the mandate and operations of Office of the Auditor General's Office via an Auditor General's Act.*
- *To enhance public accountability through the release of relevant and timely audit reports to all stakeholders.*

STRATEGIC MANAGEMENT (continued)

- *To meet the deadlines and commitments of the Public Management and Finance Law (2011 Revision) and the Public Service Management Law (2011 Revision) and the Personnel Regulations, 2011.*

Our strategic plan is based around achieving four over-arching strategic objectives:

- *Well managed public services*
- *Fostering good relationships*
- *Independence of the OAG*
- *Leading by example*

These objectives are inter-related, align with our strategic ownership goals and have been developed in consultation with key stakeholders.

Governance

Under section 114 of the Cayman Islands Constitution Order 2009, the Office of the Auditor General is established as outlined below:

Auditor General

114.—(1) There shall be an Auditor General whose office shall be a public office, and power to make appointments to the office of Auditor General, and to remove or exercise disciplinary control over any person holding or acting in that office, is vested in the Governor, acting in his or her discretion.

(2) The Auditor General may be removed from office only for inability to discharge the functions of his or her office (whether arising from infirmity of body or mind or any other cause) or for misbehaviour.

(3) The Auditor General shall have the power and responsibility to audit the public accounts of the Cayman Islands and the accounts and financial dealings of all authorities, offices and departments of Government and of all courts, and the power to undertake value for money investigations in respect of the activities of such authorities, offices and departments.

(4) The Auditor General, and any person authorised by him or her to act on his or her behalf, shall have access to all books, records, reports and other documents relating to the accounts referred to in subsection (3).

(5) The functions of the Auditor General and the accountability of that post and the Audit Office shall be further prescribed by law.

(6) In the exercise of his or her functions, the Auditor General (and any person acting on his or her behalf in the exercise of those functions) shall not be subject to the direction or control of any other person or authority, save that the Auditor General is answerable to the Public Accounts Committee of the Legislative Assembly and must attend upon the Committee at its request.

(7) The Auditor General shall submit reports on his or her activities to the Public Accounts Committee of the Legislative Assembly at least twice every year and as requested by the Committee.

In addition, under sections 58-60 of the *Public Management & Finance Law (2012 Revision)* the independence of the Auditor General is established and the powers and duties of the Auditor General as described below:

Independence of Auditor-General	<p>58. (1) In the performance of his duties or exercise of his powers under this or any other law, the Auditor-General shall not be subject to the direction or control of any person.</p> <p>(2) The Auditor-General shall not be required to undertake any duty which is, in his opinion, incompatible with the duties imposed on him by this or any other law.</p> <p>(3) The Auditor-General shall not, whilst he holds that office, hold any other paid office or employment.</p> <p>(4) If the Auditor-General is removed from office under section 114 of the Constitution, a full statement of the circumstances shall be made at the first opportunity to the Legislative Assembly, and the Auditor-General shall have the right of reply which shall be exercised by way of written statement which shall be tabled in the Legislative Assembly by the Speaker.</p> <p>(5) The Governor shall specify in writing the amount of the annual salary of the Auditor-General, and the Auditor-General shall be entitled to the salary so specified.</p>
Appointment of acting Auditor-General	<p>59. If in the opinion of the Governor, the Auditor-General is unable to perform the duties of his office during any period for any reason, the Governor shall appoint another person to act as the Auditor-General during that period.</p>

Powers and Duties of Auditor-General

Powers and duties of Auditor-General	<p>60. (1) The Auditor-General shall -</p> <p>(a) conduct audits of the financial statements -</p> <p>(i) referred to in section 29(2)(a)(ii) in respect of the core government and the entire public sector; and</p>
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- (ii) referred to in sections 44(2)(b) and 52(2)(d)(ii) in respect of every ministry, portfolio, statutory authority and government company;
- (b) conduct audits of the annual schedule of appropriation referred to in section 29(2)(b)(ii);
- (c) on his own initiative or at the request of the Legislative Assembly or of any of its committees or subcommittees, conduct investigations and value for money audits, into-
- (i) the management of executive financial transactions;
 - (ii) the financial management of any ministry, portfolio, statutory authority or government company or the Office of the Complaints Commissioner; or the Office of the Information Commissioner; and
 - (iii) the economy, efficiency and effectiveness with which any ministry, portfolio, the Office of the Complaints Commissioner, the Office of the Information Commissioner, or any statutory authority or government company has used its resources in discharging its functions and in its financial dealings;
- (d) at the request of the Legislative Assembly or of one of its committees or subcommittees, provide advice and assistance to the Legislative Assembly or to any of its committees or subcommittees; and
- (e) if he is authorised in writing to do so by the Governor in the public interest, conduct investigations into the financial management or affairs of persons, companies and bodies other than those referred to in paragraphs (a) to (d).

Other significant Laws & Regulations that govern how the Audit Office operates are:

- Finance Regulations (2010 Revision)
- Legislative Assembly Standing Orders Law (section 77)
- Public Service Management Law (2011 Revision)
- Personnel Regulations, 2011

Records Management:

- Freedom of Information Law 2007
- Freedom of Information Regulations 2008
- National Archive and Public Records Law
- Deputy Governor's Code of Practice on Record Management

Corporate Management

Annual Plan & Estimates (available on the Government's website)
Annual Budget Statements (available on the Government's website)
Annual Reports (available on the Audit Office website)
Hazard Management Plan 2012 (available on the Audit Office website)

FINANCE & ADMINISTRATION

In administering the Audit Office's internal functions and managing its resources efficiently and effectively this includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies.

Financial management

- Annual Budget Statement
- Annual Report
- Finance and Accounting Records*
- Accounting procedures; Contracting procedures*
- Consultancy Contracts*
- International Public Sector Accounting Standards*
- International Financial Reporting Standards*

*Copies/Inspection can be obtained upon request from Information Manager

Administration

- Job vacancies; career opportunities
- Staff pay and grading structures
- Records management file plan or classification scheme *
- Human Resource Policy & Procedures Manual
- Press releases

*Copies/Inspection can be obtained upon request from Information Manager

Corporate Publications

Corporate publications of the Audit Office include the following:

Annual Reports:

- *Office of the Auditor General, Cayman Islands Annual Report 30 June 2012*
- *Office of the Auditor General, Cayman Islands Annual Report 30 June 2011*
- *Annual Report of Office of the Auditor General for the Year Ended 30 June 2010*
- *Annual Report of Office of the Auditor General for the Year Ended 30 June 2009*
- *Annual Report of Cayman Islands Audit Office for the 2007/08 Financial Year*
- *Annual Report of Cayman Islands Audit Office for the 2006/07 Financial Year*
- *Annual Report of Cayman Islands Audit Office for the financial year ending 30 June 2006*
- *Annual Report of Cayman Islands Audit Office for the financial year ending 30 June 2005*

Corporate Publications (continued)

Other Corporate Publications:

- *Performance Audit Programme 2011-2013 (September 2011)*
- *Consultation on our Performance Audit Programme (July 2011)*
- *Making a Difference, Strategic Plan 2011-2013*
- *Quick Guide to the Office of the Auditor General*
- *OAG Publication Scheme, 2012*
- *Effective Public Sector Governance and How External Public Auditing Supports it (March 2011)*
- *HR Audit on the Office of the Auditor General (November 2010)*

POLICIES & PROCEDURES

The current written protocols used by the Audit Office for carrying out functions, activities and delivering services are as follow:

- **OAG Risk Management Policy & Strategy – July 2012** (available on the OAG website)
 - Purpose of the policy
 - Objective of risk management
 - Principal policies
 - Nature and context of risk
 - Strategy for implementing the risk management policy
 - Dissemination and review of the risk policy and strategy
- **OAG Code of Conduct – Revised January 2012** (available on the OAG website)
 - Introduction
 - Ethical Principles
 - Specific Standards of Behaviour
 - Appendix 1 - The Public Servant's Code of Conduct
 - Appendix 2 - Seven Principles of Public Life
- **Proactive Disclosure Policy – July 2011** (available on the OAG website)
 - Introduction
 - What will OAG proactively disclose to support transparency?
 - How will the OAG proactively disclose Information?
 - What is not covered by this policy?

POLICIES & PROCEDURES (continued)

- **OAG Register of Interests Policy – May 2011** (available on the OAG website)
 - Purpose of the Register
 - Main characteristics of the Register
 - Do I need to register?
 - How to decide if an interest is relevant
 - Types of interest to be registered
 - Form of Registration
 - Inspection of the Register
 - Proactive Disclosure
 - Updating of Register entries
 - Declarations at meetings
 - Undeclared conflict of interest
 - Appendix 1 - Office of the Auditor General - Notice of Interests

- **OAG Quality Assurance Framework Policy – May 2011** (available on the OAG website)
 - Introduction
 - Overview of Quality Assurance in the OAG
 - Leadership Responsibilities for Quality
 - Ethical Requirements
 - Acceptance and Continuance of Client Relationships
 - Human Resources

- **OAG Quality Assurance Framework Policy – May 2011** (continued)
 - Engagement Performance
 - Monitoring
 - Documentation

- **Raising Concerns About the Organisations We Audit – May 2011** (available on the OAG website)
 - Introduction
 - How do I raise a concern about one of the organisations you audit?
 - Are there any particular matters which you will not look into?
 - If I write to you, will you tell the organisation that I have concerns about?
 - What will you do if you find that there's a problem at an organisation you audit?
 - What if I want to complain about the OAG itself?
 - How do I make a request under Freedom of Information?

 - OAG Contact Details
 - Other Useful Contact Details

POLICIES & PROCEDURES (continued)

- **OAG Learning and Development Policy - May 2011** (available on the OAG website)
 - Learning and Development Policy
 - Introduction
 - Policy
 - Individual Training and Development Plans
 - Induction of New, Transferred or Promoted Staff
 - Study Leave and Professional Training
 - Continuing Professional Development
 - Learning and Development Plan
 - Introduction
 - Key Areas
 - CPD

- **OAG Ethics and Independence Policy & Procedures - May 2011** (available on the OAG website)
 - What are ethics?
 - What is the relevance of ethics to me?
 - How should ethical principles be interpreted?
 - How do I record my compliance with ethical principles and demonstrate my independence?
 - What will happen with my Ethics and Independence Compliance form?
 - How do offers of Gifts and Hospitality impact on my independence or my ethics?
 - Appendix 1 - Ethics and Independence Compliance – Self Assessment
 - Appendix 2 - Hospitality or Gift Registration Form

- **OAG Complaints about the OAG Policy & Procedures – May 2011** (available on the OAG website)
 - Introduction
 - What do we mean by a complaint?
 - Types of complaint about OAG
 - How to complain about OAG
 - How we handle complaints
 - If you are not satisfied with our response
 - Contact details

POLICIES & PROCEDURES (continued)

- **Hazard Management Plan 2012 – April 2011** (available on the OAG website)
 - BASIC PLAN
 - HAZARD SPECIFIC PLANS
 - Hurricane Planning
 - Earthquake Planning
 - Fire Planning
 - Security Threat Planning
 - SUMMARY
 - APPENDICES
 - Appendix A – Essential Personnel
 - Appendix B – Initial Assignments
 - Appendix C – Notification/Call-out Tree

- **OAG Human Resource Management Policies and Procedures Manual (Revised: October 2010)**
(available on the OAG website)
 - Part A: Purpose and Responsibilities
 - 1. Introduction
 - 2. HR Roles and Responsibilities within the Audit Office

 - Part B: General HR Policies
 - 3. The Audit Office's HR Management Philosophy
 - 4. Terms and Conditions of Employment in the Audit Office
 - 5. Work Hours and Attendance
 - 6. Pay Periods and Method
 - 7. Audit Office Workplace Rules
 - 8. Performance Management in the Audit Office
 - 9. Training and Capability Development in the Audit Office
 - 10. Induction of Staff New to the Audit Office
 - 11. Access to Personnel Files
 - 12. Health and Safety in the Audit Office
 - 13. Promotion of Values, Code of Conduct and Workplace Rules in the Audit Office
 - 14. The Audit Office's Relationship with CICSA

 - Part C: Specific HR Procedures and Related Policies
 - Appointment Processes*
 - 15. Recruitment and Appointment of Staff to Positions within the Audit Office
 - 16. Reappointment of Staff on Fixed-Term Employment Agreements
 - 17. Reappointment of Staff Who Have Reached Retirement Age
 - 18. Appointment of Staff to Acting or Interim Positions within the Audit Office

POLICIES & PROCEDURES (continued)

OAG Human Resource Management Policies and Procedures Manual (Revised: October 2010) (continued)

Performance Management Processes

19. Preparation of Annual Performance Agreements
20. Conduct of Interim (Half-Year) Performance Assessments
21. Conduct of Annual Performance Assessments
22. Assessment and Payment of Performance Related Pay

Discipline and Termination Processes

23. Determining Which Disciplinary, Dismissal or Other Termination Action to Initiate
24. Disciplining Staff for Minor Misconduct or Inadequate Performance
25. Dismissing Staff for Serious Misconduct or Significant Inadequate Performance
26. Dismissing Staff for Gross Misconduct Not Involving Criminal Activity
27. Suspending & Dismissing Staff for Gross Misconduct Involving Criminal Activity within the Workplace
28. Suspending & Dismissing Staff for Gross Misconduct Involving Criminal Activity Outside the Workplace
29. Retiring Staff Early on Medical Grounds
30. Retiring Staff to Improve the Organisation
31. Making Staff Redundant
32. Terminating Staff Who Lose their Qualification, License or Certification

Capability Development Processes

33. Staff Training & Development Procedures
34. Approval of Staff Training Involving Study Leave
35. Induction Training
36. Succession Planning

Grievance and Appeals Processes

37. Grievance Procedure
38. Appeals to the Auditor General

Administrative HR Processes

39. Personnel Records
40. Leave Management and Recording
41. Maintenance of Employee & Payroll Data in HR IRIS
42. Payroll Processes
43. Administration of Health Benefits/CINICO Health Insurance
44. Provision of Employee-Related Information
45. Management of Work Place Injuries

Annex: Office of the Auditor General Workplace Rules

DECISIONS & RECOMMENDATIONS

- Senior Management Meeting Minutes*
- Staff Meeting Minutes*

*Copies/Inspection can be obtained upon request from Information Manager

PROACTIVE DISCLOSURES, REGISTERS & LISTS

- [Senior Management Remuneration 12 months to 30 June 2012](#)
- [Senior Management Remuneration 12 months to 30 June 2011](#)

- [Hospitality Provided 6 months to 30 June 2012](#)
- [Hospitality Received 6 months to 30 June 2012](#)
- [Hospitality Provided 6 months to 31 December 2011](#)
- [Hospitality Received 6 months to 31 December 2011](#)
- [Hospitality Provided 6 months to 30 June 2011](#)
- [Hospitality Received 6 months to 30 June 2011](#)

- [Senior Management Travel and Subsistence 6 months to 30 June 2012](#)
- [Senior Management Travel and Subsistence 6 months to 31 December 2011](#)
- [Senior Management Travel and Subsistence 12 months to 30 June 2011](#)

- [Training Costs Summary \(July 2006 - June 2011\)](#)
- [Professional Fees Summary \(July 2006 - June 2011\)](#)
- [Acting Allowance Summary \(July 2006 - June 2011\)](#)
- [Duty Allowance Summary \(July 2006 - June 2011\)](#)

- [Alastair Swarbrick Register of Interests 2012 Update April](#)
- [Alastair Swarbrick Register of Interests 2012](#)
- [Garnet Harrison Register of Interests 2012](#)
- [Martin Ruben Register of Interests 2012](#)
- [Patrick Smith Register of Interests 2012](#)

- [Martin Ruben Register of Interests 2011 Update 1](#)
- [Alastair Swarbrick Register of Interests 2011](#)
- [Garnet Harrison Register of Interests 2011](#)
- [Martin Ruben Register of Interests 2011](#)
- [Patrick Smith Register of Interests 2011](#)

- Freedom of information disclosure log. Available on the Audit Office website.
- Fixed Asset Register*: Categories – Computer Hardware, Office Equipment, Furniture & Fixtures, Leasehold Improvements.

*Copies/Inspection can be obtained upon request from Information Manager

OUR SERVICES

General Nature of Activities

The *Cayman Islands 2009 Constitution* requires that there shall be an Auditor General who shall have *“The power and responsibility to audit the public accounts of the Cayman Islands and the accounts and financial dealings of all authorities, offices and departments of Government and of all courts, and power to undertake value for money investigations in respect of the activities of such authorities, offices and departments”*.

It further states that *“In the exercise of his or her functions, the Auditor General (and any person acting on his or her behalf in the exercise of those functions) shall not be subject to the direction or control of any other person or authority, save that the Auditor General is answerable to the Public Accounts Committee of the Legislative Assembly and must attend upon the Committee at its request.”* The powers and duties of the Auditor General are further set out in the *Public Management and Finance Law (2010 Revision)*.

We have developed a clear vision for the work that the Office of the Auditor General (OAG or Office) carries out, along with three core values that underpin our vision. We envision that:

“Our independent work promotes good governance, transparency and accountability in the use of public funds”

The three core values underpinning the Office’s vision are:

- **Independent** – We work independently from Government
- **Professional** – We carry out our work with integrity and respect, competently and in the public interest.
- **Accountable** – We are accountable to the Legislative Assembly and the people of the Cayman Islands for what we do.

Our vision and values provide an overarching framework under which we have developed the strategic objectives and related activities as outlined in our Strategic Plan for 2011 to 2013.

Scope of Activities

The Office of the Auditor General is the independent **“Watchdog of Government Spending”** working on behalf of the Legislative Assembly and the wider public. We carry out this role on a day to day basis by undertaking three main categories of work:

- Financial statement audits – includes the Entire Public Sector (EPS) consolidated financial statements, and of each Ministry, Portfolio, Statutory Authority, Government Company and certain non-public funds.
- Performance audits and public information reports which promote the efficient, effective and economic use of resources across Ministries, Portfolios, Statutory Authorities or Government Companies.
- Support and assistance to the Public Accounts Committee (PAC) of the Legislative Assembly.

We also provide support services to Hazard Management Cayman Islands, and the Auditor General is a member of the recently established Anti-Corruption Commission and Auditor Oversight Authority.

In 2012/13, the Office of the Auditor General will be developing performance indicators relating to its performance that will provide the Members of the Legislative Assembly a better means to assess the performance of the Office and how well it achieved its planned results. These will be discussed with the Public Accounts Committee prior to their use.

From these activities an Auditor General Report is generally produced and made a public document. The following list is the Auditor General Reports that have been produced in the past and are publicly available on the Audit Office's website, unless otherwise noted:

Financial Audit and General Reports:

- *Financial and Performance Reporting – Progress Update as of 10 October 2012*
- *Financial and Performance Reporting – Progress Update as of 2 December 2011*
- *Financial and Performance Reporting – Progress Update as of 31 July 2011*
- *Financial & Performance Reporting: Update as at 31 March 2011*
- *General Report of the Auditor General on Financial and Performance Reporting (December 2010)*
- *Special Report of the Auditor General on the State of Financial Accountability Reporting (Update) (April 2010)*
- *Special Report of the Auditor General on the State of Financial Accountability Reporting (April 2008)*
- *Report of the Auditor General on the Financial Statements of the Government of the Cayman Islands for the year ended 30 June 2004.*
- *Report of the Auditor General on the Financial Statements of the Government of the Cayman Islands for Six-Month Period Ended 31 December 2003*
- *Public Service Pension Fund Financial Statement For the Year Ended 31 December 2009 Report of the Auditor General*
- *Report of the Auditor General on the Financial Statements of the Government of the Cayman Islands for the year ended 31 December 2002*
- *Report of the Auditor General on the Financial Statements of the Government of the Cayman Islands for the year ended 31 December 2001*
- *The State of Public Finances Report of the Auditor General (September 2001) - on the Financial Statements of the Government of the Cayman Islands for the year ended 31 December 2000*
- *Report of the Auditor General on the Financial Statements of the Government of the Cayman Islands for the year ended 31 December 1999*
- *Report of the Auditor General on the Financial Statements of the Government of the Cayman Islands for the year ended 31 December 1998*
- *Report of the Auditor General on the Financial Statements of the Government of the Cayman Islands for the year ended 31 December 1997*

Financial Audit and General Reports (continued):

- *Report of the Auditor General on the Financial Statements of the Government of the Cayman Islands for the ended 31 December 1996*
- *Report of the Auditor General on the Financial Statements of the Government of the Cayman Islands for the year ended 31 December 1995*

Performance Audit and Special Reports:

- *Management of Major Capital Projects (June 2012)*
- *Fuel Card Usage and Management Follow up (May 2012)*
- *Management of Overseas Medical Services (May 2012)*
- *Management of Government Procurement – Case Studies (August 2011)*
- *Management of Government Procurement (5 July 2011)*
- *Special Report of the Auditor General on the Review of the Legal Aid Program (March 2010)*
- *Special Report of the Auditor General on Internal Audit's Report of the Fuel Card Usage and Management (March 2010)*
- *Special Report of the Auditor General on Loans and Expenditures of Funds at Boatswain's Beach (October 2009)*
- *Special Report of the Auditor General on the Review of Expenditures for Operations Tempura and Cealt (October 2009)*
- *Special Report of the Auditor General on the Review of Gasoline Charges Incurred by Pedro St. James and the Policies and Procedures in Place for the Period of July 2003 to April 2007 (January 2009)*
- *Special Report of the Auditor General on the Purchase of a Helicopter by the Royal Cayman Islands Police (October 2008)*
- *Special Report of the Auditor General on the Scrap Metal Tender and Contract with Matrix International Inc. (August 2008)*
- *Special Report of the Auditor General on the Review of the Debt Financing Arrangement's For Boatswain's Beach (June 2007)*
- *Special Report of the Auditor General on the Cayman Islands Government's Property Insurance Settlement – Post Ivan (February 2007)*
- *Special Report of the Auditor General on the Royal Watler Cruise Terminal Capital Project (January 2006)*
- *National Housing and Community Development Trust Special Forensic Audit – Final Report (August 2005)*
- *National Housing and Community Development Trust Special Forensic Audit – Preliminary Report (June 2005)*
- *Special Report of the Auditor General on the Affordable Housing Initiative (August 2004 & subsequent event update January 2005).*

Performance Audit and Special Reports (continued):

- *Report of the Auditor General on the Government Office Accommodation Project's Private Financing Initiative (PFI) – Report 1: Has the Ministry made the project objective's clear? (October 2003)*
- *Special Report of the Auditor General on Caribbean Utilities Company Ltd. (October 2003)*
- *Report of the Auditor General – Summer 2001 (various value-for-money audits)*

Other Records in Support of the Audit Office Work:

- Financial Statement Audit Files*
- Output Audit Files*
- Performance Audit Files*
- Information Technology Audit Files*
- Permanent Audit Files*
- Correspondence Files*
- Board Minute (Statutory Authorities & Government Companies) Files (copies of Board minutes only – records to be obtained directly from Statutory Authority or Government Company)
- General Files*
- Office Administration Files*

*Copies/Inspection can be obtained upon request from Information Manager

All documents can be obtained by writing or calling our Information Manager or his Designate at the below addresses between the hours of 8:30am and 5:00 pm, Monday to Friday.

Information Manager

Garnet Harrison, CA

Deputy Auditor General & Information Manager

Phone Number: (345) 244-3213

Fax Number: (345) 945-7738

Email: garnet.harrison@oag.gov.ky

FOI email: foi.aud@gov.ky

Website: www.auditorgeneral.gov.ky

Freedom of Information Website: www.foi.gov.ky

Designate:

Patrick Smith, CPA

Audit Manager (Information Manager Designate)

Phone Number: (345) 244-3204

Fax Number: (345) 945-7738

Email: patrick.smith@gov.ky

FOI email: foi.aud@gov.ky

Website: www.auditorgeneral.gov.ky

Freedom of Information Website: www.foi.gov.ky



Ministry of Health, Environment, Youth, Sports and Culture

Publication Scheme - 2013

Produced in accordance with the Deputy Governor's Code of Practice

CONTENTS:

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1. About the Publication Scheme

Every Public Authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Ministry of Health, Environment, Youth Sports and Culture to making information available to the public as part of its normal business activities.

The Ministry of Health, Environment, Youth, Sports and Culture will:

- specify the information held by the authority, which falls within the seven (7) categories below;

- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The Ministry of Health, Environment, Youth, Sports and Culture will generally not publish:

- information in draft form;
- information that is not held by the Ministry of Health, Environment, Youth, Sports and Culture, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Ministry of Health, Environment, Youth, Sports and Culture's (or another organization's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

The Ministry of Health, Environment, Youth, Sports and Culture has developed our website where many of our documents will be published electronically on and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document. The website's name is <http://www.ministryofhealth.gov.ky/>

If you are still having trouble locating information listed under our scheme, please contact Daniell Rattan at 244-3170 or via email: daniell.rattan@gov.ky.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.mhs@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call Daniell Rattan at 244-3170 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Daniell Rattan MBA
Compliance Officer & Information Manager
Ministry of Health, Environment, Youth, Sports & Culture
Cayman Islands Government
Government Administration Building
Elgin Avenue, George Town, Grand Cayman, Cayman Islands
KY1 9000
Phone: 1 345 244 3170 (Office)
Fax: 1 345 949 1790
E-mail - daniell.rattan@gov.ky

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Daniell Rattan at 244-3170 or email daniell.rattan@gov.ky

The Ministry of Health, Environment, Youth, Sports and Culture will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Ministry of Health, Environment, Youth, Sports and Culture is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Ministry of Health, Environment, Youth, Sports and Culture strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The Ministry of Health, Environment, Youth, Sports and Culture will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Ministry of Health, Environment, Youth, Sports and Culture has received your payment.

5. Requests for information outside the Publication Scheme

Information held by the Ministry of Health, Environment, Youth, Sports and Culture that is not published under this scheme can be requested in writing. Your request will be considered in accordance with the provisions of the FOI Law.

Requests in writing can be done by mail, e-mail or fax or by filling a prescribed request form and sent to the Ministry of Health, Environment, Youth, Sports and Culture.

By mail:

Daniell Rattan MBA
 Compliance Officer & Information Manager
 Ministry of Health, Environment, Youth, Sports & Culture
 Cayman Islands Government
 Government Administration Building (5th Floor)
 Elgin Avenue, George Town, Grand Cayman, Cayman Islands
 KY1 9000
 Phone: 1 345 244 3170 (Office)
 Fax: 1 345 949 1790
 E-mail - daniell.rattan@gov.ky

By e-mail:

foi.mhs@gov.ky

By fax:

1 345 949 1790

6. Complaints

The Ministry of Health, Environment, Youth, Sports and Culture aims to make our publication scheme easy to use and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Daniell Rattan at 244-3170 or email daniell.rattan@gov.ky, and we will try to resolve your complaint as quickly as possible.

The Ministry has an internal complaints form that can be accessed at the Ministry's reception desk with the policy guidelines on handling complaints. The form can be requested by e-mailing daniell.rattan@gov.ky or by fax at 1 345 949 1790

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
 2nd Floor, Elizabethan Square, Building 1
 George Town, Grand Cayman

PO Box 10727
 Grand Cayman KY1-1007
 CAYMAN ISLANDS

Telephone: +1 345 747 5402

Fax: 345 - 949 - 2026

Email: info@infocomm.ky

Website: www.infocomm.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Name of Public Authority

Ministry of Health, Environment, Youth,
Sports and Culture

Minister

Honourable Mark Scotland 244 - 2372
Minister for Health, Environment, Youth,
Sports and Culture

Principal Officer

Ms. Jennifer Ahearn 244 - 2319
Permanent Secretary/Chief Officer

Key Staff

Deputy Chief Officer

Vacant - (Recruitment in process)

Chief Financial Officer

Mr. Carrol Cooper 244 - 3174

Deputy Chief Financial Officer

Ms. Nellie Pouchie 244 - 6618

Senior Policy Advisor - Youth, Sports & Culture

Mr. Joel Francis 244 - 2322

Senior Policy Officer – Health

Ms. Janett Flynn 244 - 2374

Administration Officer – Environment and Health

Mrs. Sheila Alvarez 244 - 3161

Operations Human Resources Manager

Ms. Marcia Murray 244 - 2364

Information Manager

Mr. Daniell Rattan 244 - 3170

Telephone:

(345) 949-7900 extension 2318

Facsimile:

(345) 949-1790

Website:

www.ministryofhealth.gov.ky

Ministry of Health FOI E-Mail:

foi.mhs@gov.ky

Organisation and functions

The Ministry of Health, Environment, Youth, Sports & Culture is committed to empowering people in the Cayman Islands to achieve optimal well-being through strategic policies, innovative programmes and proactive services, governed by the highest principles of justice, personal and public integrity, and excellence of standards. The Ministry is divided into two sections. They are the Administrative section and the Finance Section. The Ministry's Finance Section is located on the Fifth floor of the new Government Administration Building in George Town. The Finance section deals with budget and monetary matters. They produce the Annual Budgets and make payments on behalf of the Ministry. They pay all invoices and for outputs from the Statutory Authorities, Government Companies and Non Government Organisations. They also perform the monthly billing to Cabinet for the departments' outputs to obtain funding for their activities.

The Ministry's Administrative section is responsible for policy decisions and for providing administrative services to the Minister. It is also responsible for oversight of the Statutory Authorities, Government Companies and Non Government Organisations that are under the Ministry. It also provides drafting instructions for the revision or creation of Laws and Regulations.

The Ministry is also located in the new Government Administration Building. The hours of operation of both the Administrative and Finance sections are Monday to Friday from 8.30am to 5.00pm.

Ministry's Physical address is:

Ministry Of Health, Environment, Youth, Sports and Culture
5th. Floor Government Administration Building
Elgin Avenue, George Town
Grand Cayman KY1-9000
Tel (345) 949-7900 ext. 2318
Fax (345) 949-1790

The Ministry of Health, Environment, Youth, Sports and Culture has under its umbrella a number of Departments, Statutory Authorities and Government Companies. Each one is a Public Authority by itself and each will maintain their own Publication Scheme.

The Boards and Committees listed below are all managed by another Public Authority and their records are accessed through their Information Manager as indicated. All requests for information should be directed to the Information Manager of the relevant Public authority.

The Departments, Statutory Authorities, Government Companies, Councils and Commissions that are under the Ministry are given below.

Location and hours	Matters handled
<p>Cayman Islands Cadet Corps</p> <p>Physical Location: James Manoah Civic Centre, Bodden Town</p> <p>Mailing Address: PO Box 61, Grand Cayman KY1-1601, CAYMAN ISLANDS</p> <p>Telephone No: (345) 946-9810 (George Town) (345) 948-9824 (Cayman Brac)</p>	<ul style="list-style-type: none"> (a) to provide a formal, well-regulated and highly disciplined organisation operating within all sectors of the school and youth communities in the islands; (b) to attract as cadets, significant numbers of young people between the ages of eleven and nineteen; (c) to instil in cadets, spiritual, moral, national and humane values of honesty, justice, discipline and social responsibility; (d) to maximise in cadets, self-respect, self-confidence, self-reliance, self-discipline and loyalty; (e) to encourage in cadets, powers of leadership and the ability to work as team members; (f) to provide for cadets progressive training of a challenging and exciting nature in order to foster alertness, physical and mental endurance, and camaraderie; (g) to provide for cadets, military-style discipline, skills, achievements and values; and (h) to establish the highest possible standards in all areas of operation of the Cadet Corps
<p>Cayman Islands Health Services Authority</p> <p>Physical Location: #95 Hospital Road George Town</p> <p>Mailing Address: Cayman Islands Health Services PO Box 915, Grand Cayman KY1-1103 Cayman Islands</p> <p>Telephone No: (345) 949-8600</p>	<p>Inpatient Services</p> <ul style="list-style-type: none"> ▪ Ambulatory Care / Oncology ▪ Critical Care Unit ▪ Maternity ▪ Medical Unit ▪ Mental Health ▪ Neonatal Intensive Care ▪ Nutrition Services ▪ Operating Theatre ▪ Pediatrics ▪ Surgical Unit <p>Outpatient Services</p> <ul style="list-style-type: none"> ▪ Ambulance Services ▪ Accidental & Emergency

	<ul style="list-style-type: none"> ▪ Community / Public Health Services ▪ Dialysis ▪ Dental Services ▪ Eye Clinic ▪ General Practice ▪ Laboratory Services ▪ Nutrition Services ▪ Physiotherapy ▪ Pharmacy ▪ Radiology ▪ Recompression Chamber ▪ Specialist Clinic ▪ Women's Health <p><i>Overseas Treatment</i></p>
<p>Cayman Islands National Insurance Company</p> <p>Physical Location: Units 4 & 5 Cayman Centre Dorcy Drive, Airport Rd. Grand Cayman</p> <p>Mailing Address: Cayman Islands National Insurance Company P.O.Box 10112 Grand Cayman KY1-1001 Cayman Islands</p> <p>Telephone No: (345) 949-8101</p>	<p>CINICO's mission is to provide affordable health care coverage on the most cost effective basis possible, to ensure the wellness of residents of the Cayman Islands.</p>
<p>Cayman Islands National Museum</p> <p>Physical Location: Harbour Drive George Town</p> <p>Mailing Address: Cayman Islands National Museum P.O. Box 2189 Grand Cayman KY1-1105 Cayman Islands</p> <p>Telephone No: (345) 949-8368</p>	<p>The Cayman Islands National Museum is dedicated to the preservation, research and dissemination of all aspects of the Caymanian heritage for present and future generations.</p> <ul style="list-style-type: none"> ▪ Natural History ▪ Cultural History

<p>Cayman National Cultural Foundation</p> <p>Physical Location: F.J. Harquail Cultural Centre 17 Harquail Drive George Town</p> <p>Mailing Address: Cayman National Cultural Foundation P.O. Box 30201 Grand Cayman KY1-1201 Cayman Islands</p> <p>Telephone No: (345) 949-5477</p>	<p>CNCF's mission is to stimulate, facilitate and preserve cultural and artistic expression generally, particularly the preservation and exploration of Caymanian performing, visual and literary arts.</p> <ul style="list-style-type: none"> ▪ Arts and Culture
<p>Department of Environment</p> <p>Physical Location: Cayman Islands Environmental Centre 580 North Sound Road George Town</p> <p>Mailing Address: Department of Environment P.O. Box 486 Grand Cayman KY1-1106 Cayman Islands</p> <p>Telephone No: (345) 949-8469</p>	<p>The Department of Environment's (DoE) role is to facilitate responsible management and sustainable use of the natural environment and resources of the Cayman Islands through various environmental protection and conservation programmes and strategies.</p> <ul style="list-style-type: none"> ▪ Protecting and conserving the natural environment ▪ Researching, monitoring and assessing coral reefs, seagrasses, mangroves, beaches, marine water quality, marine turtles and locally important fishery resources ▪ Managing marine parks and maintaining park signs, buoys and over 350 public moorings ▪ Enforcing the Marine Conservation Law with routine patrols of all three islands as well as other conservation legislation ▪ Responding to oil spills and marine pollution ▪ Administering and implementing international conservation agreements such as CITES and RAMSAR; functioning as CITES Scientific Authority ▪ Responding to CITES permit applications and enquiries (required for import or export of endangered species and their products, including conch and corals) ▪ Issuing speargun, seine net, fish pot and turtle fishing licenses on behalf of the Marine Conservation Board ▪ Conduction environmental impact reviews of coastal works and planning applications for

	<p>the Cabinet and Central Planning Authority</p> <ul style="list-style-type: none"> ▪ Providing aquaculture advice and extension services; investigating enhancement potential for locally important species
<p>Department of Health Regulatory Services</p> <p>Physical Location: 3rd Floor, Government Administration Building, 133 Elgin Avenue, George Town, Grand Cayman</p> <p>Mailing Address: Department of Health Regulatory Services P.O. Box 10128 Grand Cayman KY1-1002 Cayman Islands</p> <p>Telephone No: 946-2084</p>	<p>The mission of the Health Regulatory Services Department is to effectively monitor and regulate the health insurance and health care industry in the Cayman Islands. The Department also provides assistance to the public in resolving disputes regarding the provision of health insurance and health care services.</p> <ul style="list-style-type: none"> ▪ Regulations of health insurers ▪ Regulations and licensing of healthcare facilities ▪ Supervision of councils regulating healthcare professionals
<p>Department of Sports</p> <p>Physical Location: Truman Bodden Sports Complex Academy Way George Town</p> <p>Mailing Address: Department of Sports c/o Government Administration Bldg. Grand Cayman KY1-9000 Cayman Islands</p> <p>Telephone No: 949-7082</p>	<p>The department seeks to promote sports for all in the Cayman Islands.</p> <p>The goals of the Organization are:</p> <ul style="list-style-type: none"> ▪ To use sports as a vehicle to encourage and promote good health, social integration and a well rounded disciplined society. In this regard special opportunities are to be made available to children, young people, senior citizens and the differently abled. ▪ To promote sporting excellence a means of promoting National Pride, Patriotism, and enhance good will among nations. ▪ To encourage and provide for the fullest participation of women and girls in all areas of sports, consistent with the 1994 Brighton Declaration on Women in Sport. ▪ To maintain facilities at recreational and international standards to cater to the residents and promote the Cayman Islands as a premier sport destination. ▪ To promote and facilitate sport as an industry that will contribute to the national economy.
National Drug Council	The National Drug Council is an independent

<p>Physical Location: Units 17 & 18 Caymanian Village North Sound Way George Town</p> <p>Mailing Address: National Drug Council P.O. Box 10007 Grand Cayman KY1-1001 Cayman Islands</p> <p>Telephone No: 949-9000</p>	<p>statutory body that promotes the co-ordination of anti-drug misuse measures in the Cayman Islands.</p> <ul style="list-style-type: none"> ▪ Advice on the development of drug abuse prevention ▪ Rehabilitation policies and programmes ▪ Public education on the dangers of drug abuse
<p>National Gallery</p> <p>Physical Location: Esterley Tibbetts Highway</p> <p>Mailing Address: National Gallery P.O. Box 10197 Grand Cayman KY1-1002 Cayman Islands</p> <p>Telephone No: 945-8111</p>	<p>The National Gallery of the Cayman Islands serves to promote and encourage the appreciation and practice of the visual arts, of and in the Cayman Islands. To this end, the National Gallery travels Caymanian art and artists abroad as well as having many fine international artists visit, exhibit and work in the Cayman Islands.</p> <ul style="list-style-type: none"> ▪ The Visual Arts

Boards and committees

Cayman Islands National Insurance Company Board	Meetings	Minutes
<p>Members: Dr. Scott Cummings Mr. Seamus Tirvan Mr. Godfrey McLean Dr. Ruthlyn Pomares Mr. Armando Ebanks</p>	<p>Meetings: Monthly Not open to the public Website: www.cinico.ky</p>	<p>Contact Mark Frye mfrye@cinico.ky</p>

Mr. Carl Brown Mrs. Darlee Ebanks Ms. Jennifer Ahearn	Contact: Mark Frye (IM) Telephone: (345) 949-8101	
Cayman Islands National Museum Board of Control and Trustees	Meetings	Minutes
Members: Mrs. Jenna Ebanks - Chairman Mr. Taron Jackman Mrs. Eziethamae Bodden Mr. Omar McLean Mrs. Berna Thompson-Cummins Gene DaCosta Mr. Joel Francis – Ministry’s Rep	Meetings: Quarterly Not open to the public Website: www.museum.ky Contact: Beckie Seymour-Carrazana (IM) Telephone: (345) 949-8368	Contact Beckie Seymour-Carrazana (IM) foi.mus@gov.ky
Cayman National Cultural Foundation	Meetings	Minutes
Members: Mr. Martyn Bould - Chairman Mr. Nick Holland Mr. Morgan DaCosta Ms. Helen Harquail Mrs. Deanna Lookloy Ms. Lorna Reid Ms. Liz Scholefield Henry Muttoo –Ex-Officio Marcia Muttoo –Ex-Officio	Meetings: Six times per year Not open to the public Website: www.artscayman.org Contact: Rita Estevanovich (IM) Telephone: (345) 949-5477	Contact IM Rita Estevanovich cayfest@candw.ky
Council for Professions Allied with Medicine	Meetings	Minutes
Members: Dr. Eugene Foley Dr. Clement Von Kirchenheim Mr. Stephen Duval Ms. Helen Cronier Rayal Bodden	Meetings: Monthly Not open to the public Website: www.dhrs.ky Contact: Davina Bennett-Wilson (IM)	Contact Davina Wilson foi.hrb@gov.ky

	Lyria Josephs (D) Telephone: (345) 946-2084	
Health Appeals Tribunal	Meetings	Minutes
Members: Mr. Andrew Moon – Chairman Dr. James Akinwunmi Mr. Jeffrey Webb	Meetings: Not open to the public Website: www.dhrs.ky Contact: Davina Bennett-Wilson (IM) Lyria Josephs (D) Telephone: (345) 946-2084	Contact Davina Wilson foi.hrb@gov.ky
Health Insurance Commission Board	Meetings	Minutes
Members: Mrs. Theresa Pitcairn Ms. Jennifer Ahearn Dr. Gerald Smith Mr. Mervyn Conolly Mr. Lonny Tibbetts Dr. Louis Cona Ms. Letitia Solomon Mr. Richard Harris Mr. Jennison Nunez	Meetings: Monthly Not open to the public Website: www.dhrs.ky Contact: Davina Bennett-Wilson (IM) Lyria Josephs (D) Telephone: (345) 946-2084	Contact Davina Wilson foi.hrb@gov.ky
Health Practice Commission	Meetings	Minutes
Members: Dr. Stephenson Tomlinson Dr. Marc Lockhart Ms. Dawn Lewis Mr. Emerson Piercy Ms. Rebecca Smith	Meetings: Monthly Not open to the public Website: www.dhrs.ky Contact: Davina Bennett-	Contact Davina Wilson foi.hrb@gov.ky

	Wilson (IM) Lyria Josephs (D) Telephone: (345) 946-2084	
Health Services Authority Board of Directors	Meetings	Minutes
Members: Mr. Canover Watson Mr. Peter Young Ms. Wanda Ebanks Mr. Tommy Ebanks Mr. Locksley Haylock Mr. Ryan Walrond Ms. Nina Ebanks	Meetings: Monthly Not open to the public Website: www.hsa.ky Contact: Sharaine Chin (IM) Valrie Parris (D) Telephone: (345) 949-8600	Contact Sharaine Chin Sharaine.chin@hsa.ky
Marine Conservation Board	Meetings	Minutes
Members: Mr. Don Foster - Chairman Mr. Darvy Ebanks – Acting. Chairman Capt. Charles Ebanks - Member Mr. Kenny Ryan – Sis Island Member Mr. Bruce Eldemire – Sis Island Member Mr. Bernard Watson - Sis Island Member Capt. Andrew Pierson - Member Capt. Bryan Ebanks - Member Mr. Richard Flowers – Member Mr. Patrick Kenny – CITA Ad-Hoc Member Mr. Bill Christoffers – CITA Ad-Hoc Member Mrs. Gina Ebanks – Petrie – Ex Officio Memb. Mr. Phil Bush - Secretary	Meetings: Monthly Not open to the public Website: www.doe.ky Contact: Margaret Buchanan (IM) Tracy Galvin (D) Telephone: (345) 949-8469	Contact Margaret Buchanan foi.env@gov.ky
Medical and Dental Council	Meetings	Minutes
Members: Dr. Joseph Marzouca Dr. Kantamneni Vivek . Howard Ironstone Dr. Delroy Jefferson Clyde Allen	Meetings: Monthly Not open to the public Website: www.dhrs.ky	Contact Davina Wilson foi.hrb@gov.ky

Dr. David Stadlander-co-opt member Dr. Naude Dreyer – co-opt member	Contact: Davina Bennett-Wilson (IM) Lyria Josephs (D) Telephone: (345) 946-2084	
National Drug Council	Meetings	Minutes
Members: Mrs. Dorothy Crumbley, Chairman Mr. Rayle Roberts, Vice-Chairman Ms. Margaret Ramsay-Hale Dr. Mark Lockhart Mr. Mark C. Campbell Mrs. Theresa Echenique-Bowen Ricardo Forbes Mark Tibbetts Chief Officer, Ministry of Health, Environment, Youth, Sports and Culture, Ex-Officio Chief Officer, Ministry of Community Affairs and Housing, Ex-Officio Chief Officer, Ministry of Education, Training and Employment, Ex-Officio Minister of Finance or his representative, Ex-Officio Commissioner of Police or his representative, Ex-Officio National Drug Council Coordinator, Ex-Officio	Meetings: Monthly Not open to the public Website: www.ndc.ky Contact: Simon Miller (IM) Luisa McLaughlin (D) Telephone: (345) 949-9000	Contact Simon Miller foi@ndc.ky
National Gallery of the Cayman Islands Management Board and Trustees	Meetings	Minutes
Members: <u>Management Board</u> Henry Harford - Chairman Desmond Kinch - Vice Chairman Arthur Dzaghouini Martyn Bould Carl Brown Ariane Dart Lisa Flowers John Hurlstone Susan Olde Andreas Ugland <u>Honorary Members</u>	Meetings: Every 6 weeks Not open to the public Website: www.nationalgallery.org.ky Contact: Mona Tatum-Watler Telephone: (345) 945-8111	Contact Mona Watler Communications.ng@ca.ndw.ky

Mr. Naul Bodden Mr. Truman Bodden Mrs. Carol Owen Mr. Bendel Hyde <u>Ministry's Representatives</u> Mr. Joel Francis – Rep for Culture (HEYSAC) Mrs. Natalie Coleman – Director NG Hon Mark Scotland – Minister (HEYSAC) Jennifer Ahearn – Chief Officer (HEYSAC)		
National Sports Council	Meetings	Minutes
Members: Outstanding	Meetings: Not open to the public Website: www.departmentofsports.com Contact: Collin Anglin (IM) Telephone: (345) 949-7082	Contact Collin Anglin foi.dsp@gov.ky
National Trust	Meetings	Minutes
Members: Carla Reid – Chairman Tessa Bodden – Vice - Chairman Peter Anderson - Treasurer Lois Bumenthal - Secretary Angelyn Hernandez – Legal Advisor <u>Committee Chairpersons:</u> Patricia Bradley – Environmental Programmes Jennifer Hunter – Education Programmes Sonya Carlesso – Historic Programmes Suzan Merren – George Town District Debra Nause – Bodden Town district Alice Mae Coe – West bay District Betty Bua – Little Cayman District Estelle Stilling – Cayman Brac District <u>Elected Members</u> Darwin Ebanks Peter Davey Janet Walker Tommie Bodden	Meetings: Monthly Not open to the public Website: www.nationaltrust.org.ky Contact: Frank Balderamos Telephone: (345) 949-0121	Please email general queries to info@nationaltrust.org.ky

Wilbur “Bing” Thompson John Bothwell <u>Government Representatives</u> Gina Ebanks – Petrie – Environment Clive Baker – Education Stran Bodden – Tourism		
National Youth Commission	Meetings	Minutes
Members: Mrs. Jenny Manderson Mr. Richard Christian Mr. Darren Dixon Ms. Cindy Adam Ms. Sherina Christie Pastor Felix Manzanares Ms. Dorothy Scott Ms. Sharon Martin Rev. Donovan Myers Mrs. Claudia Brady Mr. Patrick Beersingh Mr. James Myles Ms. Katherine Whittaker Mr. Luigi Moxam Ms. Laurel Ryan Mr. Lennon Christian Mr. Daryl Rankine Mrs. Joan West-Dacres Mr. Joel Francis Ms. Janett Flynn Ms. Debbie Ann Whittaker	Meetings: Monthly Not open to the public Website: Contact: Ms. Katherine Whittaker Telephone: (345) 946-6151	Contact James Myles foi.yvu@gov.ky
Nursing and Midwifery Council	Meetings	Minutes
Members: Marsha Walters-Clark Ms. Andria Dilbert - Chairman Ms. Trisha Ebanks Ms. Donna Pryce Mr. Noel Webb	Meetings: Monthly Not open to the public Website: Contact: Davina Bennett-Wilson (IM) Lyria Josephs (D) Telephone: (345) 946-2084	Contact Davina Wilson foi.hrb@gov.ky

Pharmacy Council	Meetings	Minutes
Members: Mr. David Pellow Mr. Donald McLean Ms. Samantha Conolly Mr. Colin Metford Mr. Hewiston Watler	Meetings: Monthly Not open to the public Website: Contact: Davina Bennett-Wilson (IM) Lyria Josephs (D) Telephone: (345) 946-2084	Contact Davina Wilson foi.hrb@gov.ky

Frequently asked questions

▪ ***What Government Departments are under the Ministry of Health?***

The government departments under the Ministry are:

- 1) Department of Health Regulatory Services
- 2) Department of the Environment
- 3) Department of Sports
- 4) The Youth Services Unit
- 5) The Cayman Islands Cadet Corp
- 6) Public Health Department

▪ ***What Statutory Authorities and Government Companies are under the Ministry of Health?***

The following Statutory Authorities and Government Companies are under the Ministry:

- 1) The Health Services Authority
- 2) The Cayman Islands National Insurance Company (CINICO)
- 3) The National Drug Council
- 4) The National Museum
- 5) The National Gallery
- 6) The National Trust
- 7) The Cayman National Cultural Foundation

▪ ***Who are the officers assigned to the various areas under the Ministry?***

Policy officers are assigned to different subject areas. They are as follows:

- 1) Ms. Janett Flynn – Senior Policy Advisor for Health
- 2) Ms. Sheila Watler – Administrative Officer for the Environment and Health
- 3) Mr. Joel Francis – Senior Policy Advisor for Youth, Sports and Culture

▪ ***What are the current and proposed Laws that the Ministry is working on in 2012/13 Financial year?***

The Ministry is currently working on the Pharmacy Law and Regulations, the Health Practice Law and Regulations, the Health Insurance Law and Regulations, the Mental Health Law and Regulations and the National Conservation Law Regulations. The Ministry proposes to make revisions to the Health Practice Law and to review and update the National Cultural Foundation Law.

▪ ***How are Boards and Commissions appointed?***

Boards and Commissions are appointed by Cabinet on the advice of the Minister of Health. The Minister nominates individuals who are knowledgeable and have experience in the respective subject area. After receiving a biography from these individuals, the Minister then prepares a cabinet Paper and takes it to Cabinet to have them approved for appointment.

▪ ***Does the Ministry have direct Financial Management of HSA?***

HSA has its own Board of Management and Finance Department with direct responsibility for the financial management and operations of the Authority.

▪ ***Where can I go to make queries about invoices or payments?***

Queries about payments or invoices can be made at the Finance section located on the 5th. Floor of the Government Administration Building

▪ ***If an employer refuses to pay for my health insurance, whom can I contact?***

You may contact the Health Insurance Commission located at the Department of Health Regulatory Services, 946-2084

▪ ***What is the name of the governing body which regulates the practice of health practitioners in the islands?***

The Health Practice Commission, which constitutes four councils namely, Medical and Dental Council, Nursing and Midwifery Council, Pharmacy Council, and Council for

Professions Allied with Medicine. The registrar for the councils may be contacted at 946-2084

- ***If I am unable to secure health insurance with a private insurer because of my age or health, what are my alternatives?***

You may contact Cayman Islands National Insurance Company (CINICO) at 949-8101 for further assistance

- ***Do the Ministry provide wellness programmes for diseases such as diabetes, high blood pressure etc?***

The Public Health Department at the Health Services Authority may be contacted at 244-2648 for further information

STRATEGIC MANAGEMENT

Administering the authority's operations at the organizational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources.

Governance

The Minister, with the approval of Cabinet appoints Boards of Directors to administer the Statutory Authorities, Government Company, Commissions and Councils under the Ministry at the Strategic Level. The Minister also appoints members of the Councils to administer the business of the Councils.

Laws & Regulations

- Public Service Management Law 2007 Revision
- Personnel Regulations 2006
- Freedom of Information law 2007
- FOI Regulations 2008
- Public Management & Finance Law (2011 Revision)
- Financial Regulations 2008

Corporate management

The Ministry uses several documents and meetings to manage its business activities

DocumentsMinistry's Strategic Plans

Goals for 2010-11 and 2011-12 budget Years
 Organisation Chart
 Staff Directory and Contact details

Annual reports

2004-5; 2005-6; 2006-7; 2007-8; 2008-9; 2009-10; 2010-11; 2011-12

Internal Audit reports on overall operations

Audit of Use of corporate credit card
 Loans and Advances Audit
 Review of Funding Requisition from Equity Investment Audit
 Payroll Process Audit

HR Audit Reports

Compliance Report for Chief Officers and HR Professionals – Oct 2007
 HR Report on Children & Family services Department
 HR Audits of all the Government under the Ministry, namely:

- 1) Cayman Islands Cadet Corp
- 2) Department of the Environment
- 3) Department of Health Regulatory Services
- 4) Department of Sports
- 5) Ministry of Health – Administration
- 6) Youth Services Unit

Office of the Complaints Commissioner

Report on Own Motion on proper disposal of Electronic Data storage Devices

Performance evaluations

The Government introduced a new format for performance Evaluation this year to start from November 1st 2012.
 All staff has signed off on their Performance Agreement with their supervisors at end of October 2012 and will be evaluated in June of 2013. In the future all Performance Agreement will be signed before the financial year begins and evaluation done before the year ends.

Statistics

No of replies to correspondence
 Number of Cabinet papers
 Number of Press releases
 Number of replies to Parliamentary Questions
 Report of outputs produced

Plans for business continuity, hazard management and disaster recovery

2005; 2006; 2007; 2008; 2009; 2010; 2011; 2012

Meetings

Senior staff of the Ministry's Administration is schedule to meet every Wednesday for a Post Cabinet meeting with the Minister.

Heads of Departments are held on a quarterly basis

Boards, Committees and Councils meet monthly, every six weeks, every two months or every quarterly, or and as needed.

FINANCE & ADMINISTRATION

The Ministry of HEYSAC administers the authority's internal functions and managing its resources efficiently and effectively. It includes the management of monetary resources, which is administered by the Finance Unit which is headed by the Chief Financial Officer who works under the direction of the Chief Officer. It also includes the management of material resources under the direction of the Higher Executive Officer and the human resources under the direction of the Operations Human Resources Manager. It also manages information resources; and relationships with clients, the public and other government agencies.

Financial management

- The Public management and Finance Law 2005 revision and the Finance Regulations 2008 revision
- Annual Budget statement
- Annual Plan and Estimates
- Purchase Agreements
- Ownership Agreements
- Cabinet Invoicing
- Financial statements; Half-yearly / quarterly reports
- Capital Acquisition Budget
- Accounting Policies & Procedures
- Payment Batches and Invoices

Administration

- Insurance policies (Held by Risk Management Unit)
- Press releases
- Staff pay and grading structures
- Records management file plan or classification scheme

POLICIES & PROCEDURES

- Internal complaints Procedure
- HR policies and Procedure
- National Archives Law
- Administrative Circulars
- Creation, Maintenance and disposal standards
- Financial management Administrative Disposal Schedule
- Government's e-mail Policy
- Chief Secretary's Code of Practice on Records Management
- Public servants Code of Conduct
- PoCs advisory – Sick Leave Provisions
- Standard Terms of conditions of employment
- Employment agreements for Civil servants
- Declaration of secrecy for civil servants
- Remuneration Bands
- Leave and Vacation Policy
- Overtime Policy
- Attendance Policy

DECISIONS & RECOMMENDATIONS

Information about proposals, resolutions, assessments and results, including decision-making processes.

The Minister meets with senior staff on a regular basis to hold Post Cabinet updates and to gather information from subject areas advisors on current issues. The Chief Officer meets with senior staff on a bi-weekly basis to get updates on current work assignments of staff. Heads of Departments meetings are done on a quarterly basis so that the Ministry can get an update on what is happening with the departments. The CFO of the Ministry sits on the finance committee of both the Health services Authority and CINICO and provides feedback to the Ministry. The Minister appoints the Boards and Councils under the Ministry to make strategic decisions over their business.

The decision process involves the discussion of issues and consultation with interested parties and then formulating policy or making the decision. The Ministry is currently on the provision of original and revised drafting instructions for revision or creation of the following laws:

- Pharmacy Law and Regulations
- Health Practice Law and Regulations
- Health Insurance Law and Regulations
- Mental Health Law and Regulations
- National Conservation Law Regulations

Documents:

- Policy proposals; Recommendations; Minutes of meetings; Public consultations
- Pharmacy Law and Regulations
- Health Practice Law and Regulations

- Health Insurance Law and Regulations
- Mental Health Law and Regulations
- National Conservation Law Regulations

LISTS & REGISTERS

Information held in registers required by law and other lists or registers relating to the functions of the authority.

This authority does not maintain any registers required by law. However the Health and Regulatory Services Department maintains four lists for the Councils whose members are appointed by the Minister. These Registers can be accessed through the Health and Regulatory services Department.

The Ministry however keeps a list and Registers of the following:

- Asset Register
- Attendance Register
- File Register
- List of Complaints
- List of payments
- List of Cabinet papers
- List of Leave taken
- List of FOI requests
- List of Public Authorities
- List of Press Releases
- List of Incoming and Outgoing mail
- List of Employees and Phone numbers
- Contact details for Heads of Entities within Ministry

OUR SERVICES

This category provides detailed information about the services offered and activities carried out by the authority, to fulfil its high-level functions and responsibilities.

General Nature of Activities

The Ministry of Health, Environment, Youth, Sports and Culture is responsible for a wide range of services critical to the well-being of the people of the Cayman Islands. The Ministry will ensure a healthy population through the development and implementation of strategic policies and legislation; it will ensure sustainable use of natural resources and the environment, as well as the development of the youth through innovative programmes.

The departments/units under the Ministry of Health, Environment, Youth, Sports and Culture include: Public Health, Environment, Youth, Sports, Cadet Corps and the Health Regulatory Services. These departments are generally under the direct purview of the Chief Officer of the Ministry.

The Ministry is also responsible for oversight of the Health Services Authority, CINICO, The National Drug Council, The National Museum, The national Gallery, The National Trust and the Cayman National Cultural Foundation.

The Ministry is responsible for providing funding for the activities of these agencies and get feedback reports of the outputs that they have produced. Policy decisions over these agencies are made by Boards who are appointed by the Minister and Cabinet in Council.

The types of information held by the Ministry are as follows:

- General Correspondence
- Press Releases
- Minutes of meetings
- Strategic Plan – Health
- Budget Addresses
- Audit reports and Correspondence
- Cabinet papers
- Circulars
- Legislative Drafting
- Parliamentary Questions
- Personnel files
- Disaster Preparedness
- Legal Matters
- FOI Requests and Responses
- Contracts
- Leave records

Please note that Cabinet papers, minutes of meetings and records on legal matters are exempt from disclosure under the FOI Law, and therefore will generally not be made public.

University College of the Cayman Islands

Publication Scheme

Produced in accordance with the Deputy Governor's Code of Practice

CONTENTS:

1. About the publication scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information

1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the University College of the Cayman Islands to making information available to the public as part of its normal business activities.

The University College of the Cayman Islands will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The University College of the Cayman Islands will generally not publish:

- information in draft form;
- information that is not held by the University College of the Cayman Islands, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the University College of the Cayman Island's (or another organisation's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of Access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

If there is no link, or the link is broken, you can use our website's "Search" facility at <http://www.ucci.edu.ky>

If you are still having trouble locating information listed under our scheme, please contact:

FOI Information Manager Mrs. Lucille Kong 345-623-8224 or direct line at 345-623-0563 or e-mail at lkong@ucci.edu.ky or foi@ucci.edu.ky

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi@ucci.edu.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Telephone

Documents listed in the publication scheme can also be requested by telephone. Please call 345-623-8224 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to: Lucille Kong at 345-623-8224 or email at Lkong@ucciedu.ky or foi@ucci.edu.ky to request information

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Mrs. Lucille Kong at 345-623-8224 or direct line at 345-623-0563 or foi@ucci.edu.ky

The University College of the Cayman Islands will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the University College of the Cayman Islands is legally required to translate any information, it will do so

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The University College of the Cayman Islands strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

There are some publications which the University College of the Cayman Islands offers for sale. This includes: *JUCCI Publication*. These publications are charged at the cover price, plus actual postage costs as charged by the Cayman Islands Postal Service.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The University College of the Cayman Islands will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the University College of the Cayman Islands has received your payment.

5. Requests for information outside the Publication Scheme

Information held by the *University College of the Cayman Islands* that is not published under this scheme can be *requested in writing*.

Your request will be considered in accordance with the provisions of the FOI Law by contacting FOI Information Manager, Mrs. Lucille Kong at 345-623 8224 or direct line 345-623-0563 or email at foi@ucci.edu.ky or lkong@ucci.edu.ky

6. Complaints

The *University College of the Cayman Islands* aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Mrs. Lucille Kong at 345-623-0563 or email at lkong@ucci.edu.ky or foi@ucci.edu.ky, and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from Mrs. Lucille Kong at 623-8224 or direct line at 345-623-0563 or email lkong@ucci.edu.ky or foi@ucci.edu.ky

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
Elizabethan Square
2 Floor, Building C,
George Town, Grand Cayman
Cayman Islands

PO Box 1375
Grand Cayman KY1-1108
CAYMAN ISLANDS

Monday-Friday 9am-4pm

Telephone: +1 345 747 5402

Fax 345-949-2026

Email: info@infocomm.ky

7. Categories of Information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers

- Our Services

ABOUT US:

University College of the Cayman Islands

Ministry

Ministry of Education, Training, Employment

Principal Officer

Minister of Education, Training & Employment

Hon. Rolston Anglin, JP, MLA

Minister of Education, Training, Employment

Physical Address

c/o Government Administration Building

Grand Cayman KY1-9000

Telephone: 345-244-2417

Mailing Address

Box 108, Gov't Admin. Building

Grand Cayman, KY1-9000

Government Administration Building

133 Elgin Avenue, George Town

Cayman Islands

Website: www.education.gov.ky

Chief Officer of Ministry of Education, Training & Employment

Mrs. Mary Rodriquez

Physical Address

c/o Government Administrative Building
Grand Cayman KY1-9000
Telephone: 345-244-2417

Mailing Address

Box 108, Gov't Admin. Building
Grand Cayman, KY1-9000
Government Administration Building
133 Elgin Ave, George Town
Cayman Islands
Website: www.education.gov.ky

Deputy Chief Officer of Ministry of Education

Mr. Christan Suckoo

Physical Address

c/o Government Administration Building
Grand Cayman KY1-9000
Telephone Number: 325-244-2417

Mailing Address:

Box 108, Gov't Admin. Building
Grand Cayman, KY1-9000
Government Administration Building
133 Elgin Ave, George Town
Cayman Islands
Website: www.education.gov.ky

President of the University College of the Cayman Islands

Mr. J. A. Roy Bodden, J.P.

Physical Address:

University of the Cayman Islands (UCCI)

168 Olympic Way,

George Town, Grand Cayman

Email: rbodden@ucci.edu.ky

Mailing Address:

P.O. Box 702,

George Town, Grand Cayman KY1-1107

Telephone Number: 345-623-8224 Fax: 345-949-6781

Email: info@ucci.edu.ky

Dean of Academics: University College of the Cayman Islands

Dr. Allan Young

Physical Address:

University of the Cayman Islands (UCCI)

168 Olympic Way,

George Town, Grand Cayman

Email: ayoung@ucci.edu.ky

Mailing Address:

P.O. Box 702, KY1-1107

George Town, Grand Cayman

Telephone Number: 345-623-8224 Fax: 345-949-6781

Email: info@ucci.edu.ky

Dean of Administration: University College of the Cayman Islands

Mr. Perry George

Physical Address:

University College of the Cayman Islands (UCCI)

168 Olympic Way,

George Town, Grand Cayman

Email: pgeorge@ucci.edu.ky

Mailing Address:

P.O. Box 702, KY1-1107

George Town, Grand Cayman

Telephone Number: 345-623-8224 Fax: 345-949-6781

Email: info@ucci.edu.ky

Director of UCCI Brac Campus

Mr. Martin Keeley

Physical Address

Avistar Building, West End

Cayman Brac

Cayman Islands

Mailing Address

P.O Box 255

Stake Bay KY2-2101

Cayman Brac

Telephone Number: 345-623-0504 Fax: 345-948-8129

Email mkeeley@ucci.edu.ky

University College of the Cayman Islands Contact Details

Grand Cayman Office Address:

Physical Address

University College of the Cayman Islands (UCCI)
168 Olympic Way,
George Town, Grand Cayman

Mailing Address

P.O. Box 702, KY1-1107
George Town, Grand Cayman
Telephone Number: 345-623-8224 Fax: 345-949-6781

UCCI Information Manager

Mrs. Lucille Kong at 345-623 8224 or direct line at 345-623-0563 or e-mail
lkong@ucci.edu.ky or foi@ucci.edu.ky

Organisation and Functions

Mission:

The University College of the Cayman Islands is an institution of higher learning that contributes to the Caymanian society by advancing knowledge and developing creative graduates through its cultural, social, economic and environmental activities.

Administration:

University of the Cayman Islands (UCCI)
P.O. Box 702,
George Town KY1-1107
Grand Cayman
Telephone Number: 345-623 8224 Fax: 345-949-6781
Website: www.ucci.edu.ky

Location and hours	Matters handled
<p>University College of the Cayman Islands Administration Office Opening hours: Monday 8 am -Thursday 5:00pm Friday 8:30 am-4:30 pm</p> <p>The Sam Basdeo Learning and Resource Centre Opening hours: Monday 8:00 am- Thursday 9pm. Friday 8:00 am-4:00pm Sat & Sun 9:am-5:00pm</p> <p>Civil Service College of the Cayman Islands Opening hours: Monday- Saturday 8:30 am- 9:00 pm. Friday 8:30 am – 4:30 pm.</p>	<p><i>Application/registration for students and enquires from the public about our programmes.</i></p> <p><i>Learning resources, books, proprietary database, staff expertise in research assistance and study facilities.</i></p> <p><i>Application/registration special courses for Civil Servants and enquiries from the public about our programmes</i></p>

Boards and Committees		
Name	Meetings	Minutes
UCCI Board of Governors.... <i>Chairman: Mrs. Berna Thompson Cummins,</i> <i>Deputy Chairman: Mr. Taron Jackman</i> <i>Mr. Orren Merren</i> <i>Ms. Janet Farrington-Martinez</i> <i>Mr. Isacc Rankin</i> <i>Mr. Samuel Rose</i> <i>Mr. Vaughan Carter</i> <i>Mr. Gary Clarke</i> <i>Ex-Officio: Mr. J. A. Roy Bodden</i> <i>Secretary: Mrs. Lucille Kong</i>	<i>Location:</i> <i>University College</i> <i>of the Cayman</i> <i>Islands</i>	<i>Minutes may be</i> <i>requisitioned</i> <i>through a FOI</i> <i>request by</i> <i>contacting Mrs.</i> <i>Lucille Kong at</i> foi@ucci.edu.ky

Academic and Administrative Committees		
Name	Meetings	Minutes
UCCI Board & Academic & Admin... <i>President J A Roy Bodden, JP - Chair</i> <i>Mr. Taron Jackman, Deputy Chair of the Board of Governors</i> <i>Mr. Samuel Rose, Member of the Board of Governors</i> <i>Mrs. Janet Farrington-Martinez- Member of the Board of Governors</i> <i>Mr. Perry George- Dean of Administration</i> <i>Dr. Allan Young- Dean of Academic Affairs</i> <i>Mr. Jayson DaCosta- Registrar</i> <i>Mr. Ansel Temporal- Financial Controller</i> <i>Mr. Mitch Ebanks- Director Student Services</i> <i>Dr. Robert Weishan – Faculty Representative</i> <i>Dr. Bonalyn Nelsen – Senior Academic Staff</i> <i>Rafael B. Elias -Student Representative</i>	<i>Location: University College of the Cayman Islands</i>	<i>Minutes may be requisitioned through a FOI request by contacting Mrs. Lucille Kong at foi@ucci.edu.ky</i>

History

Government-sponsored tertiary education in the Cayman Islands began in 1975 when the Community College was established as a part-time institution. From 1976 to 1981 three other institutions - the Trade School, the Hotel School and the Marine School - were founded. These schools were located at different sites and were supervised either by the Ministry of Education or the Ministry of Tourism and Labour.

In 1985, the Government of the Cayman Islands decided to centralise the administration of all public post-secondary educational institutions on the islands. The Hotel Training School, the Marine & Trade Training School and the Secretarial/Business Studies Section of the Sixth Form of the Cayman Islands High School were amalgamated to form the Community College of the Cayman Islands.

In 1987, by an Act of the Legislative Assembly, the College was established as a semi-autonomous post-secondary educational institution.

In 2004, by an act of the Legislative Assembly, the name of the institution was changed from the Community College of the Cayman Islands to the University College of the Cayman Islands.

Governance of the College, as stipulated in the Community College Law, 1987, and in subsequent revisions of 2004, is the responsibility of a Board of Governors and an Academic and Administrative Committee.

Ministry

UCCI functions under the Ministry of Education, Training and Employment.

STRATEGIC MANAGEMENT

The Ministry of Education, Training and Employment administers the authority's operations at the organisational level; developing business plans and corporate policy; setting long term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programmes to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources using the laws that regulate the function of government entities.

Governance

- University College Law (2005 Revision)
- Freedom of Information Law, 2007
- The National Archive and Public Records Law, 2007
- The National Archive and Public Records Regulations, 2007
- The Public Service Management Law (2007 Revision)
- Personnel Regulations, 2006
- The Public Management and Finance Law (2005 Revision)

NB: These are available from the UCCI, Sam Basdeo Learning Resource Centre. (Photocopying is \$0.10 per page)

- Board of Governors Minutes (accessible through a Freedom of Information Request)

Corporate management

- Mission Statement
- Hurricane Disaster/Recovery and Emergency Preparedness Plan 2006

FINANCE & ADMINISTRATION

Financial management

- Budget
- Audit Reports
- Accounting Policies (under review)
- Financial Statement
- Tender
- Contracts

Administration

- Examinations
- Insurance Policies
- Employment Contracts
- Petty Cash Vouchers
- Receipts
- Job Vacancies (<http://www.ucci.edu.ky>)
- File Plan (work in progress)

Human Resources

- Organizational Chart (electronic copy)
- Directory of Officers and Employee (<http://www.ucci.edu.ky>)
- Job Descriptions
- Dress Code

POLICIES AND PROCEDURES

- Internal Procedures for Identifying and Processing a Freedom of information Request (FOI)
- Library Management System Procedural Document
- Bachelor Degree Regulation
- Learning Resource Centre Policy Document
- Student General Regulations
- Academic Regulations
- IT Policies
- Admin. and Support Staff
- New Faculty
- Refund Policy
- Tuition Payment Plans
- Grade Forgiveness Request Form

Information and Technology

- Press Releases

DECISIONS AND RECOMMENDATIONS

- Committee Minutes (Electronic Record)

LIST AND REGISTERS

- FOI requests
- FOI Request handling

OUR SERVICES AT UCCI

- Transcript Request Forms (transcript cost \$10 for the first one any additional will cost \$5)
- Application Forms
- Letter Request Forms (\$10)
- Add and Drop Form (\$10)
- Withdrawal Forms (\$ 10)
- Payment Plan Fees (\$50)
- Payment Plan Forms
- Student Records (Exemption under the freedom of information law section 23(1) Pg 87, but Students can access their personal records)
- Degree Plans
- Credit Transfer Forms
- Challenge Exam Forms (cost \$75)
- Grade Appeal Forms
- College Catalogue (<http://www.ucci.edu.ky>) electronic copy
- Forms/Leaflets (<http://www.ucci.edu.ky>) electronic copy
- Proctor overseas examination – fees(cost \$150)

Learning Resource Centre Patron Services

- Library membership forms (individual membership \$25+\$100 deposit fee)
- Library membership (maximum of 5 persons membership \$25 +\$100 deposit fee)
- Lending Resources
- Providing Internet connectivity
- Assisting patrons in research techniques
- Providing research services
- Proctor online examination

Brochures

- Certificate
- Associate Degree
- Bachelor Degree
- Bachelor of Science in Social Sciences
- Master Degree in Human Resource Management
- Legal Secretary
- Master Degree in Business Administration (New Programme Pending)
- University College Brochures
- Continuing Education
- Sam Basdeo Learning Resource Centre
- CLEX Diploma in Vocational Paralegal Studies
- Chartered Institute of Securities and Investment (pending)

Frequently Asked Questions

- **What are the degrees offered at UCCI?**
 - *The degrees offered are Associate, Bachelor and Master Degrees.*
- **Do you offer certificate programmes?**
 - *Yes we do, such as accounting, computer technology, construction technology and electrical technology.*
- **How long is the certificate programme?**
 - *The duration of these programmes is one (1) year.*
- **What are the criteria for entry to the Associate degree?**
 - *The criteria is four (4) CXC/GCSE/IGCSE including English at General/Technical proficiency levels with grade 1-111 or a SAT score of 1425.*

- **What is the cost of the application fee?**
- *The cost of the application fee C/\$25.00.*

- ***Where is the UCCI testing centre located?***
- In the Learning Resource Centre (Sam Basdeo Building)



Department of Vehicles and Drivers' Licensing

Publication Scheme

Produced in accordance with the Chief Secretary's Code of Practice

CONTENTS:

1. About the Publication Scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information
 - About Us
 - Strategic Management
 - Finance & Administration
 - Policies & Procedures
 - Decisions & Recommendations
 - Lists & Registers
 - Our Services

1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Department of Vehicle and Drivers' Licensing to making information available to the public as part of its normal business activities.

The Department of Vehicle and Drivers' Licensing will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;

- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

Information that may be withheld

The **Department of Vehicle and Drivers' Licensing** will generally not publish:

- information in draft form;
- information that is not held by the **Department of Vehicle and Drivers' Licensing**, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open and transparent as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be with held where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the **Department of Vehicle and Drivers' Licensing** (or another organisation's) commercial interests, or endanger the protection of the environment.

When ever information is with held, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

www.dvdl.gov.ky. If you are still having trouble locating information listed under our scheme, please contact Richard Simms, Deputy Director by phone at 945-8344 or

Email

Richard.simms@gov.ky

Mailing address Department of Vehicle and Drivers' Licensing
PO Box 1165
George Town KY1-1102

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at dvdl@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call **945-8344** to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Deputy Director, Department of Vehicle and Drivers' Licensing

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact **Richard Simms at 945-8344 or email Richard.simms@gov.ky**.

The **Department of Vehicle and Drivers' Licensing** will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the **Department of Vehicle and Drivers' Licensing** is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The **Department of Vehicle and Drivers' Licensing** strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

There are some publications which the **Department of Vehicle and Drivers' Licensing** offers for sale. This includes: ***Vehicle and drivers License Searches at a cost of \$100.00***. These publications are charged at the cover price, plus actual postage costs as charged by the Cayman Islands Postal Service.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The **Department of Vehicle and Drivers' Licensing** will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the **Department of Vehicle and Drivers' Licensing** has received your payment.

5. Requests for information outside the Publication Scheme

Information held by the **Department of Vehicle and Drivers' Licensing** that is not published under this scheme can be requested by emailing us at foi.vdl@gov.ky or dvd@gov.ky. Your request will be considered in accordance with the provisions of the FOI Law.

6. Complaints

The **Department of Vehicle and Drivers' Licensing** aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact **Richard Simms, Deputy Director at 945-8344**, and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from www.dvdl.gov.ky

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 1375
Grand Cayman KY1-1108
CAYMAN ISLANDS

Telephone: +1 345 747 5402
Email: appeals@ico.gov.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Department of Vehicle and Drivers' Licensing

The DVDL was established under the Traffic Law with overall responsibility to:

- inspect and test vehicles;
- register motor vehicles and maintain the register;
- issue licences in respect of motor vehicles and drivers;
- conduct driving tests; and
- perform such other functions as may, from time to time, be prescribed.

There are (2) locations in Grand Cayman (1 Crewe Road and 1 at West Bay). The District Administration in Cayman Brac & Little Cayman is responsible for administering the vehicle and drivers' licensing function in the Sister islands. Our Administrative Office is situated at #990 Crewe Road George Town, Grand Cayman and our West Bay office is located at Banks Plaza on Rev. Blackman Road.

The department remains committed to its "Road Safety Initiatives" through vigorous vehicle inspections for roadworthiness; as well as being robust in conducting practical and theory driving tests to guarantee newly qualified drivers are competent.

Ministry

District Administration, Works, Land and Agriculture has responsibility for the **Department of Vehicle and Drivers' Licensing**.

Principal Officer [or Key staff]

David Dixon - Director, email david.dixon@gov.ky Richard Simms- Deputy Director, email Richard.simms@gov.ky Jason Azan – Manager Revenue Collection, Jason.azan@gov.ky Mario Ebanks - Finance Manager, Mario.ebanks@gov.ky Courtney Myles - Assistant Manager, email Courtney.myles@gov.ky.

Information manager

Richard Simms, email Richard.simms@gov.ky or phone 945-8344

MISSION STATEMENT

To promote road safety by licensing qualified drivers and roadworthy vehicles in accordance with the Traffic Law and associated regulations.

Our objectives

We will achieve our aims by:

- Providing efficient and effective customer service through friendly and professional staff;
- Improving driving quality and road safety through compliance; and
- Maintaining a consistent, fair and open policy when handling complaints, queries and public concerns.

Department of Vehicle and Drivers'
P.O Box 1165 George Town KY1-1102
Ph. 945-8344
Fax. 945-8345
Email. dmdl@gov.ky
Website. www.dmdl.gov.ky

Location and hours	Matters handled
<i>Crewe Road Office, George Town Opening hours 8:30am – 4:00pm</i>	<i>Licensing of vehicle, drivers and vehicle inspection</i>
<i>West Bay Office, Opening hours 10:00am – 6:00pm Tuesday – Friday Saturdays 9:00am – 4:00pm</i>	<i>Licensing of vehicle and drivers</i>

Boards and committees

The Department of Vehicle and Drivers' Licensing does not oversee any boards or committees.

Frequently asked questions

- **How do I renew my drivers' licence?**

Visit any of our locations and complete the necessary form and pay the prescribed fee. Visit our website and see our Licence Renewal section for more details.

- **How do I get in contact with the Department of Vehicle and Drivers' Licensing?**

Our telephone is 945-8344 and e-mail is dvd@gov.ky for more details visit our Contact Us section on our website.

- **I recently changed the colour and/or the engine size of my vehicle; must I let the department know?**

Yes, any change in the colour, engine size or ownership, the DVDL must be made aware. Visit our website and see our sections on Transferring Ownership or Changing Vehicle Particulars for more details.

- **How do I let the DVDL know of my new contact details?**

Come to one of our offices, complete the appropriate form. There is a \$25 dollar fee to cover the cost of a new licence. Visit our website and see our Change of Address / Name section for more details.

- **I'm visiting the Islands; can I drive on my country's driver's licence?**

Visitors to the Island, who intend to rent a car/motor scooter, must first obtain a visitors permit.

- **How do I get a provisional drivers licence?**

You need to pass a written examination to obtain a provisional drivers licence

- **What is the difference between a full driver's licence and a provisional?**

A full licence allows you to operate a motor vehicle, without supervision, within the limit of the relevant laws for that vehicle category. Visit our website and see our Provisional Licence and Full Licence sections for more information.

- **What is the process for obtaining a motor cycle licence?**

You must first pass the written exam to obtain your provisional licence. This entitles you to drive your motorcycle with learner plate. You must schedule a practical test to demonstrate your control of the motorcycle to obtain your full motorcycle licence

- **I lost my drivers licence. What should I do?**

Immediately notify the police, once you have done so you may then visit the DVDL to have your licence replaced. Remember to bring a copy of your police report.

- **I am new to the Islands. How do I obtain a local drivers licence?**

You may be eligible to replace your foreign licence with a Cayman Island licence

- **How do I upgrade my licence so I can operate heavy equipment?**

You need to obtain a provisional licence for the new vehicle type and complete a practical test. See our Heavy Equipment /Special Vehicle section for more details

- **How do I schedule an appointment to sit the written portion of the driving exam?**

You need to visit one of our offices, with photo ID, to schedule the written exam.

- **For how long can I licence my vehicle?**

You can licence your vehicle for 3, 6, 12, 24 or 36 months. Visit our website and see our Vehicle Registration & Licensing section for more details.

- **Can I change my drivers licence category?**

Yes. Go to any of our offices, complete the appropriate form and submit payment of \$50. Visit our website and see our Change Category section for more details.

- **My vehicle purchase was financed by a bank, but I have since paid the loan in full. Will the bank automatically have the lien removed?**

While it is necessary for the bank to forward a notification of lien removal, you may have to request that the notification be done. Visit our website and see our Export/Termination of Vehicle section for more information

- **I intend to sell my vehicle. How is the transfer of ownership done?**

Both the Vendor and Buyer need to complete the appropriate paperwork and submit it at one of our offices. Visit our website and see our section on Transferring Ownership for more details.

- **How long do I have to notify the DVDL of changes, either of vehicle ownership or appearance?**

Section 9 of the Traffic Law, 2011 states that the Director shall be notified within fourteen days of any alteration to the particulars/ownership of a vehicle. Visit our website and see our section on Transferring Ownership for more details.

- **I am buying a vehicle for the first time. What do I need?**

In order to have a vehicle registered in your name, you must be the holder of a valid and unrestricted C.I. drivers licence and have proof of valid insurance. Visit our website and see our section on Transferring Ownership for more details

- **I am a new resident on the Islands and have recently purchased a car. Can I drive on the drivers' licence issued in my home country?**

New residents who intend to purchase a vehicle will be required to obtain a Cayman Islands driver licence. You may be eligible to replace your foreign licence with a Cayman Island licence.

- **How much do personalized registration plates cost?**

Each set of personalized registration plates will cost CI\$300.00 Visit our website and see our Personalised Registration plates section for more details

- **Tell me about Disabled Permits/Registration Plates?**

As a driver with a disability, you can apply for disabled registration plates for your vehicle. Visit our website for more details.

For more information visit www.dvdl.gov.ky

History of DVDL

The DVDL owes its genesis to the Royal Cayman Islands Police Service (RCIPS) which was formed in 1907.² Thus began, what became a long lasting relationship between vehicle licensing and the Police for some ninety years. During those years of infancy, there were no vehicles in the Cayman Islands, except bicycle or horse/donkey being the usual mode of transportation, unless you hiked on foot. However, during the years as the Cayman Islands began to develop, we saw the first vehicles being imported to Grand Cayman in the 1930's.

The Motor Vehicles Law (Cap. 106) of 1962, which had been amended fourteen times with its regulations being amended fourteen times as well, did not seem to address all the issues of inadequate inspection and registration of vehicles, together with the licensing and testing of drivers.

In 1963, the RCIP established vehicle licensing/driving examinations under the newly formed Traffic Department.

In 1962 there were seven categories of vehicles requiring registration, and by 1974 there were thirteen categories under the new Traffic Law. Emphasis was placed in developing a public transport system in 1997 which added a further (7) categories. It should be noted that bicycles were eliminated in the 1990s from registration or licensing.

By 1974 the legislators along with the Police introduced the new Traffic Law and Regulations, to address the inadequacies of vehicle inspections and drivers testing. The standards for vehicle inspections became more stringent requiring vehicles of different categories to be inspected

² The Northwester Oct/Nov. 1971, pages 14-15

twice annually. The Law introduced new set of licence plates which became mandatory for all vehicles during the annual inspection process.³

Drivers' licenses were issued by way of receipts in 1963 and during the 1980s drivers' licences were issued in clear plastic laminate. Nevertheless, this was not to remain for long, so in 1998 a new format of the credit card style was introduced. The period between 1962 and 1974, drivers were only required to passed a practical test before being granted a full drivers licence. The 1974 legislation ushered in written examinations for all potential drivers from the age of seventeen years, to which they had to attain a pass mark of 80%. Drivers' license booklets were introduced which bore the seal of the Cayman Islands on the cover and comprehensive details of the holder on the inside. The licence would expire every three years, on the holders' birthday. Licence holders now have the option to choose three or five years, for the duration of the licence. There are two categories of licence, the first being a provisional or learner that is valid for six months, and upon successfully passing a theory and practical tests, a full Cayman Islands drivers' licence is granted.

The Licensing Department was housed on the ground floor of the newly built Police Headquarters in 1974. When the department made this move, the number of registered vehicles had grown significantly from 1,603 in 1969 to 3,090 vehicles registered in 1972, and to approximately 4,400 by the end of 1973.⁴ Despite having only having two examiners (vehicle inspection and driving examination) in 1972,⁵ they were kept busy in conducting 806 driving tests in 1972 compared with 383 conducted in 1969.⁶ However, by the 1980's the department had out grown its' quarters and in May 1983 it moved into a newly built facility on the same site near Police Headquarters.⁷

In October 1997, the department was transferred from the Royal Cayman Islands Police Service (RCIPS) to the former Ministry of Tourism (Tourism, Environment, Development & Commerce) and since July 2005, to the Ministry of Communications, Works & Infrastructure. The department was then placed under the leadership and management of a Director. In 2005, a new management structure was incorporated to include a Deputy Director, a Finance Manager, a Manger and an Assistant Manager. The Public Transport Unit moved from DVDL in July 2006 to the Ministry of Tourism.

There were a total of 20,602 vehicles registered by the end of 1997, compared to 39,656 in 2007/2008. We conducted 3,919 driving examinations in 2007/08, inclusive of theory and practical examinations.

STRATEGIC MANAGEMENT

For us to be effective for the next few years, DVDL will have developed programs to effectively deal with our stake holders. It is through collaborative efforts and consultation with major stakeholders that we seek to develop our strategic direction for the next few years.

³ The Northwester, September, 1974, page 63

⁴ The Northwester, February, 1974, pages 7-8

⁵ The Northwester, September, 1972, page 23

⁶ The Northwester, February, 1974, page 8

⁷ The Cayman Islands Annual Report 1983, page 19

Each staff is expected annually to deliver a set of outputs in their Performance Agreements, thus in turn, the department has to set timelines for the delivery of those outputs and provide explanations for any variances. We have four outputs in which we are answerable to the Ministry, these are: (1) Testing of Vehicle and Drivers, (2) Licensing of Drivers and Vehicles, (3) Policy Advice, and (4) Services on Behalf of the Public Transport Unit.

Governance

The following documents are held and used by DVDL

- Policy and Procedures Manuals;
- Traffic Law, 2011
- Traffic Regulation, 2012
- Public Management and Finance Law, 2011
- Public Service Management Law, 2011
- Personnel Regulations, 2011
- Annual Budget Statement (ABS) 2011/12
- Traffic Ticket Regulations, 2012
- Customs Regulation, 2005
- Customs Prohibited Goods, 2003 Revision
- Motor Vehicle Insurance Law (Third Party), 2007
- Motor Vehicle Insurance Law (Third Party Risk), 2006
- Motor Vehicle Insurance (Third Party Risk) Regulations
- Motor Vehicle International Circulations Regulations, 1999
- Public Passenger Vehicle Regulations, 2012
- Traffic (Driving Instruction) Regulations, 2012
- Traffic Categorisation Regulations, 2012
- Traffic Control Regulations, 2012
- Traffic Seat Belt Regulation, 2012
- Geneva Convention on Road Traffic 1926, 1949 and 1968
- DVDL Annual Report 2008/09

BOOK	AUTHOR	ISBN NO.
The Official Road Code of the Cayman Islands	DVDL/Ministry of CWI	None
The Official DSA Theory Test of Motor Cycles	Driving Standards Agency (DSA) UK	01-11-552750-8
The Official DSA Theory Test for Car Drivers & The Highway Code	Driving Standards Agency (DSA) UK	0-11-552749-4
The Official DSA Theory Test for Drivers & Large Vehicles	DSA, UK	978-0-11-552818-7
The Official DSA Guide to Driving Buses & Coaches	DSA, UK	978-0-11-552900-9
DSA Practical Driving Test on DVD	DSA, UK	978-0-11-552859-0
The Driving Instructor's Handbook, UK	John Miller & Margaret Stacey	-10:0-7494-4746-X -13:978-0-7494-4746-X
Practical Teaching Skills for Driving Instructors – A Training Manual for the ADI Examination & The Check Test	John Miller, Tony Scriven & Margaret Stacey	-10:0-7494-4953-5 -13:978-0-7494-4953-7
The Official DSA Theory Test for Approved Driving Instructors	DSA, UK	None

Corporate management

- DVDL Human Resource Plan 2011-2016

FINANCE & ADMINISTRATION

Our Finance Unit has responsibility to manage; monitor and report the revenue collection for the testing and licensing of drivers; the inspection and licensing of vehicles, and the collection of fees on behalf of the Public Transport Unit.

POLICIES & PROCEDURES

Policy	Available on-line/Hard Copy	Effective Date/ Revised Date
1. DVDL Human Resource Management Policies & Procedures Manual	Hard copy	30/11/06
2. POCS Pay Point Guidelines 2008	Hard copy	January 2008
3. Scenario Guidelines for Appointing Officers	Hard copy	
4. DVDL Policy & Procedures Documents Folder	Hard copy	
5. Bad Debt Policy & Procedure	Hard copy	Awaiting Approval of Ministry
6. Sexual Harassment Policy	Hard copy	
7. Complaints Handling Procedure & Disciplinary Policy	On-line	
8. Driving Examiners Training Policy	Hard copy	December 2006
9. GDL Step Manual, Guidance Notes & Information Guide	Hard copy (Information Guide: On-line)	Not implemented – awaiting passage of legislation
10. ADI Process Phases, Instructors Guide & Guidance Notes	Hard copy (Instructor's Guide: On-line)	Not implemented – awaiting passage of legislation
11. Private Garages Inspection Procedures/Terms & Conditions	On-line	
12. Disaster Preparedness Procedures	Hard copy	
13. Derelict Vehicles Policy	Hard copy	
14. FOI Internal Procedures & Policy	Hard copy	
15. D.A.V.I.D. Operations Policy (new computer system that contains vehicles and drivers information)	Hard copy	
16. A.M.A.N.D.A. Operations Policy (old computer system that contains vehicles and drivers information)	Hard copy	
17. Geneva Convention protocol on Road Signs & Signals, 1949	Hard copy	

18. Geneva Convention on Road Traffic, 1926 & 1968	Hard copy	
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DECISIONS & RECOMMENDATIONS

Core Management Job descriptions available on request

LISTS & REGISTERS

List of Driving Instructors available upon request.
Vehicle and Drivers License Searches – cost \$75.00

OUR SERVICES

- Testing of vehicles and drivers
- Licensing of drivers and vehicles
- Policy Advice
- Services on behalf of the Public Transport Unit and Board

FORMS

- Application for a New Licence Plate, Form TR10
- Application for a Licence fee refund
- Application for Drivers Licence, Form TR14
- Application to Register a Vehicle (New Vehicle) Form 1
- Disable Persons Application Form and Instructions
- Personalised Plates
- Renewal of Registration Vehicles, Form 4
- Suspension of Registration Vehicles, Form 7
- Transfer of Ownership, Form 5
- Application for Importation of Heavy Equipment



Cayman National Cultural Foundation

Publication Scheme

Produced in accordance with the Chief Secretary's Code of Practice

CONTENTS:

1. About the Publication Scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information
 - About Us
 - Strategic Management
 - Finance & Administration
 - Policies & Procedures
 - Decisions & Recommendations
 - Lists & Registers
 - Our Services

1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information that is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Cayman National Cultural Foundation (**CNCF**) to making information available to the public as part of its normal business activities.

CNCF will:

- Specify the information held by the authority, which falls within the seven (7) categories below;
- Proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- Describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- List any fees charged for access to information described in this scheme;

- Publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- Make this publication scheme available to the public;
- Regularly review and update the information made available under this scheme.

2. Information that may be withheld

CNCF will generally not publish:

- Information in draft form;
- Information that is not held by CNCF or which has been disposed of in accordance with a legally authorised disposal schedule;
- Information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- Information that is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm CNCF's (or another organisation's) commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information that has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Some of our documents are published electronically on this website: www.artscayman.org and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

If there is no link, or the link is broken, you can go directly to our website at <http://www.artscayman.org/>. Then click on Home to find the relevant page. If you are still having trouble locating information listed under our scheme, please contact Rita Estevanovich, the Information Manager.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.ncf@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call Rita Estevanovich at 345-949-5477 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

**Rita Estevanovich
Cayman National Cultural Foundation
PO Box 30201
Grand Cayman KY1-1201
Cayman Islands**

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Rita Estevanovich at 345-949-5477. You can also contact them by sending an email to foi.ncf@gov.ky.

CNCF will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where CNCF is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. CNCF strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

CNCF will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges that differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when CNCF has received your payment.

5. Requests for information outside the Publication Scheme

Information held by CNCF that is not published under this scheme can be requested in writing. For information on how to make a request in writing go this page on our website: http://www.artscayman.org/index.php?option=com_content&view=article&id=5&Itemid=6

If you are without access to the internet, the essential elements of an FOI request are that it is made in writing, includes a name and return address, a description of the information sought and the kind of format (e.g. CD, hardcopy) in which you want to receive the information. The request can be submitted using an FOI application form or written in your own words. The request may be sent via post, fax, email or by hand.

Your request will be considered in accordance with the provisions of the FOI Law. For information on the FOI Law to can go the Freedom of Information website at:

http://www.foi.gov.ky/portal/page?_pageid=1206,1&_dad=portal&_schema=PORTAL

6. Complaints

CNCF aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact the Information Manager Rita Estevanovich at 949-5477, and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained at our reception desk or by going to this page on our website:

http://www.artscayman.org/index.php?option=com_content&view=article&id=2&Itemid=5

If you do not have access to the internet you may collect a copy of our Complaints Policy from our office at 17 Harquail Drive.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building C, Office Suite 205
George Town, Grand Cayman
PO Box 1375
Grand Cayman KY1-1108
CAYMAN ISLANDS

Telephone: +1 345 747 5402
Email: info@infocomm.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Name of public authority:

Cayman National Cultural Foundation

Ministry:

Ministry of Health, Environment, Youth, Sports and Culture

Chief Officer:

Jennifer Ahearn, Ministry of Health, Environment, Youth, Sports and Culture
3rd Floor, Government Administration Building, Grand Cayman KY1-9000, Cayman Islands

Principal Officers:

Managing Director: Marcia Muttoo
PO Box 30201
Grand Cayman KY1- 1201
Cayman Islands
Phone: 345-9495477
Email: <mailto:cncf@candw.ky>

Artistic Director: Henry Muttoo
PO Box 30201
Grand Cayman KY1- 1201
Cayman Islands
Phone: 345-9495477
Email: director@candw.ky

Information Manager:

Rita Estevanovich
PO Box 30201
Grand Cayman KY1- 1201
Cayman Islands
Phone: 345-9495477
Email: mail.to:foi.ncf@gov.ky
Website: www.artscayman.org

Information Manager Designate: n/a

For more information on the Freedom of Information Law visit the Freedom of Information website at www.foi.gov.ky

Organisation and functions

Our Mission

"To stimulate, facilitate and preserve cultural and artistic expression generally, particularly the preservation and exploration of Caymanian performing, visual and literary arts."

Cayman National Cultural Foundation (CNCF) is a non-profit organisation created and governed by the **Cayman National Cultural Foundation Law, 1984**.

The **Ministry of Health, Environment, Youth, Sports and Culture** is CNCF's governing Ministry. The Chief Officer in this Ministry is Jennifer Ahearn.

An Artistic Director, Henry Muttoo and a Managing Director, Marcia Muttoo, head the management structure. A Programmes Manager, Rita Estevanovich, a Programmes & Public Education Officer, Lorna Bush, a Programmes & Marketing Officer, Kaitlyn Elphinstone, and a part-time Administrative Assistant/Volunteer Coordinator/Librarian, Virginia Foster, are on staff. Additionally, there is part-time Technical Assistant, Isaac Rankine, a Caretaker of the Cultural Centre, Edward Herd, and a part-time grounds man, Dexton Powery, who support the staff. Further support comes from volunteers. The Director of Marketing and Technical Director posts are currently vacant.

CNCF is funded by an annual government grant from the Ministry of Health, Environment, Youth, Sports and Culture. Additional funding comes from corporate sponsorship, ticket sales to events and rental of the Harquail Theatre and Studio Theatre.

The work of the Cultural Foundation incorporates arts and cultural preservation, cultural festivals, the National Theatre, artistic development, youth arts, and special projects. These are in fact the outputs that are funded by the Ministry of Education, Training, Employment, Youth, Sports, & Culture. CNCF's activities cover the full scope of artistic disciplines... Theatre... Dance... Music... Visual Arts... Literary Arts and Culinary Arts.

Mailing Address:

P.O. Box 30201
Grand Cayman KY1-1201
CAYMAN ISLANDS

Telephone number:

345-949-5477

Fax number:

345-949-4519

Email addresses:

admincncf@candw.ky
cncf@candw.ky

Website address:

www.artscayman.org

Facebook page:

www.facebook.com/caymanculture

Twitter:

www.twitter.com/caymanculture

Staff Directory:

- Artistic Director: Henry Mutto; Email: director@candw.ky
- Managing Director: Marcia Mutto; Email: cncf@candw.ky
- Technical Director - Position Vacant
- Programmes Manager 2: Rita Estevanovich; Email: cayfest@candw.ky
- Programmes & Public Education Officer: Lorna Bush; Email: marketcncf@candw.ky
- Programmes & Marketing Officer 1: Kaitlyn Elphinstone; Email: projcncf@candw.ky
- Administrative Officer & Librarian: Virginia Foster; Email: volunteercncf@candw.ky
- Technical Assistant: Isaac Rankine; Email: bstgl@candw.ky
- Cultural Centre Caretaker: Edward Herd; Email: cncf@candw.ky
- Groundsman: Dexton Powery; Email: cncf@candw.ky

Postal Address and Telephone contact for all managers and staff:

P.O. Box 30201
Grand Cayman KY1-1201
CAYMAN ISLANDS

Telephone number:

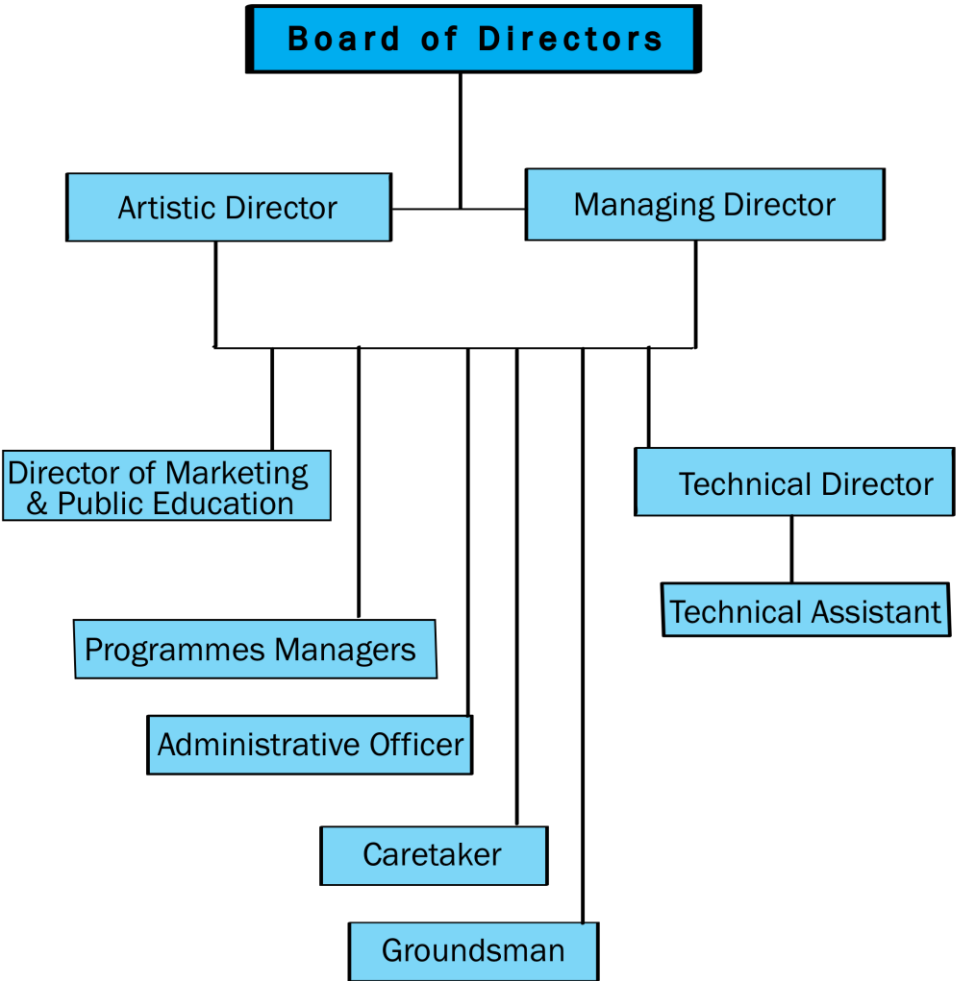
345-949-5477

Fax number:

345-949-4519

Organizational Chart:

Cayman National Cultural Foundation
Organizational Chart



Location and hours	Matters handled
Office of the Artistic Director 17 Harquail Drive Grand Cayman Opening Hours: Monday-Friday 9:00am – 5:00pm	Programme Development Overseeing Production Design Setting standards and direction of CNCF
Office of the Managing Director 17 Harquail Drive Grand Cayman Opening Hours: Monday-Friday 9:00am – 5:00pm	General Administration Human Resources Finance Accounting Theatre Rentals
Technical 17 Harquail Drive Grand Cayman Opening Hours: Monday – Friday 9:00am – 5:00pm	Lighting Sound Set Building All technical matters
Programmes Management 17 Harquail Drive Grand Cayman Opening Hours: Monday – Friday 9:00am – 5:00pm	Production Special Projects Awards and Grants Freedom of Information
Public Education 17 Harquail Drive Grand Cayman Opening Hours: Monday-Friday 9:00am – 5:00pm	Advertising Public Relations Collateral Development Website Maintenance
Library 17 Harquail Drive Grand Cayman Opening Hours: Monday, Tuesday, Thursday, Friday 9am – 1:00pm	Cataloguing, storage and maintenance of books, video & audio tapes, CDs and DVDs Monitoring use of reference materials
Volunteer Coordination 17 Harquail Drive Grand Cayman Opening Hours: Monday, Tuesday, Thursday, Friday 9am – 1:00pm	Recruiting Volunteers Scheduling & Supervising Volunteers

Boards and Committees

CNCF Board of Directors	Meetings	Minutes
Martyn Bould – Chairman Morgan DaCosta - Deputy Chair Helen Harquail Deanna Look Loy Lorna Reid Liz Scholefield Marcia Mutto -- Secretary	Meetings held six times annually normally at 17 Harquail Drive. Meetings are not open to the public	Available on request in hard copy only. See section 3: Methods of Access for contact addresses. Request in writing should be to the Information Manager or Information Manger Designate.
Grants & Awards Committee	Meetings	Minutes
Morgan DaCosta – Chairman Lorna Reid Kaitlyn Elphinstone-Secretary	Meetings held quarterly at 17 Harquail Drive Meetings are not open to the public.	Available on request in hard copy only. See section 3: Methods of Access for contact addresses. Request in writing should be to the Information Manager or Information Manager Designate.

Frequently asked questions

- **Why is the Cultural Centre named F.J. Harquail Cultural Centre?**

F. J. Harquail was a Canadian businessman and the husband of Helen Harquail. Mrs. Harquail, who took up residence in the Cayman Islands, donated the land on which the Cultural Centre is located and funded the building of the Harquail Theatre as a gift to the people of Cayman. She stipulated that the centre must be named in memory of her late husband.

- **Did any Caymanians contribute to the building of the Cultural Centre?**

Businessman Lawrence Thompson donated land, which enables access from Lawrence Blvd. to the site donated by Mrs. Harquail.

- **Can we book a tour of the Harquail?**

Tours of the Harquail Theatre and Harquail Studio are given to school groups, community groups and people interested in renting the theatre. Call 949-5477 to book a tour.

- **Who is eligible for a financial grant?**

Please click here to go to the Grants page on our website. Or you can go to www.artscayman.org click on Home then click on Grants. You may also contact the Secretary to the Grants & Awards Committee Kaitlyn Elphinstone at projcnf@candw.ky or 949-5477.

STRATEGIC MANAGEMENT

Administering the authority's operations at the organisational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and

ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources.

Governance

- Cayman National Cultural Foundation Law 1984* – Available at the Legislative Assembly Building.
- Public Management and Finance Law (2005 Revision) **
- Freedom of Information Law 2007 **

Corporate Management

High-level documents that plan and evaluate the work of the authority.

- **Emergency Management and Business Continuity Plan ***
- **CNCF Hurricane Preparedness Check List ***
- **Annual Reports** – available at
http://www.gov.ky/portal/page?_pageid=1142,1591697&_dad=portal&_schema=PORTAL]
- **Plan for Miss Lassie's House ***
- **Brief for a Business Plan for Miss Lassie House ***
- **Plan for Cayfest 2012 ***
- **Sponsorship Plan ***

FINANCE & ADMINISTRATION

Financial management

- **2011 – 2012 Budget** – available at
http://www.gov.ky/portal/page?_pageid=1142,1593653&_dad=portal&_schema=PORTAL]
- **Financial Statements; Half-yearly / quarterly reports ***
- **Accounting Procedures ***
- **Budget Allocation***

Administration

- **Press Releases *** available at
http://www.artscayman.org/index.php?option=com_content&view=article&id=18&Itemid=23
- **Staff Salary Scales***
- **Staff Directory** – Key fulltime employees available at:
http://www.artscayman.org/index.php?option=com_content&view=article&id=7&Itemid=7
- **Insurance Policies** – Available at Cayman Island Government Risk Management
- **Classes of Information Held** – available at
http://www.artscayman.org/index.php?option=com_content&view=article&id=5&Itemid=6
- **Records File Plan***
- **Harquail Theatre Valuation***
- **Miss Lassie's House Valuation***
- **Gladwyn K. Bush Art Collection Catalogue***

POLICIES & PROCEDURES

- **CNCF Cultural Policy***
- **Employee Handbook***
- **Theatre & Equipment Operating Policy & Procedures***

- **FOI Requests*** -

http://www.artscayman.org/index.php?option=com_content&view=article&id=5&Itemid=6

- **Complaints Handling Procedure*** -- available at

http://www.artscayman.org/index.php?option=com_content&view=article&id=2&Itemid=5

- **Animals Policy***

DECISIONS & RECOMMENDATIONS

Information about proposals, resolutions, assessments and results, including decision-making processes.

- **Minutes of the Board of Directors***
- **Minutes of Staff Meetings***
- **Cayfest Reports***
- **Dr. Elisa Serrano's report on Miss Lassie's House***
- **"Engendering Creativity" proposal by Henry Muttoo***

LISTS & REGISTERS

- **Assets Register***
- **Freedom of Information Disclosure Log***

OUR SERVICES

- **About CNCF*** - available at

<http://www.artscayman.org/about>

- **Save Miss Lassie's House*** - available at

<http://www.artscayman.org/cultural-treasures>

- **Grants Criteria*** - available at

<http://www.artscayman.org/grants-for-the-arts>

- **National Arts & Culture Awards*** - available at

<http://www.artscayman.org/arts-awards>

- **Volunteer Forms***

<http://www.artscayman.org/volunteer>

- **Travelling Caribbean Film Showcase**

<http://www.artscayman.org/tcfs>

- **Summer Camp Registration Form*** -- available at

http://www.artscayman.org/index.php?option=com_content&view=article&id=30&Itemid=36

- **Young Image Makers Short Film Competition Registration Form*** - available at

<http://www.artscayman.org/young-image-makers>

- **Young At Arts Registration Form***

<http://www.artscayman.org/young-at-arts>

- **Culture Jam Performance**

<http://www.artscayman.org/culture-jam>

- **Creative Connections information**

<http://www.artscayman.org/resources>

- **Cayfest Registration Forms***

<http://www.artscayman.org/cayfest>

- **Complaint Form***

<http://www.artscayman.org/forms>

- **Harquail Theatre & Studio Theatre Rental Rates & Terms*** -- available at

<http://www.artscayman.org/rentals>

- **Directions to the F.J. Harquail Cultural Centre** – available at

<http://www.artscayman.org/contact>

- **Calendar of Events** – available at

<http://www.artscayman.org/calendar>

****Available at the CNCF office. Fees described in section 4 apply unless expressly waived. Contact the Information Manager or his Designate.***

***** Available at the Legislative Assembly Building***

The Youth Services Unit Publication Scheme

Produced in accordance with the Deputy Governor's Code of Practice

CONTENTS:

1. About the publication scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information

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 - proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
 - describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;

- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. INFORMATION THAT MAY BE WITHHELD

The Youth Services Unit will generally not publish:

- information in draft form;
- information that is not held by the Youth Services Unit, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available - for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- Information which is exempt under the FOI Law, or otherwise protected from disclosure - for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Youth Services Unit's (or another organization's) commercial interests, or endanger the protection and development of young people.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

3. METHODS OF ACCESS

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Some of our documents are published electronically on the YSU website at www.ysu.gov.ky and can be downloaded in PDF format.

If you are still having trouble locating information listed using the YSU website, please contact the FOI Information Manager James Myles at 943-1127 or email at james.myles@gov.ky or foi.ysu@gov.ky

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.ysu@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call James Myles at 943-1127 or email at james.myles@gov.ky or foi.ysu@gov.ky to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to: James Myles at 943-1127 or email at james.myles@gov.ky or foi.ysu@gov.ky

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact James Myles at 943-1127 or email at james.myles@gov.ky or foi.ysu@gov.ky

The Youth Services Unit will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Youth Services Unit is legally required to translate any information, it will do so, unless it is deemed unreasonable.

4. FEES AND CHARGES

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Youth Services Unit strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The Youth Services Unit will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information of the FOI regulations*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Youth Services Unit has received your payment.

5. REQUESTS FOR INFORMATION OUTSIDE THE PUBLICATION SCHEME

Information held by the Youth Services Unit that is not published under this scheme can be requested in writing.

Your request will be considered in accordance with the provisions of the FOI Law by contacting FOI Information Manager James Myles at 943-1127 or email at james.myles@gov.ky or foi.yzu@gov.ky

6. COMPLAINTS

The Youth Services Unit aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact James Myles at 943-1127 or email at james.myles@gov.ky or foi.ysu@gov.ky and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from James Myles at 943-1127 or email at james.myles@gov.ky or foi.ysu@gov.ky

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 10727,
Grand Cayman KY1-1007,
CAYMAN ISLANDS

Telephone: 1 345 747 5402
Email: appeals@ico.gov.ky

CATEGORIES OF INFORMATION

- About Us
- Ministry
 - Strategic Management
 - Finance & Administration
 - Laws & Regulations
- Organization and Function
- Policies & Procedures
- Evaluations & Recommendations
- List of Information Held

ABOUT US

The Youth Services Unit (YSU) is a collaborative body that evaluates and develops youth service provision in accordance to the National Youth Policy.

MINISTRY

YSU operates under the Ministry of Health, Environment, Youth, Sports and Culture (HEYS&C)

STRATEGIC MANAGEMENT

The Ministry of HEYS&C administering the authority's operations at the organizational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources using the laws that regulate the function of government entities.

FINANCE & ADMINISTRATION

The Ministry of HEYS&C administering the authority's internal functions and managing its resources efficiently and effectively. This includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies using the laws that regulate the function of government entities.

LAWS & REGULATIONS FOR CIVIL SERVICE

FINANCIAL MANAGEMENT

- Financial Regulations 2004 The Public Management and Finance Law (2003 Revision) The Financial Regulations, 2004
- July 2008 - Annual Salary Scale for Salaried Staff and Hourly Rates for bi-weekly employees.
- 2008 Pay Schedule Monthly and weekly pay dates for 2008
- 2007 Pay Scales Annual Salary Scale for Salaried Staff - January 2007

ADMINISTRATION & HUMAN RESOURCE MANAGEMENT

- PSML (2007 Revision): Complete set of laws for the Cayman Islands Civil Service
- Schedule One of the Personnel Regulations: A document describing Employment Terms and conditions 05-Dec-2007
- Personnel Regulations Public Service Management Law, 2005 (Law 27 of 2005)
- Public Service Management Law, 2005 HR Law
- Public Servant Code of Conduct Code of Conduct for Civil Servants 05-Dec-2007

RECORDS MANAGEMENT

- Deputy Governor's Code of Practice on Record Management
- Freedom of Information Law 2007
- National Achieve and Public Records Law

HEALTH, ENVIRONMENT, YOUTH, SPORTS & CULTURE (MINISTRY OF)

Minister: Hon Mark Scotland, JP

Permanent Secretary: Mrs. Jennifer Ahearn, JP

Address: 3rd Floor, Government Administration Building, 71A Elgin Avenue, George Town, Grand Cayman

Mailing Address 3rd Floor, Government Administration Building, Grand Cayman KY1-9000, CAYMAN ISLANDS

Telephone: (345) 244-2318 **Fax:** (345) 949-1790

Email: foi.mhs@gov.ky

Website: www.mhs.gov.ky

Hours of Work: 8:30am to 5:00pm, Monday to Friday.

YSU Principle Officers

Ms. Katherine Whittaker
Head of Unit

Mr. James Myles
Youth Services Coordinator

YSU Contact Details

Office Address:

Physical address:

Bodden Town Civic Centre, Grand Cayman
445C Bodden Town Road

Mailing Address:

P.O.Box 62 KY1-1601

Tel: 345-943-1127

Fax: 345-943-1128

Email: foi.ysu@gov.ky

Website: www.ysu.gov.ky

Hours of Work: 8.30am-5pm, Monday-Friday

YSU Information Manager

James Myles at 943-1127 or email at james.myles@gov.ky or foi.ysu@gov.ky

ORGANISATION AND FUNCTIONS

RESPONSIBILITIES & FUNCTIONS OF YSU

Monitoring and Evaluation of Youth Service Providers

- Regular visitations and recommendations
 - Monitoring visits of youth service providers that are funded partly by the Government. These visits are documented and recommendations are made for funding to continue or not
 - Advice is also given on ways to strengthen the programmes and collaborative arrangements are most times made to assist with the implementation of the NYP goals
 - Review of finances from last grant and assistance with forward planning offered

Youth Governance and Participation

- Youth Governance & Voice
 - Organize and run the Cayman Islands Youth Assembly
 - Organize and run the selection process of National Youth Ambassadors
 - Organize and produce a youth radio talk show [YouthFlex Radio Show]
- Youth Empowerment
 - Assist young people with Career guidance and paths
 - Assist young people with work place preparation and interview tips
 - Assist young people with desk research and projects
 - Assist young people with job placement
- Youth Participation
 - Organize and run the Cayman Islands Youth Passport Programme

Fostering a Culture of Collaborative

- Collaborations with Youth Service Providers
 - Schools and Churches
 - Community Based youth groups and Youth Uniformed groups
 - National Youth Policy enhancement and implementation strategy using a collaborative framework
 - Sizzling Summer Series Camps in collaboration with private sector companies, service clubs and Government departments
 - Assist with collaborative community projects and events

YSU LAWS & REGULATIONS

LAWS & REGULATIONS

The Youth Services Unit is not governed by any specific law, but its mandate is directed by the National Youth Policy, the Government Strategic Policy Statements from Cabinet and the laws and regulations that govern all Government Departments and Units.

YSU GUIDELINES

- Youth Services Unit FOI Policy
- FOI Complaints/Requests Procedure Guidelines
- Youth Group Assistance Guidelines

BOARDS AND COMMITTEES

Currently, (Dec 2009) there are no functioning committees within YSU; but YSU Officers are members of a number of boards and committees that function within government and the private sector. Frequently, YSU officers are asked to produce reports or recommendations from a youth development prospective.

YSU POLICIES & PROCEDURES

In addition to the laws and regulations listed above the following policies and procedures are used at DEH.

- Complaints-handling procedure
- Human Resource policies & procedures
- Hurricane Preparedness manual
- Youth Groups Assistance Criterion and procedures

List of Forms Used (External & Internal)

- Application Form - Cayman Islands Youth Assembly
- Application Forms - Cayman Islands Youth Passport Programme
- Application Form - Youth Group Assistance
- Application Form- YouthFlex Radio Show
- FOI Request Form
- FOI Complaints Form
- Registration Form - Sizzling Summer Series Camps

List of Publications at YSU

- The Advocate - YSU Quarterly Newsletter
- Youth Flex Radio Show Scripts
- Sizzling Summer Series Camps Manuals
- Event Flyers and Programmes
- 2000 National Youth Policy of the Cayman Islands
- 2001 Committee of Inquiry into the Social Breakdown and Violence among youth in the Cayman Islands
- 2005 White, Perceptions of Family of Incarcerated youth

- 2006 Forde, Predispositions to Criminality
- 2008 CARICOM Dreams and Aspirations Study
- 2009 NYC, Student Concerns & Involvement Survey
- 2009 White, Review of previous youth literature for the Cayman Islands
- 2011 Student Leadership & Empowerment Survey
- 2011 Revision of the National Youth Policy of the Cayman Islands

PERMITS GRANTED

- The Youth Services Unit do not issue any permits to date [Nov 2012].

This may change in the future but is not part of the functions of YSU to date.

EVALUATIONS & RECOMMENDATIONS

Evaluations by YSU staff are documented through visitation reports or recommendation based on their findings. Many of these reports or recommendations can be access by the public under the FOI law.

List of visitations and evaluations carried out by YSU

- Faith Based Youth Groups
 - Church Youth Groups
 - Church based After-School Programmes
- Youth Uniformed Groups
 - SDA Pathfinder Groups [Gideon & Lightbearers]
 - Cayman Islands Scouts Association
 - Cayman Islands Girls Brigade
- Sports Groups
 - Cayman Academy Sports Club
 - Future Sports Club After School Programmes

CLASSES OF INFORMATION HELD

Classes of Information	Restrictions & Accessibility to information
Cabinet reports & recommendations	FOI request concerning this type of information should be directed to the Cabinet Office or the Ministry of HEYS&C.
Personal / Human Resource records	Access to information restricted to the relevant personnel.
Visitation records & recommendations	Majority of information can be access by the public using FOI. Access is restricted for personal information concerning clients or private residents or if information is being used in an

	investigation.
Complaints	Majority of the information can be accessed by the public through FOI law. Access restricted for personal information concerning clients or private residents or if information is being used in an investigation.
Study Reports & Publications	Majority of the information can be accessed by the public through without using the FOI law. Access restricted for personal information concerning clients or private residents or if information is being used in an investigation. Services paid for by private entities are the property of the payee unless the information is prejudice to health & human safety.
Financial information i.e. accounts, budget	Majority of the information can be accessed by the public through FOI law. Access restricted for personal information concerning clients or private residents or if information is being used in an investigation.



Department of Health Regulatory Services

Publication Scheme

Produced in accordance with the Deputy Governor's Code of Practice on Publishing

CONTENTS:

1. About the Publication Scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information
 - About Us
 - Strategic Management
 - Finance & Administration
 - Policies & Procedures
 - Decisions & Recommendations
 - Lists & Registers
 - Our Services

1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Department of Health Regulatory Services to making information available to the public as part of its normal business activities.

The Department of Health Regulatory Services will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;

- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The Department of Health Regulatory Services will generally not publish:

- information in draft form;
- information that is not held by the Department of Health Regulatory Services, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Department of Health Regulatory Service's (or another organisation's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If you are having trouble locating information listed under our scheme, please contact Davina Wilson, Information Manager or Mrs. Lyria Lawson-Josephs, Information Manager (Designate) on 946-2084 or at foi.hrb@gov.ky

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.hrb@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call Mrs. Davina Wilson or Mrs. Lyria Lawson-Josephs on 946-2084 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy.

Requests may be addressed to:

**Information Manager
Department of Health Regulatory Services
P.O. Box 10128
Grand Cayman KY1-1002
Cayman Islands**

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Mrs. Davina Wilson or Mrs. Lyria Lawson-Josephs on 946-2084 or at foi.hrb@gov.ky.

The Department of Health Regulatory Services will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Department of Health Regulatory Services is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Department of Health Regulatory Services strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email (if the document does not already have a charge attached to it) will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Photocopies:

Black & White copy (all sizes) -\$1.00 per page;

Color copies (all sizes) \$1.50 per page.

Fee for a copy of any part of register, for every sheet copied:

a) if certified - \$10

b) if uncertified - \$7

Computer Discs:

\$2.00 per disc

Search & Inspection of Records:

Health Practitioner Register - \$5.00 for each record inspected.

An official search of documents held by the Health Practice Commission will be at a cost of \$50 per hour or part thereof. Please note that the fees for the search and inspection of the Health Practice register is mandated under section 5 and 6 of the Health Practice Regulations, (2005 Revision).

These publications are charged at the cover price, plus actual postage costs as charged by the Cayman Islands Postal Service.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The Department of Health Regulatory Services will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Department of Health Regulatory has received your payment.

5. Requests for information outside the Publication Scheme

Information held by the Department of Health Regulatory Services that is not published under this scheme can be requested in writing and emailed to foi.hrb@gov.ky or posted to

Government Administration Building

Box 132

133 Elgin Avenue

Grand Cayman KY1-9000.

CAYMAN ISLANDS

For additional details you can also go on our website at www.dhrs.ky. Your request will be considered in accordance with the provisions of the FOI Law.

6. Complaints

The Department of Health Regulatory Services aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Ms. Davina Wilson or Mrs. Lyria Lawson-Josephs and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from the Information Manager or Information Manager Designate. You may contact her on 946-2084 or email her at foi.hrb@gov.ky.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 1375
Grand Cayman KY1-1108
CAYMAN ISLANDS

Telephone: +1 345 747 5402
Email: appeals@ico.gov.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

The Department of Health Regulatory Services (DHRS) was formed on the 1st July 2008 as a result of the merge between the Health Insurance Commission (HIC) and the Health Practice Commission (HPC). The Department of Health Regulatory Services monitors and regulates the health insurance and health care industries in the Cayman Islands. The Department also provides assistance to the public in resolving disputes regarding the provision of health insurance and health care services.

The principal officer of the DHRS is Mr. Mervyn Conolly, Director of the Department of Health Regulatory Services and Superintendent of Health Insurance. The contact detail for the principal officer is listed below.

Health Insurance Regulatory Services/Health Insurance Commission

Mr. Mervyn Conolly
Government Administration Building
133 Elgin Avenue, Grand Cayman

Government Administration Building
Box 132
133 Elgin Avenue
Grand Cayman KY1-9000
CAYMAN ISLANDS
946-2084 (P)
946-2845 (F)
Email: hic@gov.ky

Health Practice & Facilities Regulatory Services/ Health Practice Commission

Government Administration Building
Box 132
133 Elgin Avenue
Grand Cayman KY1-9000
CAYMAN ISLANDS
949-2815 (P)
946-2845 (F)
Email: hpbusers@gov.ky

Freedom of Information website www.foi.gov.ky

Opening Hours: 8:30 am to 5:00 pm

About the Ministry Health, Environment, Youth, Sports & Culture

The Ministry of Health, Environment, Youth, Sports and Culture is committed to empowering people in the Cayman Islands to achieve optimal well-being through strategic policies, innovative programs, and proactive services governed by the highest principles of justice, personal and public integrity and excellence of standards.

The Chief Officer for the Ministry of Health, Environment, Youth, Sports and Culture is Mrs. Jennifer Ahearn. The contact details for the Ministry of Health, Environment, Youth, Sports and Culture is as follows:

New Government Administration Building
Grand Cayman KY1-9000,
CAYMAN ISLANDS
244-2318 (P)
949-1790 (F)

Opening Hours: 8:30am to 5:00pm, Monday to Friday

Organisation and functions

The mission of the Department of Health Regulatory Services is to effectively monitor and regulate the health insurance and health care industries in the Cayman Islands. The Department also provides assistance to the public in resolving disputes regarding the provision of health insurance and health care services.

The following Councils and Commissions are associated with the DHRS:

- Health Insurance Commission Board
- Health Practice Commission Board
- Medical & Dental Council
- Nursing & Midwifery Council
- Pharmacy Council
- Council for Professions Allied with Medicine

The above mentioned Councils and Boards usually meet once per month at the Department of Health Regulatory Services Conference Room located at the Government Administration Building. However, these meetings are not generally open to the public.

Functions of the Department of Health Regulatory Services

Function – Investigate and Resolve Complaints/Inquiries

Description of Function:

Complaints/inquiries are investigated and resolved based on the Health Insurance Commission's policy and procedures.

Function – Public Education Campaign

Description of Function

A sustained public education campaign on health insurance and functions of the Health Insurance Commission in the Cayman Islands.

Function – Enforcement Issues Pertaining to the Health Insurance and Health Practice Law and Regulations

Description of Function:

- Investigation of all report on non-compliance with the Health Insurance and Health Practice Law and Regulations;
- Preparation of cases for legal action;
- Onsite inspections of approved insurers;
- Onsite inspections of health care facilities;
- Onsite inspections of employers.

Function – Collection of Segregated Insurance Fund

Description of Function:

- Collection of Segregated Insurance Fund Payments;
- Deposit of Segregated Insurance Fund Payments;
- Review reports on the number of insured persons;
- Monitor the number of indigent persons;
- Preparation of Segregated Insurance Fund financial statements for audit.

Function – Administrative Services

Description of Function:

- Contribution to Cabinet Papers, speeches, statements, responses to Parliamentary Questions, replies to correspondence and board minutes;
- Advise the Minister generally on any pertinent matter(s) relating to health insurance and health practice;
- Administrative services to the Board;
- Review and research Legislation;
- Development of budget reports (quarterly & annually) and invoices to the Ministry.

Function – Registration of Practitioners and Facilities

Description of Function:

- Registration of health care practitioners;
- Regulation of the professional conduct and discipline of registered practitioners;
- Regulation of the training requirements for both applicants and the purpose of practitioners retaining their registration;
- Promoting high standards of professional conduct and performance;
- Advising the Ministry on policy relating to health practice in the Islands including determining the type of health professions which should be permitted in the Islands.

Function – Facility Inspections

Description of Function:

- Inspection of healthcare facilities;
- Certification of healthcare facilities;
- Advising the Director of Planning on applications for the development of healthcare facilities.

Frequently Asked Questions

- **Can a corporation be registered as a facility?**

In section 4 (10) of the Health Practice Registration Regulations state that “Where an applicant is a non-Caymanian health practitioner (full-time resident or visiting) he

shall provide written evidence at the date of application that he is or will be affiliated with a registered Caymanian health practitioner in the Islands or with one of the registered health care facilities in the islands.” Therefore, providing that the corporation has Caymanian ownership, consistent with the Health Practice Law (2005 Revision) and Trade and Business laws, then the application for registration will be accepted. Please click [here](#) for the Guidelines and Application for Facility Registration.

- **How many Continuing Education Credit hours do I require for the retention of my registration?**

Each Council is tasked with the duty to assign a minimum number of Continuing Education hours. Please check your Council for their requirements. Click your Council below to access the Continuing Education information for:

1. The Council for Professions Allied with Medicine – Continuing Education Information
www.dhrs.ky/councils.php
2. The Medical and Dental Council – Continuing Education Information
www.dhrs.ky/councils.php
3. The Nursing and Midwifery Council – Continuing Education Information
www.dhrs.ky/councils.php
4. The Pharmacy Council – Continuing Education Information
www.dhrs.ky/councils.php

- **I want to practice in the Cayman Islands. What do I need to know right away?**

You must be registered/licensed in one of the approved jurisdictions (i.e. Australia, Canada, Jamaica, New Zealand, South Africa, the United Kingdom, or the United States of America). In addition, you must provide a letter of good standing from the registering/licensing authority in the place where you are currently working. Please note that the letter of good standing can take up to 6 weeks to reach this office.

- **How do I request a letter of good standing?**

Please send your request to HPBUSERS@gov.ky. Include the Council you are registered with and the address that the certificate should be sent to. Most registering/licensing authorities request that the letter of good standing is sent directly to them from our office. Your request will take up to 5 business days to process. A fee of CI\$ 25.00 (or US\$ 31.00) is payable to the Cayman Islands Government by cheque or bank draft. Overseas and personal cheques are not accepted.

- **How do I find work in the Cayman Islands?**

The Health Practice Commission provides registration for the health care practitioners in the Cayman Islands. We cannot assist you with finding employment.

- **I am a recent graduate of St Matthews University. What is required to obtain a letter of eligibility?**

The Medical and Dental Council will require a copy of your current license/registration from one of the approved jurisdictions (i.e. Australia, Canada, Jamaica, New

Zealand, South Africa, the United Kingdom, or the United States [US] of America). A request letter that states you are a St Matthews graduate.

- **What if I need the letter of eligibility in order to obtain my license?**

Some States in the US require this letter of eligibility in order to process your application for a license. In this event you are advised to register with another state that does not require a letter of eligibility from the jurisdiction that your medical school is located in.

- **Where do I send the Z-Form?**

The Texas State Board requires a Z-Form for their application process. The form should be filled in by the graduate and signed by the Permanent Secretary (or their delegate) at the Ministry of Education in the Cayman Islands www.brighterfutures.gov.ky.

- **I have decided not to work in the Cayman Islands. Can I receive a refund on my registration fee?**

- a. The registration fee is refundable prior to the Councils review or if the Council denies registration.
- b. The registration fee is refundable if a mistake was made by the Health Practice Commission.
- c. The registration fee is not refundable once the file reaches the Council and is subsequently approved for registration.

The request for a refund of the registration fee must be made within 90 days of the date of the payment. Please note that the registration fee is unrelated to the duration of employment and is only prorated between the dates 10 October to 31 December when the upcoming renewal registration fee is due.

- **What is the Standard Health Insurance Contract 1?**

The Standard Health Insurance Contract One (SHIC 1) is the minimum contract of prescribed health care benefits established in the Health Insurance Regulations (2005 Revision) and sold by approved health insurance companies.

- **Who is responsible for providing health insurance coverage?**

Employers are responsible for providing health insurance for all of their employees, the employee's unemployed spouse and any of the employee's dependent children who reside in the Cayman Islands. The health insurance coverage must be obtained through an approved health insurance company. A self-employed person must provide their own cover with an approved health insurance company and their unemployed spouse and dependent children should also be covered.

- **Who pays the premiums?**

The Health Insurance Law states that an employer shall be liable to pay the total cost of the premium of the Standard Health Insurance Contract One (S HIC1) but shall be entitled to recover directly from the salary, wage or other remuneration of each

employee, 50% of the cost of the premium. The employer is not required to contribute to the premiums for the employee's dependent children or unemployed spouse and can deduct those amounts as arranged with the employee.

- **What can I do if I cannot afford health insurance?**

If a person, because of limited or inadequate financial resources is unable to pay for their health care services or pay for health insurance cover, an assessment of their financial circumstances can be carried out by the Department of Children and Family Services to determine their eligibility for assistance.

- **What happens if an employee refuses the insurance coverage offered by an employer?**

The Health Insurance Law requires that every person resident in the Cayman Islands have, at a minimum the Standard Health Insurance Contract One (SHIC 1). If an employee refuses health insurance provided by the employer, the employer should document the reasons why the employee refused the health insurance coverage and seek to verify if the employee has health insurance cover through another source. If the employer determines that the employee does not have other health insurance cover, the matter should be reported to the Health Insurance Commission.

Note: Under Section 10 (1) of the Health Insurance Law (2005 Revision) entitled "Employee to provide information to employer, every employee shall keep his employer informed of all facts related to the employer's liability under section 5(2) of the law and any change of circumstances which would affect the employer's liability under that section. An Employee who contravenes this section of the Law is liable to their employer for any expenses incurred by the employer for which he would otherwise not have been liable.

- **If I hire a new employee, when do I have to take out health insurance coverage on that employee?**

Health Insurance coverage should be taken out immediately. An employer, within fifteen days after the commencement of an employee's employment with that employer, shall give a written statement to the employee consisting of-

- (a) the name and address of the approved insurer with whom the employee's standard health insurance contract has been effected;
- (b) the effective date of cover under the contract; and
- (c) the insurance number of the health insurance contract.

The Health Insurance Commission recommends that the employer have the employee fill out the Health Insurance Enrollment Application (HIEA) form at the time of effecting the employment contract and submit the HIEA to the approved health insurance company on the first day that the employee commences employment.

- **Under the law, do I still have to pay for medical services in full and then submit my claims to my approved insurer?**

The law makes it the responsibility of the health practitioner or the health care facility to submit claims to the approved health insurance company for payment. Patients are required to present their health insurance identification card at the time of seeking treatment and the patient will be responsible for paying any deductibles, coinsurance amounts and any charges exceeding the standard fees at the time of treatment.

- **My health insurance policy includes a deductible and coinsurance. What does this mean?**

A deductible is the initial dollar amount you must pay out-of-pocket each calendar year before an insurance company pays its share. This is usually a flat dollar amount.

Coinsurance is the share or percentage of covered expenses you must pay after you have paid the deductible. For example, your policy may pay 80% of expenses after you have paid the deductible. You would then pay the remaining 20% as coinsurance until a maximum out-of-pocket expense is reached.

- **I am employed at two different places, who is responsible for my health insurance coverage?**

If a person is employed by more than one employer, then insurance must be effected on his behalf by his principal employer. Where a person is employed by two or more employers, the principal employer of that person shall be deemed to be the employer who employs that person for the most hours each week. Where each employer employs him for a similar amount of hours a week, the principal employer shall be that employer which first retained the services of the employee.

- **What happens if a person is refused coverage?**

If a person is refused health insurance coverage by two or more approved insurers, that person becomes an uninsurable person under the law. That person may then make an application for coverage with the Cayman Islands National Insurance Company (CINICO), an independent government-owned health insurance company, established to provide health insurance for those persons unable to obtain coverage either for health reasons or financial reasons. This person is still encouraged to seek coverage wherever possible to re-apply with their employer's group plan, if eligible, at a later date (for example: if a person is denied coverage due to being overweight and the extra weight is lost and kept off, the employee may usually reapply after a prescribed period of time).

- **What happens to my health insurance coverage upon termination of employment?**

Your health insurance coverage terminates on the first day of the month following the date of termination of employment. If you remain resident in the Cayman Islands and if you do not become insured under any other employer, upon your request to your former employer, your coverage can continue for a period of three (3) months. In these circumstances, the employee will be responsible for the full amount of the premium. It is recommended that arrangements be made with your employer for payment of the premiums at the time of the termination of employment.

- **How much time do Healthcare facilities and doctors have to file a claim?**

The law stipulates that health care providers and health care facilities must submit claims to the approved insurer within 180 days of the date of treatment. If the claim is not submitted within this 180 day time frame, the health care provider may be denied payment by the approved insurer and the provider cannot seek payment from the patient. The same time frame applies to individuals filing a claim on their own behalf.

STRATEGIC MANAGEMENT

Administering the authority's operations at the organisational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources.

DHRS Laws & Regulations

The Department of Health Regulatory Services carries out its functions under the following laws and regulations:

- Health Insurance Law, (2005 Revision).
- Health Insurance Regulations, (2005 Revision)
- Health Insurance Commission Law, (2010 Revision)
- Health Insurance Law, (2011 Revision)
- Health Practice Law (2005 Revision)
- Health Practice Regulations (2005 Revision)
- Pharmacy Law, 1979

FINANCE & ADMINISTRATION

This involves administering the Department of Health Regulatory Services' internal functions and managing its resources efficiently and effectively as well as the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies.

Financial management

Documents relating to the administration of the Department of Health Regulatory Services' monetary resources – including projected and actual income and expenditure; tendering; procurement; and contracts.

- Public Finance & Management Law, 2005

Copies of the above document can be obtained from the Legislative Assembly.

Administration

Documents relating to other administrative functions carried out within our authority – including buildings, equipment & vehicles; communications; human resources; information & technology management.

- Public Service Management Law, 2007*
- Freedom of Information Law, 2007*
- National Archive & Public Records Law, 2007*
- Health Insurance Commission Law, 2003
- Health Insurance Law, (2005 Revision)
- Health Insurance Regulations, (2005 Revision)
- Health Insurance (Amendment) Law, 2010
- Health Practice Law, (2005 Revision)
- Health Practice Regulations, (2005 Revision)

Copies of these laws may be obtained from the Legislative Assembly. All other laws listed above may be obtained from the DHRS website www.dhrs.ky.

POLICIES & PROCEDURES

- Audit & Inspection Policy
- Complaint Resolution Policy
- Filing Policy
- Mail and Other Correspondence Policy
- Internal Complaint Policy
- Incoming FOI Request Policy

The Department of Health Regulatory Services' policies and procedures can be obtained upon your request to the Information Manager.

DECISIONS & RECOMMENDATIONS

Information about proposals, resolutions, assessments and results, including decision-making processes.

- Minutes of meetings

Copies of minutes may be obtained from the Information Manager when you make a FOI request. Please note that minutes of meetings may contain exempt matter that cannot be released. However applicants may still make their request and the Information Manager will make a formal decision as to whether the information can be released.

LISTS & REGISTERS

Information held in registers required by law and other lists or registers relating to the functions of the authority.

- List of registered practitioners*
- The FOI Disclosure Log (can be found at <http://www.dhrs.ky/foi.php>)

*The official list of registered practitioners in the Cayman Islands can be obtained for a fee from the Department of Health Regulatory Services.

FORMS – All forms can be obtained from our website at www.dhrs.ky , or by visiting our office at the Government Administration Building, 133 Elgin Avenue.

MEDICAL and DENTAL COUNCIL (MDC)

New Applicants

1. MDC - Registration Application Form
2. MDC - Registration Guidelines

Renewal / Retention Registration

1. MDC - Registration Renewal Form
2. MDC - Administration Form
3. MDC - Continuing Education Form

NURSING and MIDWIFERY COUNCIL (NMC)

New Applicants

1. NMC - Registration Application Form
2. NMC - Registration Guidelines

Renewal / Retention Registration

1. NMC - Registration Renewal Form
2. NMC - Administration Form
3. NMC - Continuing Education Form

PHARMACY COUNCIL (PC)

New Applicants

1. PC - Registration Application Form
2. PC - Registration Guidelines

Renewal / Retention Registration

1. PC - Registration Renewal Form
2. PC - Administration Form
3. PC - Continuing Education Form

COUNCIL for PROFESSIONS ALLIED with MEDICINE (CPAM)

New Applicants

1. CPAM - Registration Application Form
2. CPAM - Registration Guidelines

Renewal / Retention Registration

1. CPAM - Registration Renewal Form
2. CPAM - Administration Form
3. CPAM - Continuing Education Form

HEALTH INSURANCE COMMISSION FORMS

Complaint Intake Form

Information and Communications Technology (“ICT”) Authority’s Publication Scheme

Produced in accordance with the Deputy Governor’s Code of Practice

CONTENTS:

1. About the publication scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information

1. About the publication scheme

Every public authority covered by the *Freedom of Information Law, 2007* (“FOI Law”) has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the ICT Authority to making information available to the public as part of its normal business activities.

The ICT Authority will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

One exemption of particular relevance to the ICT Authority and its Licensees is that covering commercially sensitive information. The ICT Authority handles commercially sensitive information in accordance with the *Information & Communications Technology Authority (Confidentiality) Regulations* ("the Confidentiality Regulations"). These Regulations state that any person submitting information to the Authority may request that such information be designated "confidential" provided it is accompanied by:

- a. a written justification for the claim of confidentiality; and,
- b. either a redacted copy of the document, or a statement as to the existence and general nature of the document, for placing on the public record.

The ICT Authority itself, or any third party, may challenge the claim of confidentiality. The originator is given the opportunity to further justify its claim of confidentiality, and then the ICT Authority makes a determination in accordance with the Regulations.

Unless the ICT Authority considers such a claim for confidentiality is justified, the Authority may - and normally will - make the information publicly available by publishing it on its web site or providing copies to parties who request them.

It is the ICT Authority's understanding that, following the introduction of the FOI Law, information provided to the ICT Authority under a confidentiality claim made in accordance with the Confidentiality Regulations will continue to be handled in accordance with those Regulations. As before, information for which no such claim is justified will be liable to disclosure and now will also be subject to the FOI Law. It should be noted that the FOI Law and the Confidentiality Regulations are very similar, and that both include a "public interest" test. Perhaps the biggest difference is that under the Confidentiality Regulations the ultimate decision on whether or not information should be disclosed is made by the Board of the ICT Authority whilst under the FOI Law it is made by the Information Commissioner.

In addition, the ICT Authority will generally not publish:

- information in draft form;
- information that is not held by the ICT Authority, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, wherever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the ICT Authority's (or another organisation's) commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Most of our documents are published electronically on our website at www.icta.ky and can be downloaded in various formats. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at www.icta.ky. If you are still having trouble locating information listed under our scheme, please contact our Information Manager, Dr Russell Richardson, at 946-4282 or foi@icta.ky.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi@icta.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call our Information Manager, Dr Russell Richardson, on 946-4282 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Dr Russell Richardson
General Counsel and Head of Licensing and Compliance
PO Box 2502
3rd Floor, Alissta Towers
85 North Sound Road
Grand Cayman KY1-1104
Cayman Islands

Tel: +1 345 945 4282
Fax: +1 345 945 8284

Email: foi@icta.ky

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact our Information Manager, Dr Russell Richardson, on 946-4282.

The ICT Authority will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or non-discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the ICT Authority is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The ICT Authority strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; Letter size or Legal size only) and \$1.50 per page (colour; Letter size or Legal size only).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The ICT Authority will pass on to the requester the actual costs of postage or courier delivery.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the ICT Authority has received your payment.

5. Requests for information outside the publication scheme

Information held by the ICT Authority that is not published under this scheme can be requested from our Information Manager whose details are given in Section 3 above. Your request will be considered in accordance with the provisions of the FOI Law.

6. Complaints

The ICT Authority aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact our Information Manager, and we will try to resolve your complaint as quickly as possible.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response. The Information Commissioner's details are"

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman
PO Box 1357,
Grand Cayman KY1-1108,
CAYMAN ISLANDS

Telephone: +1 345 747 5402
email: info@infocomm.ky

7. Categories of information

The Authority has already published over 1,000 documents on its web site (www.icta.ky); too many to list in this publication scheme. An alphabetical index, menus and a search engine are provided on-line. Anyone without Internet access may seek the assistance of the Authority's staff during normal working hours. The main categories of information are summarized below:

- A. About Us
- B. Policy
- C. Organisation
- D. Personnel
- E. Financial Management
- F. Development and Strategy
- G. Legislation
- H. Licensees
- I. Operations
- J. Public Registers

A. ABOUT US

Name of public authority

Information and Communications Technology Authority ("ICT Authority")

Minister

The Board of the ICT Authority reports to the Legislative Assembly through the Minister of District Administration, Works & Gender Affairs (DAW&GA).

Principle officer

David Archbold
Managing Director
PO Box 2502
3rd Floor, Alissta Towers
85 North Sound Road
Grand Cayman KY1-1104
Cayman Islands

Tel: +1 345 945 4282
Fax: +1 345 945 8284

Information manager

Dr Russell Richardson
General Counsel and Head of Licensing and Compliance
PO Box 2502
3rd Floor, Alissta Towers
85 North Sound Road
Grand Cayman KY1-1104
Cayman Islands

Tel: +1 345 945 4282
Fax: +1 345 945 8284
Email: foi@icta.ky

Organisation and functions

The ICT Authority is an independent statutory Authority which was created by the *Information & Communications Technology (ICT) Authority Law* on 17th May 2002 (“ICTA Law”) and is responsible for the regulation and licensing of Telecommunications, Broadcasting, and all forms of radio which includes ship, aircraft, mobile and amateur radio. The ICT Authority conducts the administration and management of the .ky domain, and also has a number of responsibilities under the *Electronic Transactions Law 2000*.

With the enactment of the ICTA Law, the Cayman Islands became one of the first countries in the world to officially recognise the convergence of telephony, radio and broadcasting, the Internet and e-business.

Location and hours

Information and Communications Technology Authority
PO Box 2502
3rd Floor, Alissta Towers
85 North Sound Road
Grand Cayman KY1-1104

CAYMAN ISLANDS

Tel: [345] 946-ICTA (4282)

Fax:[345] 945-8284

Email:

General Enquiries:

info@icta.ky

Ship, Aircraft and Misc Licensing Matters:

licensing@icta.ky

Contributions to Public Consultations:

consultations@icta.ky

Business Hours:

8.30am to 5pm, Monday to Friday

Board of Directors

ICT Authority Board members are appointed by the Governor in Cabinet and hold their office for not less than 3 years.

The Board of Directors is responsible for the policy and general administration of the affairs and business of the ICT Authority.

The current Board of Directors was appointed on 8th October 2012 and consists of:

- | | | |
|---|-----------------------------|---------------------|
| • | Mr. George Berry | - Director |
| • | Mr. Alexander Bodden | - Director |
| • | Mr. Lyndhurst Bodden | - Director |
| • | Mr. Dale Crighton | - Chairperson |
| • | Dr. Joseph Jackman | - Director |
| • | Mrs. Pearlina McGaw-Lumsden | - Director |
| • | Mr. Christopher Narborough | - Director |
| • | Mr. John Thompson | - Director |
| • | Mr Paul Tibbetts | - Director |
| • | Mr David Archbold | - Managing Director |

Frequently asked questions

The ICT Authority has published a list of Frequently Asked Questions about the regulation of the ICT Sector (and their answers) on its web site at www.icta.ky/da_faqs.php.

B. POLICY

The policy for the ICT Authority, relationships with Government, International Organisations and other jurisdictions. This topic includes:

- Directives to ICTA
- Hazard Management
- Correspondence with CI Government
- Correspondence with Regional and International ICT organisations
- Information on ICT Regulation in other jurisdictions

C. ORGANISATION

Office accommodation, office equipment, press releases, establishment, office miscellaneous. This topic includes:

- Establishment
- Accommodation
- Office Equipment
- File Index
- Press Releases
- Misc. Boards & Committees
- Office Miscellaneous

D. PERSONNEL

Personnel policy, recruitment, staff files, pensions, and training. This information is not available on-line but may be requested in accordance with the FOI Law. Topics include:

- Policy
- Job Descriptions
- Recruitment
- Pensions
- Work Permits
- Routine Correspondence
- Courses and Seminars
- Temp Staff & Consultants
- Staff Files

E. FINANCIAL MANAGEMENT

Documents relating to the administration of the authority's monetary resources – including projected and actual income, including:

- Accounts Policy
- Asset Register
- Audit
- Bank
- Budgets
- Accounting Forms
- Financial Statements
- Government reporting
- Insurance
- Invoices
- Licence Fees
- Pensions

- Purchases
- Spectrum Fees
- Suppliers

F. DEVELOPMENT AND STRATEGY

Research, development and statements of regulatory policy matters, including:

- Numbering
- Customs Duty Waiver
- Emergency Services 911
- Forms and Licences
- Information Security
- Internet Café Policy
- License Fees
- Disaster Communications
- Regulatory Structure
- Tech Standards & Certifications
- Access
- Testing
- Accounting Separation
- Bypass
- Payment Gateway
- Imputation Tests
- Directives
- Licensing General
- Ebusiness
- Price Caps
- Quality of Service
- Directories

G. LEGISLATION

Laws, Regulations, drafting instructions organised as follows:

- Data Protection
- Freedom of Information
- Hansard
- ICTA Law
- ICTA Regulations
- Intellectual Property Rights
- Notice Under s23(2) ICTA Law
- Other Cayman Laws
- Process Rules
- Public Authorities Bill
- Tobacco & Liquor Advertising

- Legal Opinions

H. LICENSEES

Matters between the ICT Authority and a single licensee, licence documents and amendments, including:

- Applicants & Potential Licensees
- Archives of ex-Licensees and Applicants
- All current Licensees

I. OPERATIONS

The ICT Authority's day-to-day regulatory matters, complaints, fixed licences, ky domain, Board decisions, compliance, including:

- Complaints - General Public
- Complaints - Licensees
- Compliance
- Fixed Licences
- FAC Model
- ICT Decisions
- ICTA Board
- Interconnection
- KY Domain
- Public Consultations
- Spectrum Management
- Statistics and Financial Reports
- Type Approvals

J. PUBLIC REGISTERS

In addition to the above, the ICT Authority publishes the following Registers on its web site:

- Licence Applications
- Licences Issued
- Number Ranges allocated to Licensees
- Spectrum Allocations and Assignments

Public Library Service Publication Scheme
Produced in accordance with the Deputy Governor's Code of Practice

CONTENTS:

1. About the publication scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
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The publication scheme lists the information which is readily available to the public.

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- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;

- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The Public Library Service will generally not publish:

- information in draft form;
- information that is not held by the Public Library Service, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Public Library Service's (or another organization's) commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

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Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at www.cipl.gov.ky. If you are still having trouble locating information listed under our scheme, please contact our Information Manager on 949 - 7659 or email foi.lib@gov.ky.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.lib@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call the Information Manager on 949-7659 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

PO Box 1172

Grand Cayman

KY1-1102

Cayman Islands

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in

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Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact our Information Manager at 949-7659 or email foi.lib@gov.ky.

The Public Library Service will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Public Library Service is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Public Library Service strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of 25 cents per page.

Postage costs

The Public Library Service will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Public Library Service has received your payment.

5. Requests for information outside the publication scheme

Information held by the Public Library Service that is not published under this scheme can be requested in writing (see www.cipl.gov.ky, 'Making a Request'). Your request will be considered in accordance with the provisions of the FOI Law.

6. Complaints

The Public Library Service aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact our Information Manager on 949-7659 or email foi.lib@gov.ky, and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from www.cipl.gov.ky, Complaints, and Right of Appeal for complaints regarding FOI requests.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building C
George Town, Grand Cayman

PO Box 1375,
Grand Cayman KY1-1108,
CAYMAN ISLANDS

Telephone: +1 345 747 5402
email: appeals@ico.gov.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Name of public authority

Public Library Service

Ministry

Ministry of Education, Training and Employment

Key staff – Ministry of Education, Training and Employment

Ms Mary Rodrigues

Chief Officer

Tel: 244 - 2417

Key Staff – Public Library Service

Ms K.C. Williams-Cockfield

Director

Public Library Service

Tel: 244 - 6659

Ms. Juliet Lawson

Youth/Reference Librarian

Public Library Service

Tel: 244 - 6105

Information manager

Dothlyn McFarlane

dothlyn.mcfarlane@gov.ky

Tel: 949 - 7659

Visit the Freedom of Information website at www.foi.gov.ky

Organisation and functions

As a primary community destination, the Cayman Islands Public Library Service is committed to enriching the lives of and empowering every person in our community through the provision of services, programmes and resources in all formats to encourage and promote lifelong learning, literacy, the joy of reading and local culture within the population of the Cayman Islands.

Scope of Activities

- Provision of traditional and technological resources and materials that are easily accessible through the lending and reference services at all public library locations in the Cayman Islands
- Provision of services, programmes and workshops available to all members of the community
- Supporting and participating in literacy, cultural activities and community programmes
- Creating and strengthening reading habits in children from an early age
- Providing a gateway service to information in all formats for the community
- Provision of service points for the homebound, physically challenged and the disadvantaged

Mailing address

PO Box 1172

Grand Cayman

KY1-1102

Cayman Islands

Telephone number

949 5159

Fax number

946 5015

Email address

foi.lib@gov.ky

Website address

www.cipl.gov.ky

Location and hours	Matters handled
George Town Library 68 Edward Street George Town 949-5159	Item circulation Membership Reference/Information

Monday - Friday 10:00 AM - 6:00 PM Saturday 10:00 AM - 2:00 PM Sunday Closed	Programmes and outreach Collection development Library information and technology Library automation system development General/limited HR
West Bay Library 182 Rev Blackman Road West Bay 949-7659 Monday - Friday 10:00 AM - 6:00 PM Saturday 10:00 AM - 2:00 PM Sunday Closed	Item circulation Membership Reference/Information Programmes and outreach Collection development Library information and technology
Bodden Town Library 69 Bodden Town Road Bodden Town 947-0966 Monday - Thursday 10:00 AM - 1:00 PM, 2:00 PM - 6:00 PM Saturday 10:00 AM - 2:00 PM Friday and Sunday Closed	Item circulation Membership Reference/Information Programmes and outreach Collection development Library information and technology
North Side Library 891 North Side Road North Side 947-9362 Monday and Thursday 10:00 AM - 1:00 PM, 2:00 PM - 5:00 PM Tuesday and Wednesday 10:00 AM - 1:00 PM, 2:00 PM - 6:00 PM Saturday 9:00 AM - 1:00 PM Friday and Sunday Closed	Item circulation Membership Reference/Information Programmes and outreach Collection development Library information and technology
East End Library 2739 Sea View Road East End 947-7729 Monday - Thursday 10:00 AM - 1:00 PM, 2:00 PM - 6:00 PM Saturday 9:00 AM - 1:00 PM Friday and Sunday Closed	Item circulation Membership Reference/Information Programmes and outreach Collection development Library information and technology
Cayman Brac Library 263B Stake Bay Road Cayman Brac	Item circulation

948-0472 Monday and Thursday 9:00 AM - 12:00 PM, 2:00 PM - 6:00 PM Tuesday 9:00 AM - 12:00 PM, 1:00 PM - 4:00 PM Wednesday 9:00 AM - 12:00 PM, 1:00 PM - 5:00 PM Saturday 10:00 AM - 1:00 PM Friday and Sunday Closed	Membership Reference/Information Programmes and outreach Collection development Library information and technology
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Frequently asked questions

Who can join the library?

Anyone living in the Cayman Islands can join the library.

How do I join the library?

Fill out the membership form and take it to your local library with identification showing you will be resident in the Cayman Islands for at least six months.

How old do you have to be to join the library?

You can join the library from any age.

How much does it cost to join the library?

For adults the cost is \$2 per year, and for children there is no charge.

How many books can I borrow from the library?

Once you have received your library card, you can borrow ten (10) items at a time.

How long can I borrow books for?

You can borrow books for up to three weeks. Your books will each be stamped with a return date, so you know when the books are due to be returned to the library.

What if I need the books for longer?

You can renew your books once for another three weeks, unless they have been reserved by another patron.

Can I use my CIPL membership card at any library?

Yes, once you have your own library card, it can be used at any library in the Cayman Islands.

Can I return my books to any library, even if I borrowed them from a different library?

Please return your books to the branch that you borrowed them from. The Library service appreciates the prompt return of all stock to the library from which it was borrowed as this ensures other patrons have access to titles as soon as they are returned.

Do you have any other materials besides books?

Yes, CIPL stocks books on cassette tape and CD. We also have magazines, newspapers, DVDs, and videos. Holdings will vary in the branch libraries.

Is there a library service available on the Sister Islands?

There is a Public Library in Cayman Brac. Residents of Little Cayman are entitled to register to borrow books by mail. This is a free service. Books by Mail borrowers can be sent a maximum of five books at a time. Postal irregularities are taken into account when assessing fines.

Does the library have IT facilities?

All libraries have IT facilities, but these do vary. Please call your local library to find out what they have to offer.

What are the fines for books returned late?

Overdue items accrue fines daily as follows:

- Adult materials : 10 cents per day
- Maximum fine: \$2.00

- Juvenile materials: 5 cents per day
- Maximum fine \$2.00

Can I use the photocopier at the library?

There is a black and white photocopier at each CIPL. A member of staff will do your copying for you at a charge of 25c per sheet.

Does the library run programmes for adults and children?

Yes, there is a regular calendar of events and activities taking place in all districts. Programmes are designed to be of interest to adults and children of all ages. Please see local newspapers and check your local library for information of forthcoming events and programmes.

Volunteers

If you are interested in volunteering for the Library Service, please talk to a member of staff at your local library, or call 949 5159.

STRATEGIC MANAGEMENT

Governance

Administrative functions provide general support to our main service and activities. Administrative functions are common to all government entities and are governed by the same legislation across government departments. The laws which govern the Public Library Service can be viewed at GT Library or at www.gazettes.gov.ky. The laws which apply to the Public Library Service are listed below-

- Public Library Law (1998 revision)
- Public Service Management Law
- Freedom of Information Law
- National Archive and Public Records Law
- Public Holidays Law
- Public Management and Finance Law
- Public Service Pensions Law
- Labour Law
- Immigration Law

Corporate management

The Public Library Service plans its work and services in accordance with the functions and direction of the Ministry of Education, Training, and Employment. Annual reports may be viewed at George Town Public Library. Please contact our Information Manager at 949 7659 or by email at foi.lib@gov.ky.

FINANCE & ADMINISTRATION

Financial management

The following documents relate to the Public Library Service's financial management. These are available at George Town Public Library. To view, please contact our Information Manager on 949 76 or email at foi.lib@gov.ky.

- Annual budget

Administration

The following documents relate to the Public Library Service's management of other administrative functions. These are available at George Town Public Library. To view, please contact our Information Manager on 949 7659 or email at foi.lib@gov.ky.

- Organisational chart
- Job descriptions
- Job vacancies
- Pay and grading structures
- Press releases
- Records management file (in progress)

POLICIES & PROCEDURES

The following documents relate to the Public Library Service's policies and procedures for carrying out its services and functions. These are available at George Town Public Library. To view, please contact our Information Manager on 949 7659 or email at foi.lib@gov.ky.

- Complaints Handling procedure
- Circulation policy (draft)
- Collection Development policy (draft)
- Computer and Internet Use policy (draft)
- Donations Policy (draft)
- CIPL rules and Regulations policy (draft)
- Use of Conference Room policy
- Opening and Closing Procedures
- George Town Parking regulations

DECISIONS & RECOMMENDATIONS

The following documents relate to the Public Library Service's decision making processes and recommendations. These are available at George Town Public Library. To view, please contact our Information Manager on 949 7659 or email at foi.lib@gov.ky.

- Minutes and notes of meetings

LISTS & REGISTERS

The following lists are available at George Town Public Library. To view, please contact our Information Manager on 949 7659 or email at foi.lib@gov.ky.

- Asset register

OUR SERVICES

The Public Library Service is a vital community destination providing library and information services to all residents of the Cayman Islands, for recreation, education, life long learning and personal development. There are 6 branches of the service providing different levels of the same core service. The main Public Library is located in George Town, the rest are located in West Bay, Bodden Town, East End, North Side and Cayman Brac.

The Public Library Service continually strives to provide its patrons high quality materials and resources, as well supporting community cohesion through an ongoing calendar of outreach activities and programmes for all ages. The following documents support these functions and are available at George Town Public Library. To view, please contact our Information Manager on 949 7659 or email at foi.lib@gov.ky.

- Guide to Library Services
- CIPL membership form
- CIPL institutional membership form
- Welcome To Your Library (draft)
- Making the Most of George Town Library (draft)
- Monthly branch reports
- Circulation statistics
- Visitor statistics
- Booklists
- Summer Reading Programme support information
- Teen Read Week support information
- Library newsletters
- Press releases
- Play Read Learn Programme support information
- Cayman Reads support information



Cayman Islands National Museum

Publication Scheme

Produced in accordance with the Chief Secretary's Code of Practice

CONTENTS:

1. About the Publication Scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information
 - About Us
 - Strategic Management
 - Finance & Administration
 - Policies & Procedures
 - Decisions & Recommendations
 - Lists & Registers
 - Our Services

1. About the Publication Scheme

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the National Museum to making information available to the public as part of its normal business activities.

The National Museum will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;

- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The National Museum will generally not publish:

- information in draft form;
- information that is not held by the National Museum, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the National Museum's (or another organisation's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at www.museum.ky. If you are still having trouble locating information listed under our scheme, please contact Mr. Doss Solomon, Manager of Operations, National Museum at dosssolomon@museum.ky.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at info@museum.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call 345-949-8368 Ext. 2022 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

National Museum
Attn: Information Manager
P.O. Box 2189
Grand Cayman KY1-1502

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Doss Solomon at 949-8368 or dosssolomon@museum.ky

The National Museum will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the National Museum is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The National Museum strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The National Museum will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the National Museum has received your payment.

5. Requests for information outside the Publication Scheme

Information held by the National Museum that is not published under this scheme can be requested in writing. Your request will be considered in accordance with the provisions of the FOI Law.

6. Complaints

The National Museum aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact the Director of the National Museum and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from visiting our website: www.museum.ky under the heading Document Library.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman
PO Box 1375
Grand Cayman KY1-1108
CAYMAN ISLANDS

Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

The National Museum is dedicated to the preservation, research and dissemination of all aspects of the Caymanian heritage

Ministry

Ministry of Health, Environment, Youth, Sports & Culture

Principle Officer

Dr. Peggy Leshikar-Denton, Director

Information Manager

Doss Solomon

Information Manager Designate:

Beckie Seymour Carrazana

Organisation and functions

The Cayman Islands National Museum celebrates the unique natural and cultural heritage of our three Islands. Through our dynamic programmes, exhibits, and collections, we nurture a living connection with the nation's past and its future quality of life.

National Museum Mailing Address:

P.O. Box 2189
Grand Cayman KY 1-1105
CAYMAN ISLANDS

Telephone: 345.949.8368

Facsimile: 345.949.0309

Email address: info@museum.ky

Website address: www.museum.ky

Location and hours	Matters handled
National Museum #3 South Church Street Grand Cayman, Cayman Islands Mon. - Fri. 9:00 a.m. to 5:00 p.m. Every Saturday of each month 10:00 a.m. to 2:00 p.m.	<i>The Museum's exhibits and Gift Shop open to the public.</i>
National Museum Administrative Offices #22 Pasadora Place Grand Cayman, Cayman Islands Mon. – Fri. 8:30 a.m. to 5:00 p.m.	<i>All administrative matters.</i>

Boards and Committees

Board of Control & Trustees	Meetings	Minutes
Chairman – Jeana Ebanks Deputy Chairman - Omar Mclean Treasurer – Taron Jackman Member - Berna Cummings Member - Zeta Bodden Member - Gene DaCosta Secretary -Darlene Glidden Ministry Rep. - Joel Francis	Quarterly at National Museums Administrative Offices	<i>refer to section 3: Methods of access</i>

STRATEGIC MANAGEMENT

Administering the authority's operations at the organisational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources.

Governance

- Museum Law 1979

Corporate management

- Audit reports on overall operations or major projects
- Hurricane Preparedness and Disaster Recovery

- Annual Budget

FINANCE & ADMINISTRATION

Administering the authority's internal functions and managing its resources efficiently and effectively. Includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies.

Financial management

- Annual Budget Purchase Agreement

Administration

- Press releases
- Job vacancies; career opportunities

POLICIES & PROCEDURES

- National Museum Staff Handbook
- Hurricane Preparedness Manual
- Collections Policy

LISTS & REGISTERS

See section 3 regarding access to the following;

- Collections Register
- Asset register
- FOI disclosure log

OUR SERVICES

The Cayman Islands National Museum is dedicated to the preservation, research and dissemination of all aspects of the Caymanian heritage.

This is facilitated through memberships, donations and sponsorships. For more information go to: <http://www.museum.ky>

Electricity Regulatory Authority of the Cayman Islands
2013 Publication Scheme

*Produced in accordance with the Deputy Governor's Code of Practice
(11th November 2009)*

CONTENTS:

1. About the publication scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information

1. ABOUT THE PUBLICATION SCHEME

Every public authority covered by the *Freedom of Information Law (2007)* has a legal obligation to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Publication schemes are intended to encourage authorities to proactively publish information and to develop a culture of openness and participation.

The Electricity Regulatory Authority of the Cayman Islands (ERA) publication scheme lists information which is readily available to the public. It is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the ERA to making information available to the public as part of its normal business activities.

The ERA will:

- Specify the information it holds;
- Proactively publish and routinely make available information which falls within the categories below;
- Describe the methods by which specific information is made available so that it can be easily identified and accessed by members of the public;
- List any fees charged for access to information described in the publication scheme;
- Publish and make information available in accordance with the methods and fees stated in this scheme;
- Make the ERA publication scheme available to the public;
- Regularly review and update the information within the ERA publication scheme

Electricity Regulatory Authority of the Cayman Islands
2013 Publication Scheme

2. INFORMATION THAT MAY BE WITHHELD

The ERA will not publish the following information:

- Information in draft form;
- Information that is not held by the ERA or information which has been disposed of in accordance with a legally authorized disposal schedule;
- Information that is not readily-available (e.g. information that is contained in files that have been placed in archive storage or is otherwise difficult to access); or
- Information which is exempt under the *Freedom of Information Law (2007)* or otherwise protected from disclosure (e.g. personal information or commercially sensitive information as defined under the Law in Part III Section 21 as well as records containing exempt matter to be published in a redacted¹ form whenever it is practical to do so)

In maintaining the ERA Publication Scheme it is the aim of the ERA to be as transparent as possible. However, there may be circumstances where information will be withheld from one of the categories of information (listed in Section 7). Information will only be withheld where the *Freedom of Information Law (2007)* expressly permits it (e.g. where disclosure would breach the law of confidentiality; infringes personal privacy; harms the commercial interests of the ERA or an entity whose confidential information the ERA is entrusted with; or endangers the protection of the environment)

Whenever ERA information is withheld the Information Manager will inform you and explain why the information cannot be released. Even when information is withheld it may be possible to provide a redacted copy, at a fee, with the exempt matter edited out.

If you believe the ERA has withheld information inappropriately, please refer to Section 6 of this document.

3. METHODS OF ACCESS

Information available within the ERA Publication Scheme is accessible to the public through the methods described below.

Online

ERA information is available electronically on the ERA website at <http://www.caymanera.ky> and can be downloaded in PDF format. Please email foi.era@gov.ky or telephone the Information Manager at (+1) (345) 949-8372 if you have difficulty accessing this information.

¹ A copy of the record with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.



Electricity Regulatory Authority of the Cayman Islands
2013 Publication Scheme

Email

If information is listed in the ERA Publication Scheme but is not published on the website, the ERA may be able to send it to you by email. You can email the ERA in English at foi.era@gov.ky to request information. Please provide a telephone number so that the Information Manager can telephone you to clarify details if necessary.

Telephone

Documents listed in the ERA Publication Scheme can also be requested by telephone. Please telephone the Information Manager at (+1) 345 949-8372 to obtain copies of a document.

Mail

Information listed in the ERA Publication Scheme may be available in hard copy. Requests for hard copies of information in English may be addressed to:

Information Manager
Electricity Regulatory Authority of the Cayman Islands
P.O. Box 10189
Grand Cayman KY1-1002
CAYMAN ISLANDS

In your request, please provide your name and address and full details of the information or documents you wish to receive. You may also provide a telephone number or email address so that the ERA can contact you quickly to clarify details if necessary. For faster processing, please also include any applicable fee (see Section 4). Any fee submitted via mail should be in the form of a Bank Draft in Cayman Islands Dollars.

Personal visits to ERA Offices

You may be required to make an appointment to view information listed in the ERA Publication Scheme during normal business hours (Monday through Friday - 8:30 a.m. to 5:00 p.m.). Appointments to view information may be made by contacting the Information Manager by email at foi.era@gov.ky or by telephone (+1) (345) 949-8372.

Advice and assistance

If you experience any difficulty identifying information you wish to access, please contact the Information Manager by email at foi.era@gov.ky or by telephone (+1) (345) 949-8372. The ERA will adhere to its obligations under Section 10 of the *Freedom of Information Law (2007)* and any requirements relating to disability or discrimination when providing information in accordance with this publication scheme. Access to guidance on adhering to the *Freedom of Information Law (2007)* can be obtained at www.foi.gov.ky

Electricity Regulatory Authority of the Cayman Islands
2013 Publication Scheme

The ERA will provide information in the language in which it is held or in such other language that is legally required, at a fee (see Section 4).

4. FEES AND CHARGES

The purpose of the ERA Publication Scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The ERA strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information requested which is published online or sent to you via e-mail will be provided free of charge.

Fees may be charged for providing information in paper copy or via computer disc or for translation into a language other than English. Charges will reflect the actual costs of reproduction, postage and translation as described below.

There are no publications that the ERA offers for sale. Copies of relevant laws are available for purchase from the Laws Section of the Legislative Assembly and can be attained as follows:

Physical Address: Laws Section
 Legislative Assembly Building
 33 Fort Street
 George Town, Grand Cayman

Mailing Address: Laws Section
 P.O. Box 890
 Grand Cayman KY1-1103
 CAYMAN ISLANDS

Telephone: (+1) (345) 949-4236

Please see further details on access to copies of the relevant laws in Section 7 under the title "Governance of the ERA".

Reproduction Fees

Where fees apply, photocopied information will be charged at a standard rate of CI\$1.00 per page (black and white; any size) and CI\$1.50 per page (colour; any size). Computer discs will be charged at a rate of CI\$25.00 per disc.

Postage Fees

The ERA will pass on to the person requesting the information the actual costs of postage or courier delivery.



Electricity Regulatory Authority of the Cayman Islands
2013 Publication Scheme

Details of any individual charges which differ from the above are provided in Section 7.

If a fee applies, you will be advised in writing of the amount and how it has been calculated. The information will be provided once the ERA has received payment.

Redaction Fees

The ERA may be able to provide redacted copies of information that would otherwise be withheld in accordance with the *Freedom of Information Law (2007)*. ERA Management reserves the right to determine whether or not resources are available to provide redacted copies of information at the time of the request.

A fee of CI\$50 per page will be charged for redacting services.

5. REQUESTS FOR INFORMATION OUTSIDE THE PUBLICATION SCHEME

Information held by the ERA that is not published within the ERA Publication Scheme can be requested in writing. Requests will be considered and handled in accordance with the provisions of the *Freedom of Information Law (2007)* and accompanying Regulations.

Requests must be submitted in writing (i.e. letter, e-mail or facsimile or via an FOI Application Form). This form can be downloaded at www.foi.gov.ky or a printed copy of this form can be collected from ERA Offices during normal business hours.

Requests for records from the ERA made under the provisions of the *Freedom of Information Law (2007)* should be addressed in writing to the Information Manager and can be submitted as follows:

Physical Address: Electricity Regulatory Authority of the Cayman Islands
Suite 14, Grand Pavilion Commercial Centre
West Bay Road, Grand Cayman

Mailing Address: Information Manager
Electricity Regulatory Authority of the Cayman Islands
P.O. Box 10189
Grand Cayman KY1-1002
CAYMAN ISLANDS

E-mail: foi.era@gov.ky

When making a request under the provisions of the *Freedom of Information Law (2007)* please be specific about the information you are requesting. A daytime contact telephone number should be included in your request.

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In your written request you must to state the following:

- Whether you wish to inspect or view the information; or
- In which format you wish to receive a copy of the information (e.g. photocopy, compact disc, transcript); and
- The number of copies required for each record

More information detailing how to request information under the terms of the *Freedom of Information Law (2007)* can be found in the pamphlet "*Your guide to the Freedom of Information Law 2007 Cayman Islands*" published by the Cayman Islands Freedom of Information Unit. This pamphlet is available from all Government agencies in the Cayman Islands.

Additional information is available on the ERA website at www.caymanera.ky/freedom-of-information.

6. COMPLAINTS

The ERA does not pursue anonymous complaints or complaints made by telephone.

The ERA aims to make its publication scheme easy to use and accessible to the public. If you wish to make a complaint about any aspect of the ERA Publication Scheme, please contact the Information Manager in writing via the following:

Physical Address: Electricity Regulatory Authority of the Cayman Islands
Suite 14, Grand Pavilion Commercial Centre
West Bay Road, Grand Cayman

Mailing address: Information Manager
Electricity Regulatory Authority of the Cayman Islands
P.O. Box 10189
Grand Cayman KY1-1002
CAYMAN ISLANDS

E-mail: foi.era@gov.ky

Further information about complaints procedures and access to the "ERA Complaint Form" is available on the ERA website at www.caymanera.ky/complaints. Printed copies of the "ERA Complaints Procedure" and of the "ERA Complaint Form" are also available for collection from the ERA Offices during normal business hours.

You have legal rights to access information under the ERA Publication Scheme and a right to complain to the Information Commissioner if you are dissatisfied with the response you receive from the ERA or the outcome of an internal review carried out by the ERA.

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Contacting the Information Commissioner's Office

If you are dissatisfied with the internal review of an ERA decision, or an internal review was not available, you can seek an appeal from the Information Commissioner.

The contact details for the Information Commissioner's Office are as follows:

Physical address: 2nd Floor, Elizabethan Square, Building 1,
George Town, Grand Cayman

Mailing address: Information Commissioner
PO Box 1375
Grand Cayman KY1-1108
CAYMAN ISLANDS

Telephone: (+1) (345) 747-5402

E-mail: appeals@ico.gov.ky

More information on your Right of Appeal can be found on the ERA website at www.caymanera.ky/freedom-of-information.

7. CATEGORIES OF INFORMATION

The ERA maintains the following categories of information:

- a. About Us
 - Establishment of the ERA
 - Mission Statement of the ERA
 - Functions of the ERA
 - Organization of the ERA
 - Board and Committees of the ERA
 - Governance of the ERA
- b. Classes of Information Held by the ERA
 - ERA Operational Records
 - ERA Administrative Records
- c. Policies and Procedures of the ERA
- d. Decisions and Recommendations of the ERA
- e. ERA Lists and Registers
- f. Services of the ERA
- g. Frequently asked questions submitted to the ERA

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a. About Us

The ERA is a statutory authority of the Government of the Cayman Islands and operates under the Ministry of District Administration, Works, Lands and Agriculture (DAWLA). A Board of Directors, appointed by the Governor in Cabinet of the Cayman Islands, directs the work of the ERA.

Establishment of the ERA

The ERA was formed by the passing of the Electricity Regulatory Authority Law, 2005, in the Legislative Assembly on the 2nd of March, 2005. This Law was published with Gazette No. 7 dated 4th April, 2005. It was revised on the 12th of July 2005 with the issue of the Electricity Regulatory Authority Law (2005 Revision) and further revised with the issue of the Electricity Regulatory Authority Law (2008 Revision) which was published with Gazette No. 13 dated 23rd June 2008. A further revision of the Electricity Regulatory Authority Law was published in Supplement No. 9 with Gazette No. 22 dated 25th October, 2010 as the *Electricity Regulatory Authority Law (2010 Revision)*.

Mission Statement of the ERA

"The Electricity Regulatory Authority (ERA) will protect the rights of electricity consumers in the Cayman Islands to ensure that they receive dependable power supply at the lowest possible cost."

"The ERA is committed to the development of electricity from renewable resources to reduce the dependence of the Cayman Islands on diesel fuel."

"The ERA, in consultation with other agencies, will promote the development of environmental and efficiency standards for electricity industry licensees in the Cayman Islands."

Functions of the Electricity Regulatory Authority

The principal functions of the ERA are defined under Section 9(2) of the *Electricity Regulatory Authority Law (2010 Revision)*.

The ERA is committed to protecting the rights of electricity consumers in the Cayman Islands, and, under Section 9(5) of the *Electricity Regulatory Authority Law (2010 Revision)*, the Authority shall have regard to the need to develop, permit and promote the use of renewable or alternative forms of energy by consumers so as to reduce the load on any Transmission and Distribution system. The ERA has the power under Section 9(6) of the ERA Law to establish environmental standards and to ensure that licensees comply with planning standards; and take effective measures to comply with safety and environmental standards.

The ERA issued two new licenses for the generation and transmission and distribution of electricity on Grand Cayman to Caribbean Utilities Company, Ltd (CUC) in April 2008. Copies of both licenses are available on the ERA website at <http://www.caymanera.ky>.

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The Government of the Cayman Islands issued an exclusive licence to Cayman Brac Power and Light Company Limited (CBP&L) for the generation and transmission and distribution of electricity on Cayman Brac and Little Cayman. The Licence was awarded in December 2003.

CUC and CBP&L are both subject to the regulations of the *Electricity Regulatory Authority Law (2010 Revision)*. The ERA regulates both utilities.

To gain further understanding of ERA functions, visit the ERA website at <http://www.caymanera.ky>.

Organization of the ERA

The following full-time staff members conduct the day-to-day business of the ERA, as outlined in the *Electricity Regulatory Authority Law (2010 Revision)*:

Managing Director	Mr. Joseph Ebanks
Deputy Managing Director	Mr. Louis Boucher
Analyst	Mr. Jason Abraham

All personnel matters affecting ERA staff are dealt with under the terms of the *Public Service Management Law (2011 Revision)*. A hard copy of this law is available from the Laws Section of the Legislative Assembly at a cost of CI\$9.60 per copy. An electronic copy of this law is available from the Cayman Islands Government Gazettes website www.gazettes.gov.ky.

Board and Committees of the ERA

In accordance with the Electricity Regulatory (Amendment) Law (2009 revision), the Governor-in-Cabinet appointed the following persons to the Electricity Regulatory Authority Board to hold office from November 6, 2012 until November 6, 2015:

Ms. Sherri Bodden-Cowan	Chairperson
Mr. Miguel Barcelo	Member
Mr. Gene Dacosta	Member
Mr. Gavin Dixon	Member
Ms. Shelley Dovale	Member
Ms. Dara Flowers	Member
Mr. Michael Herland	Member
Mr. Samuel Young	Member
Mr. Derrick Tibbetts	Member

A representative of the Ministry of DAWLA and the Managing Director of the ERA also sit on the ERA Board as Ex Officio members.

Technical and Legal Committees will be appointed at the first meeting of the newly appointed Board. An overview of participating Directors, the frequency of meetings and the availability of

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information for the public pertaining to the ERA Board and its Technical and Legal Committees is listed below.

Participating Directors	Frequency of Meetings	Meeting Minutes
<u>ERA Board of Directors</u> Ms. Sherri Bodden-Cowan Mr. Miguel Barcelo Mr. Gene Dacosta Mr. Gavin Dixon Ms. Shelley Dovale Ms. Dara Flowers Mr. Michael Herland Mr. Samuel Young Mr. Derrick Tibbetts	-Meetings of the ERA Board of Directors are held at least once a quarter at an agreed location in Grand Cayman. -Meetings of the ERA Board of Directors are not open to the public.	-Minutes of the meetings are not available online at www.caymanera.ky . -Application may be made to the ERA Information Manager, in writing, for hard copies of the minutes.
<u>ERA Technical Committee</u> TBD	-Meetings of the ERA Technical Committee are generally held on a monthly basis at an agreed location in Grand Cayman. -Meetings of the Technical Committee are not open to the public.	-Minutes of Technical Committee Meetings are not available on-line. -Application may be made to the ERA Information Manager, in writing, for hard copies of the minutes.
<u>ERA Legal Committee</u> TBD	-Meetings of the ERA Legal Committee are held when necessary at an agreed location in Grand Cayman. -Meetings of the ERA Legal Committee are not open to the public.	-Minutes of the ERA Legal Committee Meetings are not available on-line. -Application may be made to the ERA Information Manager, in writing, for hard copies of the minutes.

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Governance of the ERA

The *Electricity Regulatory Authority Law (2010 Revision)* defines the responsibilities of the ERA (and its Licensees) and guides regulation for the generation and transmission and distribution of electricity in the Cayman Islands.

The ERA is also bound by the laws and regulations of all Statutory Authorities and Government Agencies in the Cayman Islands. The ERA and its Board of Directors strive to ensure all ERA decisions are made within the legal framework of the Cayman Islands and do not usurp the authority of another public agency.

The following table highlights laws and regulations under which the ERA is compliant:

Cayman Islands' Laws	Availability of Hard Copy	Availability of Electronic Copy
Electricity Regulatory Authority Law (2010 Revision)	Laws Section of the Legislative Assembly (CI\$14.40 per copy)	www.caymanera.ky (free of charge)
Electricity Law (2008 Revision)	Laws Section of the Legislative Assembly (CI\$7.20 per copy)	www.caymanera.ky (free of charge)
Freedom of Information Law, 2007	Laws Section of the Legislative Assembly (CI\$6.40 per copy)	www.foi.gov.ky (free of charge)
Freedom of Information (General) Regulations, 2008	Laws Section of the Legislative Assembly (CI\$4.80 per copy)	www.foi.gov.ky (free of charge)
National Archive and Public Records Law (2010 Revision)	Laws Section of the Legislative Assembly (CI\$4.00 per copy)	www.gazettes.gov.ky (free of charge)
National Archive and Public Records Regulations, 2007	Laws Section of the Legislative Assembly (CI\$2.40 per copy)	www.gazettes.gov.ky (free of charge)
The Public Management and Finance Law (2010 Revision)	Laws Section of the Legislative Assembly (CI\$14.40 per copy)	www.cimoney.com.ky (free of charge)

b. Classes of Information Held by the ERA

The ERA has grouped its classes of information into two broad categories which reflect the major areas of function for the ERA: operational records and administrative records.

Operational Records

The main operational functions of the ERA are to license and regulate the generation and transmission and distribution of electricity by its two Licensees: Caribbean Utilities Company, Ltd. (CUC) and Cayman Brac Power and Light Company Limited (CBP&L). Another important function for the ERA, in accordance with Sections 9(2)(e)(iii) and 9(2)(q) is promote the use of renewable or alternative energy from its Licensees, Consumers and potential licensees.

The ERA manages operational records under the following headings:

- Advising;



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- Complaints related to Electricity Providers Licensed by the ERA;
- Dispute Resolution;
- Enforcement;
- Granting Licenses;
- Guidance;
- Monitoring of Existing Licenses;
- Policy;
- Promoting the use of Renewables;
- Research and Development;
- Tendering.

Written requests for access to ERA operational records held under the headings listed above may be made to the Information Manager as follows:

Physical Address: Electricity Regulatory Authority of the Cayman Islands
Suite 14, Grand Pavilion Commercial Centre
West Bay Road, Grand Cayman

Mailing address: Information Manager
Electricity Regulatory Authority of the Cayman Islands
P.O. Box 10189
Grand Cayman KY1-1002
CAYMAN ISLANDS

E-mail: foi.era@gov.ky

Administrative Records

The ERA manages administrative records under the following headings:

- Financial Management
- Human Resources Management
- Information Management
- Secretariat Support
- Strategic Management

Financial Management

The financial management records managed by the ERA deal with the following: administering ERA monetary resources; managing funds allocated through Cabinet-purchased outputs; regulatory fees and other revenues; establishing internal controls and procedures for financial management; operating accounting systems; financial planning; and budget management.

ERA financial management records are organized under the activities listed in the table below.

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Activity	Record Series
Accounting	
	Accounts payable
	Accounts receivable
	Banking
	Ledgers and Journals
	Financial Secretary
	Revenue Collection

Activity	Record Series
Acquisition	
	Asset Management
	Asset Register
	Depreciation Schedules
	Computer Services
Auditing	
	Audited Financial Statements 2005, 2006, 2007, 2008, 2009, 2010 and 2011 and related correspondence
Budgeting	
	Budget 2006/7
	Budget 2007/ 8
	Budget 2008/9
	Budget 2009/10
	Budget 2010/11
	Budget 2011/12
	Ownership and Purchase Agreements signed with Cabinet for 2005, 2006, 2007, 2008, 2009, 2010 and 2011
Funds Administration	
	Equity Investments
Policy	
	Financial Management Policies
	Financial Management Procedures
Remuneration	
	Payroll
	Health Insurance
	Pensions
Reporting	
	Monthly FM Reports
	Annual FM exports



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Annual ERA audited financial statements are available on the ERA website at www.caymanera.ky/era-accounts.

Written requests for access to ERA financial management records held under the headings listed above may be made to the Information Manager as follows:

Physical Address: Electricity Regulatory Authority of the Cayman Islands
Suite 14, Grand Pavilion Commercial Centre
West Bay Road, Grand Cayman

Mailing address: Information Manager
Electricity Regulatory Authority of the Cayman Islands
P.O. Box 10189
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Human Resources

ERA human resources records related to recruitment, personnel, performance management and training are organized under the activities listed in the table below.

Activity	Record Series
Development and Training	
	Internal Training
	External Training
Performance Management	
	Agreement and Assessment
Planning	
	HR Plans
Policies and Procedures	
	HR Policies
	HR Procedures
Recruitment	
	Recruitment Exercises
Staff Administration	
	Staff Personnel Files

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Written requests for access to ERA human resources records held under the headings listed above may be made to the Information Manager as follows:

Physical Address: Electricity Regulatory Authority of the Cayman Islands
Suite 14, Grand Pavilion Commercial Centre
West Bay Road, Grand Cayman

Mailing address: Information Manager
Electricity Regulatory Authority of the Cayman Islands
P.O. Box 10189
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CAYMAN ISLANDS

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Information Management

Records held by the ERA under information management cover the following items:

- Administering the ERA's information resources and systems;
- Procuring and implementing systems for managing business information;
- Maintaining and disposing of software or hardware;
- Creating or acquiring, storing and disposing of information resources;
- Providing reference services and handling Freedom of Information requests;
- Developing policies, tools and procedures for managing information
- Administering communications with the Government and the public;
- Contributing to formal inquiries or investigations;
- Developing public relations via community events, the media and official functions;
- Designing and producing publications in any media format; and
- ERA website

ERA information management records are organized under the activities listed in the table below.

Activity	Record Series
Communications	
	Press Releases
	Promotional information about the ERA
	ERA Website
	Gazetted hard copy Publication Scheme
	CI Gazettes re the ERA

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Activity	Record Series
Handling FOI Requests	
	Implementation guidance
	Correspondence with the FOI Unit
	Requests for Information
	Disclosure Log
	Requests for FOI data from the Ministry
	Communication with the FOI Information Commissioner's Office
Records Management	
	File Plan
	Disposal Schedules
	Electronic Records Management
	Storage of Records

Written requests for access to ERA information management records held under the headings listed above may be made to the Information Manager as follows:

Physical Address: Electricity Regulatory Authority of the Cayman Islands
Suite 14, Grand Pavilion Commercial Centre
West Bay Road, Grand Cayman

Mailing address: Information Manager
Electricity Regulatory Authority of the Cayman Islands
P.O. Box 10189
Grand Cayman KY1-1002
CAYMAN ISLANDS

E-mail: foi.era@gov.ky

Secretariat Support

Records held by the ERA under secretariat support include any administrative functions (or services provided) by the ERA to its Board of Directors (including appointment of members, terms of reference, proceedings, agendas and the taking of minutes). The ERA also holds records pertaining to secretariat support for the National Energy Policy Committee (NEPC).

ERA secretariat support records are organized under the activities listed in the table below.

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Activity	Record Series
Advising	
	The Governor in Cabinet
	ERA Board of Directors
	ERA Technical Committee
	ERA Legal Committee
	Government Agencies
	Inquiries from the public
Arrangements	
	Meetings
	Accommodation
	Catering
	Travel
	Insurance
Establishment	
	ERA Board of Directors
	ERA Technical Committee
	ERA Legal Committee
	The National Energy Policy Committee
Proceedings	
	ERA Board of Directors Meetings
	ERA Technical Committee Meetings
	ERA Legal Committee Meetings The National Energy Policy Committee Meetings

Written requests for access to ERA secretariat support records held under the headings listed above may be made to the Information Manager as follows:

Physical Address: Electricity Regulatory Authority of the Cayman Islands
Suite 14, Grand Pavilion Commercial Centre
West Bay Road, Grand Cayman

Mailing address: Information Manager
Electricity Regulatory Authority of the Cayman Islands
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Strategic Management

Records held by the ERA under strategic management cover the following:

- Administering the ERA's operations at the organizational level;
- Developing business plans and policy (setting long-term goals and objectives);
- Evaluating the ERA's overall performance and progress towards established targets;
- Managing the improvement of business processes and service delivery;
- Preparing and revising laws and other regulatory instruments that affect ERA functions and responsibilities;
- Obtaining legal advice from external sources;
- Executive support, internal policy development, planning and annual reporting activities;
- Obtaining advice from consultants

ERA strategic management records are organized under the activities listed in the table below.

Activity	Record Series
Assessment	
	HOD Reports to Ministry
Complaints	
	Complaints Procedure re complaints about the ERA
Hazard Management	
	Hazard Management Plan
Planning	
	Obtaining Legal Advice
	Portfolio and HOD Meetings
	Obtaining Advice from Consultants
	Setting short, medium and long term goals

Written requests for access to ERA strategic management records held under the headings listed above may be made to the Information Manager as follows:

Physical Address: Electricity Regulatory Authority of the Cayman Islands
Suite 14, Grand Pavilion Commercial Centre
West Bay Road, Grand Cayman

Mailing address: Information Manager
Electricity Regulatory Authority of the Cayman Islands
P.O. Box 10189
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CAYMAN ISLANDS

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c. Policies and Procedures of the ERA

The ERA has the following written procedures for carrying out its responsibilities and functions:

- Complaints Procedure – the ERA has a complaints-handling procedure in accordance with recommendations from the Office of the Complaints Commissioner. The complaints handling procedure is available on the ERA website at www.caymanera.ky/complaints.
- Human Resources Policies and Procedures – The ERA has implemented human resources policies and procedures in accordance with guidelines put forth by the Portfolio of the Civil Service. For more information visit the document library at www.pocs.gov.ky.
- Records Management Policy – The ERA has implemented a records management policy in accordance with the Chief Secretary's Code of Practice on Record Management, the *National Archive and Public Records Law (2010 Revision)* and the *Freedom of Information Law, 2007*.
- Records Disposal Schedule – The ERA abides by a records retention policy in accordance with the regulations issued by the Cayman Islands National Archive. For more information on the regulations being followed by the ERA for the disposal of records, visit the document library at www.cina.gov.ky.

d. Decisions and Recommendations of the ERA

All ERA proposals, recommendations, resolutions and decisions are recorded in the meeting minutes for each gathering of the ERA Board of Directors, the ERA Technical Committee and the ERA Legal Committee. Minutes of the ERA Board Meetings and meetings of the ERA Technical and Legal Committees are not available online.

Written requests for hard copies of ERA meeting minutes may be made to the Information Manager as follows:

Physical Address: Electricity Regulatory Authority of the Cayman Islands
Suite 14, Grand Pavilion Commercial Centre
West Bay Road, Grand Cayman

Mailing address: Information Manager
Electricity Regulatory Authority of the Cayman Islands
P.O. Box 10189
Grand Cayman KY1-1002
CAYMAN ISLANDS

E-mail: foi.era@gov.ky



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e. ERA Lists and Registers

The ERA maintains an “Assets Register”, “Register of Directors and Officers” and a “Freedom of Information Disclosure Log”. The “Register of Directors and Officers” is available on the ERA website at www.caymanera.ky/about-us. In compliance with the implementation guidelines of the Freedom of Information Unit, the ERA maintains an up-to-date “Freedom of Information Disclosure Log” on the ERA website at www.caymanera.ky/freedom-of-information.

Written requests for hard copies of these documents may be made to the Information Manager as follows:

Physical Address: Electricity Regulatory Authority of the Cayman Islands
Suite 14, Grand Pavilion Commercial Centre
West Bay Road, Grand Cayman

Mailing address: Information Manager
Electricity Regulatory Authority of the Cayman Islands
P.O. Box 10189
Grand Cayman KY1-1002
CAYMAN ISLANDS

E-mail: foi.era@gov.ky

f. Services of the ERA

The principal functions of the ERA are defined under Section 9(2) of the *Electricity Regulatory Authority Law (2010 Revision)*. Most notably, the ERA licences and regulates two electrical utilities in the Cayman Islands: Caribbean Utilities Company, Ltd. (CUC) and Cayman Brac Power and Light Company Limited (CBP&L).

The ERA is committed to protecting the rights of electricity Consumers in the Cayman Islands, and, under Section 9(5) of the *Electricity Regulatory Authority Law (2010 Revision)*, the Authority shall have regard to the need to develop, permit and promote the use of renewable or alternative forms of energy by consumers so as to reduce the load on any Transmission and Distribution system. The ERA has the power under Section 9(6) of the ERA Law to establish environmental standards and to ensure that licensees comply with planning standards; and take effective measures to comply with safety and environmental standards.

The ERA is funded from two sources:

1. Regulatory Fees which are based on half of one percent of the gross revenues of the Grand Cayman Transmission and Distribution Licensee, CUC. Consumers are billed on a monthly basis as defined in the Transmission and Distribution Licence. Regulatory fees are paid quarterly to the ERA.

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2. Fees billed to Cabinet for outputs provided in accordance with the purchase agreement signed with Cabinet. These are listed in the Cayman Islands' Government budgets for each year. The fees billed to Cabinet for the 2012-13 Government Budget can be accessed on-line at http://www.bmu.gov.ky/files/file_127.pdf (see p. 319).

g. Frequently Asked Questions Submitted to the ERA

Frequently asked questions are generally from companies and individuals requesting information on how they might become licensees to generate electricity in the Cayman Islands. Responses to such questions would refer the company or individual to the relevant section of the *Electricity Regulatory Authority Law (2010 Revision)* and any applicable information published on the ERA website at <http://www.caymanera.ky>.



Governor's Office

Publication Schemes

Produced in accordance with the Deputy Governor's Code of Practice on Publishing

CONTENTS:

1. About the Publication Scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information
 - About Us
 - Strategic Management
 - Finance & Administration
 - Policies & Procedures
 - Decisions & Recommendations
 - Lists & Registers
 - Our Services

1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public.

The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Governor's Office to making information available to the public as part of its normal business activities.

The Governor's Office will:

- specify the information held by the authority, which falls within the seven (7) categories below;

- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The Governor's Office will generally not publish:

- information in draft form;
- information that is not held by the Governor's Office or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure could prejudice security, defence or international relations; violate the confidentiality of information given by a foreign government or international organization; the opinions, advice or recommendations prepared for Cabinet and records of consultations or deliberations of Cabinet; or documents that belong to the Government of the United Kingdom.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can visit our website at www.ukincayman.fco.gov.uk and select the search facility. If you are still having trouble locating information listed under our scheme, please contact Tom Hines, Governor's Office Information Manager at foi.gov@gov.ky or +1 345 244 2434.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.gov@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call +1 345 244 2434 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Tom Hines, Information Manager, Governor's Office, Suite 101, Government Administration Building, Grand Cayman KY1-9000, Cayman Islands.

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary.

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Tom Hines, Governor's Office Information Manager at foi.gov@gov.ky or +1 345 244 2434.

The Governor's Office will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Governor's Office is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Governor's Office strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, sent to you by email or in any other format that the information is held in will be provided free of charge.

Please note that the Governor's Office predominantly holds paper files and some electronic files. We do not keep audio or visual records.

All information provided as a result of a Freedom of Information request will be given free of charge.

5. Requests for information outside the Publication Scheme

If you want to make a request from the Governor's Office, you should initially look at the document library and the disclosure log to see if the information that you seek has already been published.

If you wish to make a request for information then you should contact the Information Manager or submit a request on-line at the [FOI Unit website](#).

Requests must be in writing (letter, email or fax) and must include your name and an address (either postal or email). Please be as specific as possible about the information you would like, as this will help us to respond promptly. Where possible, please include a contact telephone number so that we can call to discuss your request if necessary.

We will respond to all requests promptly. The Law requires public authorities to respond within 30 calendar days, allowing an extension of an additional 30 calendar days if needed. We will always acknowledge receipt of FOI requests made to us and we will let you know if we need to extend the deadline. For detailed advice on what sorts of information is exempt please see the [FOI Unit website](#).

6. Complaints

The Governor's Office aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Tom Hines, Governor's Office Information Manager at foi.gov@gov.ky or +1 345 244 2434, and we will try to resolve your complaint as quickly as possible.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 1375,
Grand Cayman KY1-1108,
CAYMAN ISLANDS
Telephone: +1 345 747 5402
email: *appeals@ico.gov.ky*

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Name of public authority

Governor's Office, Suite 101, Government Administration Building, Grand Cayman KY1-9000, Cayman Islands. T: + 1 345 244 2434, F: +1 345 945 4131.

Ministry

N/A

Principle officer [or Key staff]

Head of Governor's Office, Steve Moore, Steve.Moore@fco.gov.uk, +1 345 244 2425

Information Manager

Staff Officer, Tom Hines, Tom.Hines@fco.gov.uk, + 1 345 244 2434

Organisation and functions

The Governor's Office supports the Governor in the performance of his functions as Her Majesty's representative in the Cayman Islands.

Location and hours	Matters handled
Governor's Office Suite 101 Government Administration Building Grand Cayman KY1-9000 Cayman Islands. T: +1 345 244 2434 F: +1 345 945 4131 Information Manager: Tom Hines Opening Hours: Monday to Friday, 8.30-5	The Governor's Office hold classes of information corresponding with the Governor's constitutional responsibility and oversight of: - law & order, including the police. - good governance. - the civil service and the judiciary. - external affairs. The Governor provides strategic policy direction of these areas with most of the work being carried out, and documentation originated, elsewhere within the Cayman Islands Government system, such as in the Portfolio of Internal & External

	<p>Affairs, the RCIPS or the Portfolio of the Civil Service. A proportion of the information held relates to the contractual or disciplinary situations surrounding individuals and cannot be released under FOI. Other classes of information relate to the work done liaising between the UK and the Cayman Islands where documents either originate within the UK Government (and are covered by the UK 's FOI legislation) or within the Cayman Islands Government.</p> <p>The Governor's Office also holds information relating to budget, the administration and management of Government House, and the functions that are hosted there by the Governor for the people of the Cayman Islands .</p>
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Boards and committees

Name	Meetings	Minutes
None		

Frequently asked questions

A Policy Guide for Government House is in draft form and will be finalised shortly. This document will contain a list of frequently asked questions which will be published at www.ukincayman.fco.gov.uk

The FCO publish a list of FAQs on its FOI pages at www.fco.gov.uk

STRATEGIC MANAGEMENT

The Governor's Office is administered by the Governor who is answerable to the Secretary of State for Foreign and Commonwealth Affairs in the United Kingdom.

Key strategic goals and objectives for the Governor's Office [as agreed by the Governor with the FCO] cover areas of security and defence, good governance, managing contingent liabilities and ensuring international obligations are met, all taking into account the needs and situation of the Cayman Islands.

Governance

Local laws and regulations that the Governor's Office adheres to include:

- National Archive and Public Records Law 2007
- Freedom of Information Law 2007
- Freedom of Information Regulations 2008
- Public Management and Finance Law (2005 Revision) and (Regulations 2007 Revision)
- Public Service Management Law (2007 Revision) and Personnel Regulations (2006 Revision)
- Immigration Law (2006 Revision) and Regulations
- Health Insurance Law (2005 Revision) and Regulations (2005 Revision)
- National Pensions Law (2000 Revision) and Regulations

- Cayman Islands Constitution Order 2009
- Emergency Powers Law, (1997 Revision)
- Governor (Vesting of Lands) Law
- Consular Relations Law (1997 Revision)

* Copies can be obtained upon request from the Information Manager.

**We are also governed by many other laws and regulations imposed by the UK Government.

Corporate management

The records that can be found in the Governor's Office include:

- Corporate plans
- Annual reports (FCO as a whole)
- Audit reports on overall operations or major projects
- Risk management assessments
- Business Continuity Plans – Plans for business continuity, hazard management and disaster recovery.
- Specific subject files: Criminal Justice, Hazard Management, Finance, Tourism, Environment, Community, Governance, Project work, Constitution and Specific Issues.

* Copies can be obtained upon request from Information Manager

** Please note that some of the files and records kept by the Governor's Office are the property of the government of the United Kingdom and are covered by UK FOI legislation.

FINANCE & ADMINISTRATION

Administering the authority's internal functions and managing its resources efficiently and effectively. Includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies.

Financial management

- Finance and Accounting
- Annual Budget
- Financial statements; Half-yearly / quarterly reports
- Accounting procedures; Contracting procedures

* Copies can be obtained upon request from Information Manager

** Please note that some of the files and records kept by the Governor's Office are the property of the government of the United Kingdom and are covered by UK FOI legislation.

***The FCO publishes a full set of annual accounts at www.fco.gov.uk

Administration

- Press releases
- Job vacancies; career opportunities
- Scholarship programmes
- Records management file plan or classification scheme

- Training
- Health & Safety
- Information Technology
- Human Resources

* Copies can be obtained upon request from Information Manager

** Please note that some of the files and records kept by the Governor's Office are the property of the government of the United Kingdom and are covered by UK FOI legislation.

POLICIES & PROCEDURES

Further information on policies, procedures and other work undertaken by the Governor's Office can be found at www.ukincayman.fco.gov.uk

DECISIONS & RECOMMENDATIONS

- Minutes of meetings
- Evaluation procedures
- Assessment criteria

*Copies can be obtained upon request from Information Manager

LISTS & REGISTERS

- FOI Disclosure Log

*Copies can be obtained upon request from Information Manager

OUR SERVICES

A full list of services provided as well as further information on the role of the Governor and the Governor's Office can be found on our website at www.ukincayman.fco.gov.uk

This includes:

- Project and programme work
- Honours
- Passport applications
- Visa applications
- Consular services (what we can and cannot do).
- Scholarship programmes



Royal Cayman Islands Police Service 2013 Publication Scheme Produced in accordance with the Deputy Governor's Code of Practice

CONTENTS:

1. About the publication scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information

1. About the publication scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Royal Cayman Islands Police Service ("RCIPS") to making information available to the public as part of its normal business activities.

The RCIPS will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;

- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The RCIPS will generally not publish:

- information in draft form;
- information that is not held by the RCIPS, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the RCIPS's (or another organization's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

Persons' conviction records living or dead are personal information and shall not be released pursuant to Section 23 (1) of the Freedom of Information Law, 2007. However, persons' applying for their police records for visas/waivers, passports or for employment must complete the prescribed form, provide identification, such as their driver's license or passport and pay the prescribe fee of CI\$10.00.

Persons' finger prints, palm prints, footprints, or other physical specimens of any person convicted of any offence punishable by imprisonment, or in lawful custody for any offence punishable by imprisonment, whether such persons have been convicted of such offence or not shall not be released pursuant to Section 23 (1) of the Freedom of Information Law, 2007.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on the RCIPS' website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at <http://www.rcips.ky>. If you are still having trouble locating information listed under our scheme, please contact Information Manager, Mr. Raymond Christian at foi.pol@gov.ky or raymond.christian@gov.ky.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.pol@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call Mr. Raymond Christian at (345)526-2538.

Post

All information listed in the publication scheme will usually be available in hard copy.

Requests may be addressed to:

Mr. Raymond Christian
Information Manager
RCIPS Head Quarters
4th Floor, Elizabethan Square
George Town
P.O. Box 909
Grand Cayman KY1-1103
CAYMAN ISLANDS

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Mr. Raymond Christian at 526-2538

The RCIPS will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the RCIPS is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The RCIPS strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The RCIPS will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the RCIPS has received your payment.

5. Requests for information outside the publication scheme

If you wish to make a request for information you should contact the Information Manager or submit a completed application form either via email to foi.pol@gov.ky or by post or hand delivered to any police building.

Requests must be in writing (letter, email or facsimile) and must include your name and an address (either postal or e-mail). Please be as specific as possible about the information you would like, as this will help us to respond promptly. Where possible, please include a contact telephone number so we can call to discuss your request if necessary.

We will respond to your request promptly. The Law requires public authorities to respond within 30 calendar days, allowing an extension of an additional 30 calendar days if needed. We will always acknowledge receipt of FOI requests made to the above address and we will let you know if we need to extend the deadline.

Information held by the RCIPS that is not published under this scheme can be requested in writing. Your request will be considered in accordance with the provisions of the FOI Law.

For more information on "making a request" information can be obtained from: http://www.rcips.ky/foi_making_a_request.htm.

6. Complaints

The RCIPS aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please write or contact Mr. Raymond Christian at (345)526-2538, and he will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from http://www.rcips.ky/professional_standards.htm.

If you do not have access to the internet, you may collect a copy of our Complaints & Discipline Procedures from our Professional Standards Unit at the Windjammer Plaza, Unit 6, 2nd Floor, Walkers Road, George Town between the hours of 8:30 AM and 5:00 PM – Monday to Friday.

RCIPS is proud to deliver the highest possible service to the community. For us there is no greater priority. We understand that if we are going to learn from experience and find ways to be even better, we need to listen and respond to the needs and views of members of the public.

Generally there are two types of complaints; complaints about our staff and complaints about our policies and procedures.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, BODDEN HOUSE
George Town, Grand Cayman

PO Box 10727,
Grand Cayman KY1-1007,
CAYMAN ISLANDS

Telephone: +1 345 747 5402
email: appeals@ico.gov.ky

7. Categories of information

- About Us
- Strategic Management
- Corporate & Business Services
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Name of public authority

Royal Cayman Islands Police Service ("RCIPS")

Ministry

Portfolio of Internal & External Affairs

Chief officer

Mr. Eric Bush

Portfolio of Internal & External Affairs

Cayman Islands Government

5th Floor, Government Administration Building

133 Elgin Avenue

Grand Cayman KY1 - 9000

CAYMAN ISLANDS

Name and Title of Head

Mr. David Baines, Commissioner of Police
RCIPS Head Quarters
80 Shedden Road
4th Floor, Elizabethan Square
AMERIGO HOUSE
P.O. Box 909, Grand Cayman KY1-1103
CAYMAN ISLANDS

Information Manager

Mr. Raymond Christian
Information Manager
RCIPS Head Quarters
80 Shedden Road
4th Floor, Elizabethan Square
AMERIGO HOUSE
P.O. Box 909
Grand Cayman KY1 - 1103
CAYMAN ISLANDS
Tel. #'s: 526-2538
244-2905 (desk)
e-mail: Raymond.christian@gov.ky
FOI e-mail: foi.pol@gov.ky
web: <http://www.rcips.ky>

Organisation and functions

The purpose of the Royal Cayman Islands Police Service is to uphold the law fairly and firmly; to prevent and detect crime; to pursue and bring to justice those who break the law; to keep the peace and to protect, help and reassure the community with integrity, sound judgment and common sense.

We shall achieve this by focusing on performance, working with our partners, recognizing diversity and human rights and by being compassionate, courteous and patient in our work. We must be professional, calm and restrained when faced with violence, applying only such reasonable force as is necessary to accomplish our lawful duty. We will act with integrity, flexibility and commitment. We will strive to reduce the fears of the public and respond to well-founded criticism with a willingness to learn and change.

P.O. Box 909
Grand Cayman KY1- 1103
CAYMAN ISLANDS
Tel. #: (345)949-4222
Fax: (345)946-2418
web: <http://www.rcips.ky>

Location and hours	Matters handled
<i>Corporate & Business Services</i> 80 Shedden Road 4 th Floor, AMERIGO HOUSE, Elizabethan Square George Town 8:30 am – 5:00pm Monday – Friday	- <i>Firearms & Security Licensing</i> - <i>Training</i> - <i>Professional Standards Unit</i> - <i>Business Manager</i> - <i>Estates Manager</i> - <i>Fleet Manager</i> - <i>FOI</i> - <i>HR</i> - <i>Finance</i> - <i>Stores</i> - <i>IT</i> - <i>Media</i>
<i>Security & Firearms Licensing Unit</i> 461 Windjammer Plaza, Unit 6, 2 nd Floor, Walkers Road, George Town	- Licensing of security guards & security companies, inspection of security premises, vetting of security guards - Renewal of firearms licences, vetting of new applicants, inspect firearm premises, maintaining a data base of all firearm users
<i>Training & Development Unit</i> 23 Lime Tree Bay Avenue	- Training RCIPS' staff - Tutor Unit

Bldg 6 - Units 101, 102, 103, 104 8:00am – 4:00pm	<ul style="list-style-type: none"> - Write Exam papers for promotions - Prepare Entrance exams for new enlistments
Professional Standards Unit 461 Windjammer Plaza, Unit 6, 2 nd Floor, Walkers Road, George Town 8:30 am – 5:00pm Monday - Friday	Complaints about police officers Complaints about policies & procedures
Business Manager 80 Shedden Road 4 th Floor, AMERIGO HOUSE, Elizabethan Square George Town 8:30 am – 5:00pm Monday – Friday	<ul style="list-style-type: none"> - Oversee HR & Finance Departs - Succession Planning - Career development - Promotional policies - Corporate Budget - Fleet - IT
Estates Manager 80 Shedden Road 4 th Floor, AMERIGO HOUSE, Elizabethan Square George Town 8:30 am – 5:00pm Monday – Friday	<ul style="list-style-type: none"> - Maintenance of buildings/compounds - Maintenance of Furniture - Internal Security - Service equipment/uniforms - Leases
RCIPS Finance Department 80 Shedden Road 4 th Floor, AMERIGO HOUSE, Elizabethan Square, George Town 8:30 am – 5:00pm Monday – Friday	<ul style="list-style-type: none"> - RCIPS financial related matters - payables - receivables - payrolls
Stores 80 Shedden Road Unit 109, BODDEN HOUSE, Elizabethan Square, George Town	<ul style="list-style-type: none"> - Ordering Uniforms & equipment - Maintaining & inventory of uniforms & equipment - Distribution of uniforms & equipment - Distribution & posting of mail
IT 461 Windjammer Plaza, Unit 8, 2 nd Floor, Walkers Road, George Town	<ul style="list-style-type: none"> - Ordering computers & peripherals - Installing computers, software & peripherals - Maintaining a log of computers & peripherals - troubleshoot & solve computer/peripheral problems

Media 80 Shedden Road 4 th Floor, Elizabethan Square, AMERIGO HOUSE George Town 8:30 am – 5:00pm Monday – Friday	- Press releases - Arranging RCIPS' events (crime prevention/ Crime Stoppers etc) - Maintaining RCIPS' website
George Town Police Station 69A Elgin Avenue George Town 24 hours – 7 days per week	General police duties CID Scientific Support K-9 Unit Neighbourhood policing Criminal Records Office Crime Desk Uniform Support Group Processing prisoners Managing prisoners
Financial Crime Unit 80 Shedden Road, 3 rd Floor, Elizabethan Square, AMERIGO HOUSE, George Town 8:30am – 5:00pm – Monday - Friday	Investigation of financial related crimes Assist with international enquiries
Joint Intelligence Unit 80 Shedden Road, 3 rd Floor, Elizabethan Square, AMERIGO HOUSE, George Town	Gathering, analyzing and disseminating information on criminal activity within the Cayman Islands
Drugs & Serious Crime Task Force Hirst Road, Savannah Administration – 8:30am – 5:00pm Operational – office hours fluctuates	Investigation of drug related crimes – serious crimes – robberies at commercial premises that involve firearms – proactive firearm investigation
Marine Unit Hirst Road 24 hours 7 days per week	Investigate & prosecute offenders who breach the Marine Conservation Law, border protection, conduct search and rescue operations, deal with illegal immigrants at sea, assist with annual water sports events – drug interdiction –boating safety checks
Traffic Management 24 Agnes Way George Town 24 hours 7 days per week	Investigate traffic collisions Arrest and prosecute traffic violators Direct traffic Assist with road closures during annual festival activities or other

	annual events
West Bay Police Station 242 West Church Street West Bay 24 hours 7 days per week	General police duties CID Neighbourhood policing Processing prisoners Managing prisoners
Bodden Town Police Station 445B Bodden Town Road 24 hours 7 days per week	General police duties CID Neighbourhood policing
East End Police Station 460 Austin Conolly Drive East End 24 hours 7 days per week	General police duties
North Side Police Station 53 Hutland Road North Side 24 hours 7 days per week	General police duties
Cayman Brac Police Station 9 Ivory Lane Creek 24 hours 7 days per week	General police duties
Little Cayman Police Station Spot Bay Road Little Cayman Islands Government 7am – 11pm 7 days per week	General police duties
Contingency Planning Unit 3 rd Floor George Town Police Station 69A Elgin Avenue, George Town	- Writing policies - Emergency planning
Inspectorate & Special Projects RCIPS HQ 04 th Floor, 80 Shedden Road, Elizabethan Square, AMERIGO HOUSE	Inspections within the RCIPS Special projects

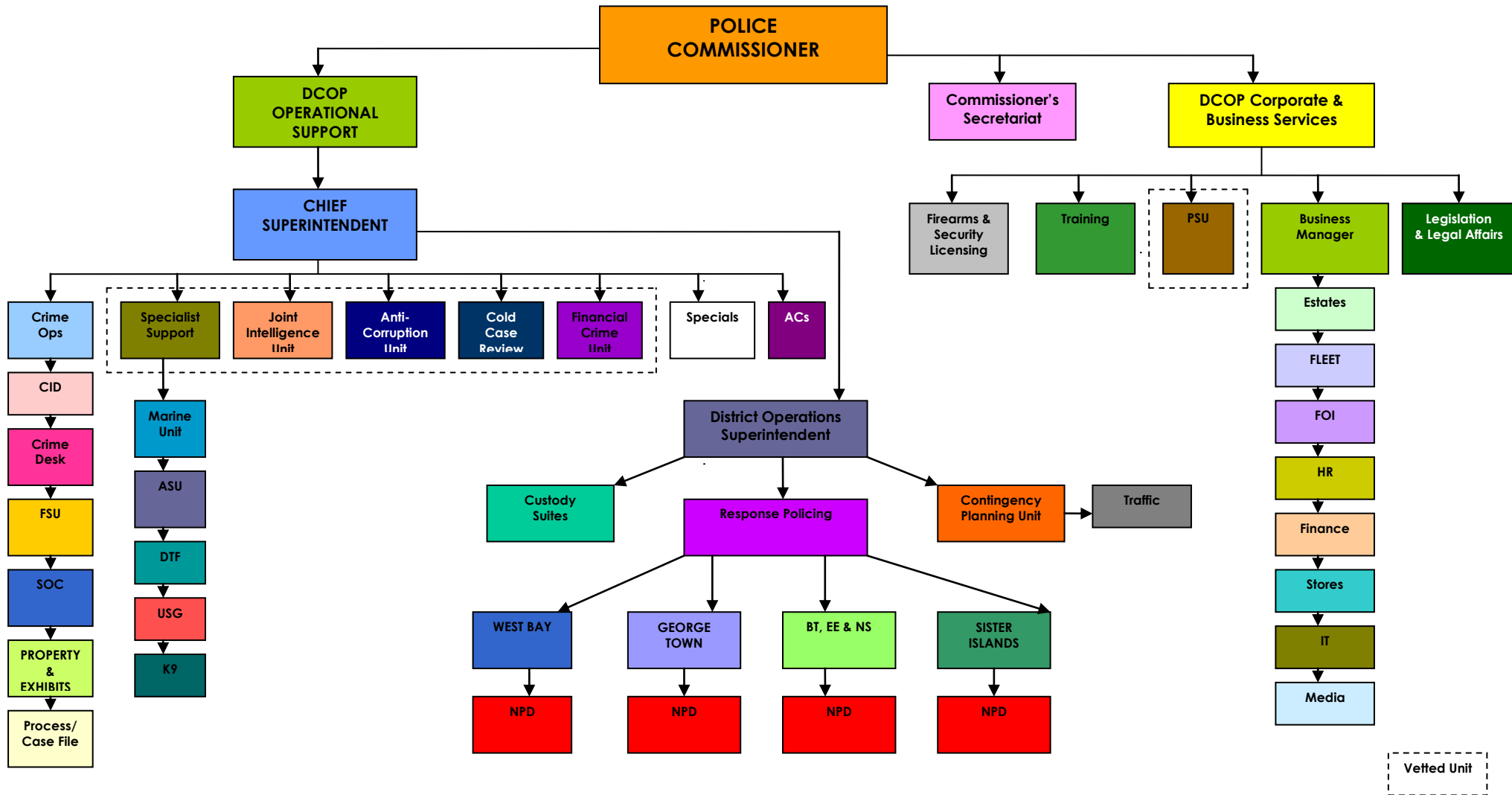
Boards and committees

Name	Meetings	Minutes
<i>GOLD Meetings</i> Commissioner of Police Deputy Commissioners Chief Superintendents Superintendents Media Relations Officer	Meets weekly (Monday – Friday) RCIPS Conference Room – RCIPS Head Quarters Not open to the public	Minutes are not available to the public because they are intelligence related to RCIPS’ strategic operations
<i>Strategic Meeting</i> <i>Commissioner – Chairman</i> <i>Attended by: GOLD team</i>	Meets once per month - Discusses strategic running of RCIPS - Budget - Performance management - Projects - Staffing - Police welfare Not open to public	Not available to the public
Resource Meeting Commissioner – Chairman Attended by: Chief Superintendent & Superintendents	Meets once quarterly - discusses Establishment & strength of Service - Recruitment - Discipline Not open to public	Not available to the public
Diversity Meeting Commissioner – Chairman Attended by: Deputy Commissioners, Chief Superintendent, Superintendents, Business Manager, HR, Head of Training	Meets once quarterly Discusses strategies of diversity issues Not open to the public	Not available to the public
Commanders meeting/Tasking & Co-ordinating Chief Superintendent – Chairman Attended by: District Commanders & Heads of Departments	Meets weekly - Discusses tactical options - Staffing - Tasking - Crime trends -proactive policing Not open to the public	Not available to the public

Firearms Strategy Group Deputy Commissioners – Chairs Attended by: Superintends, Head of USG, Head of JIU	Meets monthly Discusses strategies in relation to firearms Not open to public	Not available to the public
Hurricane Meetings Commissioners or nominees chairs Attended by: officers with specific hurricane roles	Meets bi-weekly six months per year Discusses: security arrangements, sheltering, deployment, roles, equipment, staffing, officers/families' welfare Not open to public	Some information may be available to the public
Officer Safety Committee Chaired by DCP Brougham Attended by CI Inspectors, Sergeants & Constables	Meets once every 3 months RCIPS Conference Room	Minutes are not available to the public because they relate to police tactics, policies & procedures, training & equipment used
National Road Safety Strategy Committee Chaired by the RCIPS Chief Superintendent Attended by: NRA Rep., Dep. Dir. Vehicle & Drivers' Licensing Dept., Cayman Islands Road Safety Advisory Council Rep., PWD Rep., GIS Rep.	Meet bi-weekly Vehicle & Drivers' Licensing Department	Available to the public
Traffic Management Panel Dir. Vehicle & Drivers' – The Commissioner - Licensing Dept. – Managing Dir. NRA – Chief Officer Ministry Responsible for Roads – one member selected from among persons living in Cayman Brac	Meeting location to be determined	Advising the Governor in Cabinet on Road Traffic matters Available to public
Traffic Law review Committee	GAB Once per month	Not available to public

<p>Chaired by Colford Scott or Tristan Hydes</p> <p>Attended by: Dir. of Vehicle licencing or nominee – RCIPS Reps, legal Drafting Rep. – Dep. Dir. DVES</p>		
<p>Growth Progression Committee</p> <p>Chaired by RCIPS Chief Superintendent</p> <p>Attended by: Superintendents, Chief Inspectors & sergeants</p>	<p>Meets bi-weekly</p> <p>RCIPS Headquarters Conference Room</p>	<p>Minutes not available to the public</p> <p>Discuss sensitive matters relating to staffing, budget & equipment</p>
<p>Case File Management Committee</p> <p>Chaired by a Crown Counsel</p> <p>Attended by Chief Inspectors, Sergeants & Constables</p>	<p>Meets Monthly</p> <p>GIS Office</p>	<p>Partly opened to the public</p> <p>E-Services – Traffic Conviction Reports – Insurance Reports – Firearms/Security Licenses – Incident Reports</p>
<p>Police Association Branch Board A</p> <p>Insp. Rudolph Gordon (overall Chairman – President)</p> <p>PS 16 Winsome Prendergast – Chairman – representing officers from Constables to Sergeants</p> <p>Branch Board B</p> <p>CI Malcolm Kay – Chairman – representing Inspectors to Superintendents</p> <p>DS 23 Betty Ann Ebanks – Secretary</p>	<p>Meetings are called when necessary.</p> <p>RCIPS Conference Room – RCIPS Head Quarters</p>	<p>Minutes are not available to the public because the issues discussed relate to internal police operations as it affect officers</p>
<p>Police Welfare</p> <p>Insp. Ian Yearwood – Chairman – Chairman – Sgt Sheryl Stone - Treasury, Assistant Treasury Stacy Ann Stewart</p>	<p>Meet on average twice per week</p> <p>Chairman's office, 2nd Floor GTPS</p> <p>Not open to the public</p>	<p><i>Minutes are not available to the Public because they relate to the personal welfare of Police Officers</i></p>

ORGANIZATIONAL CHART



Frequently asked questions

Age - When can I?

5 Years old

- Must attend school or home education

10 years old

- A person under the age of 10 years is not criminally responsible for any act or omission.
- You can be sent to a place of safety for young juveniles and young offenders at Care Homes and Eagle House

12 years old

- A male person under the age of 12 years is presumed to be incapable of having carnal knowledge

14 years old

- A person under the age of 14 years is not criminally responsible for any act or omission unless it is proved that at the time of doing the act or making the omission he had capacity to know that he ought not do the act or make the omission

16 years old

- Can get married with parents consent
- Can have sexual intercourse
- Can work full time if you have graduated from school
- Can get a learners license to ride a moped
- Can buy tobacco/cigarettes

17 years old

- Can obtain a full license to drive vehicles
- Can be sent to an adult prison

18 years old

- Can buy alcohol
- Can drink in a bar or pub
- Can get married without parents consent
- Can sit on a jury
- Can vote
- Can leave home without parents consent

21 years old

- Can hold a license to sell alcohol

Is there a legal age for a babysitter?

No, there is no legal age for babysitting. It is the responsibility of the parents to use common sense to make a decision. It is worth bearing in mind that a 16-year-old cannot be prosecuted for neglect or ill treatment of a child in their care. The parents, carers, guardians would be charged in that situation. However, anyone 16 or over who has responsibility for a person under that age can be prosecuted.

I know of a bar that is selling alcohol to underage people. What should I do?

Report it to the police at (345)949-4222 or the [Liquor Licensing Board](#) at (345)946-5446 Ext. 5, so they can follow up on the report.

Alcohol

How much alcohol do I need to drink to be over the limit?

The only safe amount of alcohol to have in your blood and drive is **ZERO, NONE!**

Alcohol impairs your judgment and affects your reflexes. The best course of action if you have had a drink is to call a taxi.

I think my child/friend is drinking too much, what can I do?

There are many agencies that can give you advice click [here](#) for more information. The Family Support Unit is staffed with experienced officers who can give advice and guidance discreetly. They can be reached on 946-9185.

Complaints against police

Please visit our dedicated pages on the Professional Standards Unit which gives details about making complaints against police by clicking [here](#).

Is OC spray/pepper spray legal?

No. These goods are prohibited under the [Penal Code](#). Under this law it is an offence to import, manufacture, sell or be in possession of any weapon designed to discharge a noxious gas or liquid, punishable by a fine of ten thousand dollars and/or imprisonment for ten years.

I have been sprayed with OC or pepper spray. Does it have any long-term effects?

The immediate effects of CS Spray are discomfort to the eyes, burning sensation, coughing and tightness in the chest. These symptoms should disappear within fifteen minutes. To aid recovery the best thing to do is stand in fresh air. If symptoms persist you should consult your doctor.

What should I do if I witness a crime?

Witnessing a crime can be extremely traumatic. If you are witnessing a crime or offence being committed, report it immediately or ask someone else to report it while you continue to watch what is happening. If your call is an emergency you should dial [911](#). An emergency is an incident which requires an immediate response.

What should I look for if I witness a crime?

If you are witness to an incident then you will need to describe as much of what took place as you can include those involved and their actions in as much detail as possible. Pay attention to people's height, build, hair colour and any distinguishing markings as well as their clothes. Write down what you saw as soon as you can so you do not forget or get confused later on.

What do the police class as an emergency when I call 911?

Listed below are a few examples of emergencies when it would be necessary to call [911](#). This list is not exhaustive and common sense must prevail.

General circumstances of an incident reported to police when there is likely to be:

- Danger to life
- Use, or immediate threat of use, of violence
- Serious injury to a person and/or serious damage to property

Criminal Conduct:

- The crime is, or likely to be serious and in progress
- An offender has been disturbed at the scene
- An offender has been detained

Road Traffic Collision

- Involved or is likely to involve, serious personal injury, the road is blocked or there is dangerous or excessive build up of traffic.

For more information on "frequently asked questions" more information can be obtained at: <http://www.rcips.ky/faq.htm>

STRATEGIC MANAGEMENT

Administering the authority's operations at the organizational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources.

The vision of the RCIPS is to maintain a peaceful country where communities and visitors feel safe and secure.

Our objective is to uphold the law fairly and firmly; to prevent and detect crime; to pursue and bring to justice those who break the law; to keep the peace and to protect, help and reassure the community with integrity, sound judgment and common sense.

We shall achieve our mission by focusing on performance, working with our partners, recognizing diversity and human rights and by being compassionate, courteous and patient in our work. We must be professional, calm and restrained when faced with violence, applying only such reasonable force as is necessary to accomplish our lawful duty. We will act with integrity, flexibility and commitment. We will strive to reduce the fears of the public and respond to well-founded criticism with a willingness to learn and change.

Governance

- Animals Law (2011 Revision)
- Animals (Disposal) Regulations, 1997
- Animals (Restriction on Riding) Order (1996 Revision)
- Animals (Prohibited Dogs) (Amendment) Regulations (2011)
- Animals (Exportation, Importation, Protection and Control) Regulations (2004 Revision)
- Anti-Corruption Law, 2008 (law 11 of 2008)
- Bail Law (2007 revision)
- Banks & Trust Companies Law (2009 Revision)
- Banks & Trust Companies (Licence Applications and Fees) Regulations (2011)
- Banks and Trust Companies (Designation) Order (97 Revision)
- Children Law 2003 (Law 4 of 2003)
- Companies (Amendment) Law (2011 Revision)
- Companies (Forms) Rules (1998 Revision)
- Companies Winding Up Rules 2008
- Companies Management Law (2003 Revision)
- Computer Misuse Law, 2000 (Law 8 of 2000)
- Confidential Relationships (Preservation) Law (2009 Revision)
- Criminal Evidence (Witness Anonymity) Law, 2010
- Criminal Justice (International Cooperation) law (2004 Revision)
- Criminal Procedure Code (2011 Revision)
- The Criminal Procedure Code (Amendment) 2012
- Customs (Amendment) Law 2011 Revision
- Customs Regulations (2011 Revision)
- Development & Planning Law (2010 Revision)
- Development & Planning Regulations (2010 Revision)

- Domestic Violence Law 1998 (Civil Litigation)
- Elections Law (2009 Revision)
- Electricity Law (2008 Revision)
- Electricity Regulations (2011 Revision)
- Electricity Regulatory Authority Law 2008
- Electronic Transactions Law (2003 Revision)
- Emergency Powers Law (2006 Revision)
- Evidence Law (2011 Revision)
- Exempted Limited Partnership (Amendment) Law (2011 Revision)
- Exempted Limited Partnership Regulations (2010 Revision)
- Explosives Law (2008 Revision)
- Finance Law, 2000
- Firearms Law (2008 Revision)
- Firearms Regulations (1999 Revision)
- Freedom of Information Law, 2007
- Freedom of Information Law, 2007 (Commencement) Order 2008
- Freedom of Information (General) Regulations 2008
- Gambling Law (1996 Revision)
- Immigration (Amendment) Law, 2011 Revision
- Immigration (Amendment) Regulations, 2011 Revision
- Insurance Law (2010)
- Juveniles (Amendment) Law, 1994
- Juveniles Regulations, 1977
- Labour Law (2011 Revision)

- Landlord and Tenants Law (1998 Revision)
- Liquor Licensing Law (2000 Revision)
- Liquor Licensing (Fees) Regulations (1999 Revision)
- Liquor Licensing (Restaurant, Wine and Beer Licences) Order, 2006
- Litter Law (1997 Revision)
- Marine Conservation Law (2007 Revision)
- Marine Conservation (Fishing Licences) Regulations, 2003
- Marine Conservation Regulations (2004 Revision)
- Marine Conservation (Marine Parks) Regulations (2007 Revision)
- Restricted Marine Areas (Designation) Regulations
- Marine Conservation Directives (2003 Revision)
- Marine Conservations (Grouper Spawning Areas) Notice, 2011
- Marine Conservations Turtle Protection Regulations, 2008
- Marine Conservation (Amendment) Directives, 2009
- Marriage Law (2010 Revision)
- Mental Health Law (22 of 1979) (1997 Revision)
- Mental Health (Place of Safety) Regulations, 2009
- Mining Law (1997 Revision)
- Misuse of Drugs Law (2010 Revision)
- Misuse of Drugs (Drugs Trafficking Offences) (Designated Countries) Order, 1991
- Misuse of Drugs (Drug Trafficking Offences) (Designated Countries) (Amendment) Order, 1998
- Misuse of Drugs (Drug Trafficking Offences) (Designated Countries)
- Motor Vehicles Insurance (Third Party Risks) Law (2007 Revision)

- Motor Vehicles Insurance (Third Party Risks) Regulation (1997 Revision)
- Music and Dancing (Control) Law (2010 Revision)
- Music and Dancing Permitted Hours Orders (1999 Revision)
- Mutual Funds Law (2009 Revision)
- Mutual Funds Regulations (2006 Revision)
- Penal Code (2010 Revision)
- Penal Code (Amendment) Law 2012
- Prohibited Publications Order (1998 Revision)
- Penal Code (Sale of Food Stuff) Prohibition Order (1998 Revision)
- Police Law (2010 Revision)
- Police (Amendment) Regulations, 2011
- Police (Emergency Powers) Regulations, 2004
- Port Authority Law (1999 Revision)
- Port Regulations (2011 Revision)
- Proceed of Crime Law, 2008
- Money Laundering Regulations (2010 Revision)
- Public Management and Finance Law, (2010 Revision)
- Public Management and Financial Regulations (2008 Revision)
- Public Management and Finance (Amendment) Law, 2011
- Public Order Law (1997 Revision)
- Public Service Management Law, (2011 Revision)
- Personnel Regulations (2011 Revision)
- Rehabilitation of Offenders Law (1998 Revision)
- Terrorism (Amendment) Law, 2011

- Towns and Communities Law (1995 Revision)
- Trade and Business Licensing Law (2007 Revision)
- Trade and Business Licensing Regulations (1999 Revision)
- Traffic Law, 2011
- Traffic Regulations (2012 Revision)
- Traffic (Radar Equipment) Regulations (1999 Revision)
- Traffic (Driving Instruction) Regulations 2012
- Traffic (Disabled Persons) (Badges for Motor Vehicles) Regulations 2012
- Traffic (Categorization and Grouping) Regulations 2012
- Public Passenger Vehicles Regulations (2009 Revision)
- Traffic (Transitional Provisions) Regulations, 1995
- Traffic (Prescription of Measuring Device) Order, 1999
- The International Traffic (International Circulation) Regulations 2012
- Traffic Ticket Regulations (2012 Revision)
- Traffic Control Regulations (2012 Revision)
- Traffic (Speed Limits on Cayman Brac Regulations, 2012
- Traffic (Seat Belt) Regulations (2012 Revision)
- Traffic (Radar Speedometer) Regulations, 2001
- Traffic (Public Transport Appeals Tribunal) Regulations 2012
- Traffic (Public Passenger Vehicles) Regulations 2012
- Youth Justice Law (2005 Revision)
- Youth (Detention Facility) Order, 2004
- Youth Rehabilitation Schools Notice, 2004
- Youth Rehabilitation Schools 1996

- Youth (Detention Facility) Order 1996
- Other local laws and Regulations

Corporate management

- Strategic Plan 2010 - 2013
- Hurricane Contingency Plan 2011 (Revised) – Security & Law Enforcement, Mass Fatality, Casualty Bureau, Search & Rescue – Business Continuity, Logistics/Resources/Welfare, Communications, Equipment, Transportation, Special Constabulary Volunteers, Liaison NHC Evacuation
- Inspection Lock Up
- Performance evaluations
- Statistics - Link: http://www.rcips.ky/crime_statistics.htm

FINANCE & ADMINISTRATION

Administering the authority's internal functions and managing its resources efficiently and effectively. Includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies.

Financial management

- Finance & Administration
- Annual budget
- Payroll
- Receivables & payables
- Bail bond

Administration

- Press releases
- Job vacancies; career opportunities
- Staff pay and grading structures
- Training and safety
- Human Resources
- Information Technology
- Annual cost of maintenance of RCIPS' vehicles
- Stores
- Data base of RCIPS' vehicles

- Police radios
- Armoury

POLICIES & PROCEDURES

- Arrest Policy & Procedures
- Career Break Policy
- Cell Block Policy & Procedures
- Command on – call Policy
- Community Impact Policy
- Corporate Branding & Style Guide
- Criminal Records Policy
- Critical Incident Policy
- Disposal of Evidence policy
- Domestic Violence Police 2005
- Drug & Alcohol Abuse Policy
- Drug Court Referral Scheme Policy
- Electronic Monitoring Policy
- Fatal Collision Policy
- Health & Safety Policy
- High Risk Incident Response
- Information for local applicants (Police clearance/records)
- Information for overseas applicants (Police clearance/records)
- Investigation of Police Involved in Lethal Incidents & Aftercare of Officers Involved in Traumatic Incidents
- Issue and Control of Police Radios & Related Equipment Policy
- Letter Writing Policy
- Missing Person Policy
- Media Relations Policy
- Officers Use of Safety Equipment Policy
- Oleoresin Capsicum (O.C) Spray Policy
- Officer Travel Policy
- Police Detainee Transport & Vehicle Search Policy

- Police Pursuit Policy
- Police Policy on the Acceptance of Hospitality & Gifts
- Police Requisition Policy
- Policy on the Disposal of Evidence and Property in Police Custody
- Prisoner Handcuffing, Search & Transport Policy & Procedures
- Prisoner Handling Policy & Procedures
- Pursuit Policy & Procedures
- RCIPS E-mail Policy
- RCIPS Policy on the Acceptance of Hospitality & Gifts
- RCIPS Self Inspection Policy
- RCIPS Training & Development Policy
- Reward & Recognition Policy
- Ride – a – Long Policy
- Radio Discipline Policy
- Senior Constable Policy
- Sexual Harassment Policy
- Short Cut to Electronic Monitoring Policy
- Take – Home Vehicle Policy and Procedures
- Training & Development Policy
- Use of Force Policy & Procedures
- Use of Police vehicle Policy

DECISIONS & RECOMMENDATIONS

- GOLD Meetings
- Strategic Meetings
- Resource Meetings
- Diversity Meetings
- Commanders/Tasking & Coordinating Meetings
- Firearms Strategy Group
- Hurricane Meetings
- Minutes of Meetings
- Firearm Licenses

- Security Licenses
- Welfare Meetings

LISTS & REGISTERS

- List of firearm users (not available to the public)
- List of security guards & security companies * (names of companies & security guards are not available to the public)
- List of RCIPS' vehicles * (registration numbers are not available to the public)
- List of marine assets *
- FOI disclosure log: can be found at http://www.rcips.ky/foi_desclosure_log.htm

* Copies can be obtained upon request from Information Manager

OUR SERVICES

The Royal Cayman Islands Police Service serves all three of the Cayman Islands, namely, Grand Cayman, Cayman Brac and Little Cayman.

The RCIPS is divided into five Basic Command Units (BCUs) consisting of seven police stations located throughout the Islands. Each BCU is headed by a Chief Inspector who deploys officers as necessary. Officers working on shifts with each managed by an Inspector or a Sergeant who oversees the activities of the shift until it is handed over.

As outlined in our objective, the purpose of the Royal Cayman Islands Police Service is to uphold the law fairly and firmly; to prevent and detect crime; to pursue and bring to justice those who break the law; to keep the peace and to protect, help and reassure the community with integrity, sound judgment and common sense.

The RCIPS works closely with other agencies both locally and internationally and uses an information management system to log crimes and intelligence in conjunction with various other overseas jurisdictions, including: Anguilla, BVI, Turks and Caicos.

Available on our website: <http://www.rcips.ky>

General Forms *

- Annual Leave Form
- Bail Bond Forms
- Change of Circumstance Form
- Complaints Report Form

- Court Attendance Form
- Curfew exemption forms
- Firearm Application forms
- Firearms Renewal Forms
- Freedom of Information
- Government Application Form
- Internal Transfer Form
- Police Clearance Application
- Police Report Application
- RCIPS Job Application Form
- Ride-a-Long Forms (re: work experience students)
- Security Business Application Form
- Security Guard Application Form
- Security Technician Form
- Self-Inspection Form (Appendixes A,B, & C)
- Special Constable Application Form
- Time Due Form

Documents can be obtained by writing or calling our Information Manager or his Designate at the below addresses between the hours of 8:30 am and 5:00 pm Monday to Friday.

Information Manager

Mr. Raymond Christian
 Information Manager
 RCIPS Head Quarters
 P.O. Box 909
 Grand Cayman KY1-1103
 CAYMAN ISLANDS
 Direct Line: 244-2905
 Mobile: 526-2538
 Email: Raymond.christian@gov.ky, or
Foi.pol@gov.ky
 Website: <http://www.rcips.ky>

The Ministry of Finance, Tourism and Development Publication Scheme

Produced in accordance with the Deputy Governor's Code of Practice

CONTENTS:

1. About the publication scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information

1. ABOUT THE PUBLICATION SCHEME

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public.

The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Ministry of Finance, Tourism and Development to making information available to the public as part of its normal business activities.

The Ministry of Finance, Tourism and Development will:

- specify the information held by the authority, which falls within the seven (7) categories below;
 - proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
 - describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
 - list any fees charged for access to information described in this scheme;
 - publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;

- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. INFORMATION THAT MAY BE WITHHELD

The Ministry of Finance, Tourism and Development (F, T&D) will generally not publish:

- information in draft form;
- information that is not held by the Ministry of Finance, Tourism and Development, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Ministry of Finance, Tourism and Development (or another organization's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. METHODS OF ACCESS

Information available under our publication scheme will usually be accessible through the methods described below.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Some of our documents will be published electronically on the Ministry of F, T&D website once it becomes operational and will be downloadable in PDF format.

In the interim please contact the FOI Information Manager, Patricia Ulett at 244-2152 or Deputy Information Manager, Judy Powery or at 244-2419 or email at patricia.ulett@gov.ky or judy.powery@gov.ky; or foi.mte@gov.ky.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.mte@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call Patricia Ulett or Judy Powery at 949-7900 ext 2152, 2419 or 244-2419 2458 or direct line at 244-2152 or 244-2419 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to: Patricia Ulett or Judy Powery, Ministry of Finance, Tourism & Development, 4th Floor, Government Administration Building, George Town, Grand Cayman

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Patricia Ulett or Judy Powery at 345-949-7900 ext. 2152 or 2419 or direct line at 244-2152 or 244-2419 email at patricia.ulett@gov.ky; judy.powery@gov.ky or foi.mte@gov.ky.

The Ministry of Finance, Tourism and Development will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Ministry of Finance, Tourism and Development is legally required to translate any information, it will do so.

4. FEES AND CHARGES

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Ministry of Finance, Tourism and Development strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The Ministry of Finance, Tourism and Development will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information of the FOI regulations*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Ministry of Finance, Tourism and Development has received your payment.

5. REQUESTS FOR INFORMATION OUTSIDE THE PUBLICATION SCHEME

Information held by the Ministry of Finance, Tourism and Development that is not published under this scheme can be requested in writing.

Your request will be considered in accordance with the provisions of the FOI Law by contacting FOI Information Manager Patricia Ulett or Deputy FOI Manager Judy Powery at 345-949-7900 ext. 2152 or 2419 or direct line at 244-2152 or 244-2419 or fax at 945-1746 or email at patricia.ulett@gov.ky, judy.powery@gov.ky or foi.mte@gov.ky. Requests can also be addressed to Patricia Ulett or Judy Powery

Ministry of Finance, Tourism & Development, 5th Floor, Government Administration Building, Box 106, George Town, Grand Cayman KY1-9000

6. COMPLAINTS

The Ministry of Finance, Tourism and Development aims to make our publication scheme easy to use and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Patricia Ulett, or Judy Powery at 244-2152 or 244-2419 direct line or email at Patricia.Ulett@gov.ky or foi.mte@gov.ky and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from Patricia Ulett or Judy Powery at 244-2152 or 244-2419 or email at Patricia.Ulett@gov.ky; judy.powery@gov.ky or foi.mte@gov.ky.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 10727,
Grand Cayman KY1-1007,
CAYMAN ISLANDS

Telephone: 1 345 747 5402
Email: appeals@ico.gov.ky

CATEGORIES OF INFORMATION

- About Us
- Ministry
 - Strategic Management
 - Finance & Administration
 - Laws & Regulations
- Organization and Function
- MOT Laws & Regulations
- MOT Guidelines
- Board and Committees
- MOT Policies & Procedures
- Permits Granted
- Inspections & Recommendations
- List of Information Held

ABOUT US

The Ministry consists of the core ministry office and has responsibility for Tourism, Planning, Financial Services, Fire, Public Transport, e-Business, the Cayman Islands Investment Bureau, Planning, the London Office, General Registry, Financial Services Secretariat (including the PR Unit), and Liquor Licensing.

In addition the Ministry oversees (on the Minister's behalf) the performance of the following statutory authorities and Government companies (Tourism Attractions Board, Cayman Airways, Cayman Turtle Farm, C.I. Port Authority, C.I. Airports Authority, C.I. Development Bank, C.I. Monetary Authority, Tax Information Authority and C.I. Stock Exchange).

The financial services portfolio within the Ministry consists of the Financial Services Secretariat, General Registry, Cayman Islands Investment Bureau, and the London Office.

The financial services sector accounts for approximately 40% of GDP.

There are 6 sub-sectors in the financial services sector (banking, securities, companies, insurance, trusts and investment funds).

There is a significant amount of financial services related legislation which requires constant updating for regulatory and commercial reasons.

Strategic Management

The Ministry of MFTD administers the authority's operations at the organizational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources using the laws that regulate the function of government entities.

Finance & Administration

The Ministry of FTD administers the authority's internal functions and managing its resources efficiently and effectively. This includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies using the laws that regulate the function of government entities.

Financial management*

- Finance and Accounting
- Annual Budget
- Financial statements; Half-yearly / quarterly reports
- Sources of revenue; Investments; Capital programme
- Accounting procedures; Contracting procedures
- Board members allowances and expenses
- Ministerial expenditure
- List of current tenders, contracts or quotations; Recently-awarded contracts

*Copies can be obtained upon request from Information Manager

Administration*

- Insurance policies
- Press releases
- Job vacancies; career opportunities
- Staff pay and grading structures
- Records management file plan or classification scheme
- Training and Safety
- Human Resources

*Copies can be obtained upon request from Information Manager

LAWS & REGULATIONS FOR CIVIL SERVICE

Financial Management

- Public Management and Finance Law (2012 Revision) and (Regulations 2011 Revision)
- July 2012 - Annual Salary Scale for Salaried Staff and Hourly Rates for bi-weekly employees.
- 2013 Pay Schedule Monthly and weekly pay dates for 2013
- 2012 Pay Scales Annual Salary Scale for Salaried Staff - January 2013

Administration & Human Resource Management

- Public Service Management Law (2012 Revision) and Personnel Regulations (2011 Revision)
- Public Servant Code of Conduct Code of Conduct for Civil Servants 05-Dec-2007
- Labour Law (1996 Revision)
- Public Holidays Law (2007 Revision)
- Public Service Pensions Law (2011 Revision)
- Public Service Pensions Regulations (2011 Revision)
- Health Insurance Law (2011 Revision)
- The National Honours and Awards Law, 2010

Records Management

- Chief Secretary's Code of Practice on Record Management
- Freedom of Information Law (2007)
- Freedom of Information (General) Regulations (2008)
- Freedom of Information (Information Commissioner) Regulations (2008)
- National Achieve and Public Records Law (2010 Revision)

*Copies can be obtained upon request from Information Manager

Ministry of Finance, Tourism and Development

The Premier & Minister for Financial Services, Tourism and Development

Hon. W. McKeeva Bush, OBE, JP

Chief Officer

Mr. Stran Bodden

Address

5th Floor, Government Administration Building,
133 Elgin Avenue
George Town, Grand Cayman

Mailing Address

5th Floor, Government Administration Building,
Box 106, Grand Cayman KY1-9000, CAYMAN ISLANDS

Telephone: (345) 244-2458 **Fax:** (345) 945-1746

Email foi.mte@gov.ky.

Website: under construction

Hours of Work: 8:30am to 5:00pm, Monday to Friday.

MOT Principle officers**Dr. Dax Basdeo**

Chief Officer: Financial Services

Mr. Samuel Rose

Deputy Chief Officer: Financial Services

Mr. Dalton Walter-Lyons

Deputy Chief Officer: Tourism

Miss Patricia Ulett

Deputy Chief Officer: Development

Mr. Leonard Dilbert, JP

Chief of Staff – Office of the Premier

Mr. Kenneth Dilbert

Senior Strategic Advisor

Mrs. Dawn McLean-Sawney

Chief Human Resources Officer

Miss Josephine Sambula

Senior Chief Financial Officer (Tourism & Development)

Mrs. Wendy Manzanares

Chief Financial Officer (Tourism & Development)

MOT Contact Details**Grand Cayman Office Address:****Physical Address**

5th Floor, Government Administration Building,
133 Elgin Avenue
George Town, Grand Cayman

Mailing Address

5th Floor, Government Administration Building,
Box 106, Grand Cayman KY1-9000, CAYMAN ISLANDS

Telephone: (345) 244-2458 **Fax:** (345) 945-1746

Liquor Licensing Board**Mailing Address**

5th Floor, Government Administration Building,
Box 106 Grand Cayman KY1-9000, CAYMAN ISLANDS

Telephone: (345) 244-3168 **Fax:** (345) 946-6627

Public Transport Unit**Physical address:**

Unit 17, 2nd Floor, Rankin's Plaza
21 Eclipse Drive, George Town, Grand Cayman

Mailing Address:

P.O. Box 10432, Grand Cayman KY1-1004, Cayman Islands

Telephone: contact: 946-1323 **Fax:** (345) 949-5801

Ministry of Tourism Information Manager and Deputy Information Manager:

Patricia Ulett, FOI Manager, Judy Powery, Deputy FOI Manager:

Physical Address

5th Floor, Government Administration Building,
133 Elgin Avenue
George Town, Grand Cayman

Mailing Address

5th Floor, Government Administration Building,
Box 106, Grand Cayman KY1-9000, CAYMAN ISLANDS

Telephone: (345) 244-2152 & 244-2419 **Fax:** (345) 945-1746

Email: Patricia.Ulett@gov.ky, judy.powery@gov.ky or foi.mte@gov.ky

ORGANISATION AND FUNCTIONS

RESPONSIBILITIES & FUNCTIONS

- Financial Services Secretariat
- Tourism
- Planning
- Cayman Islands Fire Service
- Public Transport Unit
- e - Business
- Liquor Licensing Unit
- London Office
- Department of Commerce and Investment
- General Registry

MOT LAWS & REGULATIONS

LAWS & REGULATIONS

Ministry of Finance, Tourism and Development is regulated by various laws such as:

- Liquor Licensing Law (2000 Revision);
- The Music and Dancing (Control) Law (1995 Revision);
- Traffic Law (2012 REVISION); The Traffic Law (1999 Revision) Regulations;
- The Public Passenger Vehicles Regulations (1999 Revision);
- The Traffic (Public Transport Appeals Tribunal) Regulations, 2007, The Public Passenger Vehicles (Amendment) Regulations, 2007;
- The Customs (Temporary Provisions) Regulations, 2005;
- Tourism Law (1995 Revision)
- National Archive and Public Records (Regulations) 2007
- Development and Planning Law (2008 Revision)

MOT GUIDELINES

- Complaints/Requests Procedure Guidelines

- Guidelines for annual renewal of bus and Taxi license

BOARDS AND COMMITTEES

- | | |
|---|--|
| <ul style="list-style-type: none"> • Authorities, Boards & Committees • Port Authority • Airports Authority • Cayman Islands Development Bank • Cayman Turtle Farm Ltd. • Cayman Airways Board • Hotel Licensing Board • Liquor Licensing Boards • Miss Cayman Committee • Public Transport Board • Land & Sea Co-op • Tourism Advisory Council • Tourism Attractions Board • Beautification Committees • Cayman Islands Tourism Association • Sister Islands Tourism Association • Tourism Apprenticeship • Training Programme Council | <ul style="list-style-type: none"> • National Tourism • Management Policy • Steering Committee • Go East Committee • National Festival Committee & District Committees • Film Commission Advisory Board • Development Control Board • Electrical Trade Licensing Board of Examiners • Planning Appeals Tribunal • Central Planning Authority • Private Sector Consultative Committee • Cayman Islands Monetary Authority • Cayman Islands Stock Exchange • Tax Information Authority • Trade and Business Licencing Board |
|---|--|

MOT POLICIES & PROCEDURES

In addition to the laws and regulations listed above the following policies and procedures are used at the Ministry of Finance, Tourism and development.

- Complaints-handling procedure
- Human Resource policies & procedures
- Hurricane Preparedness manual
- Hazardous Materials policy and procedures

List of Forms Used (External & Internal)

- Applications for Liquor & Music Licences;
- Application for bus or taxi operating license
- Employment Application forms
- Complaints Policy & Procedures
- Complaints Report Form
- Freedom of Information - FOI

- Trade and Business Licences

PERMITS GRANTED

The only permits that are granted:-

- Renewal of bus and taxi licenses
- Liquor licenses and renewals
- Trade and Business Licences

Request for information concerning permits not issued by MOT or its departments will have to be directed to the public authority that has responsibilities for issuing a particular permit.

INSPECTIONS & RECOMMENDATIONS

Inspections by Public Transport Unit and Liquor Licenses Officers are documented through reports or recommendation based on their findings. Many of these reports or recommendations can be access by the public under the FOI law.

List of inspections carried out

- Liquor Licensing inspections
 - Bars
 - Restaurants
- Public Transport Unit
 - Spontaneous bus and Taxi inspections
 - Annual License inspections

CLASSES OF INFORMATION HELD

Classes of Information	Restrictions & Accessibility to information
Cabinet reports & recommendations	FOI request concerning this type of information should be directed to the Cabinet Officer or the Ministry.
Personal / Human Resource records	Access to information restricted to the relevant personnel.
Inspections reports & recommendations	Majority of information can be access by the public using FOI. Access is restricted for personal information concerning clients or private residents or if information is being used in an investigation.
Complaints	Majority of the information can be accessed by the public through FOI law. Access restricted for personal information concerning clients or

	private residents or if information is being used in an investigation.
Financial information i.e. accounts, budget	Majority of the information can be accessed by the public through FOI law. Access restricted for personal information concerning clients or private residents or if information is being used in an investigation.
Tender Contracts	FOI request concerning this type of information should be directed to FOI Manager.



Judicial Administration

Publication Schemes

Produced in accordance with the Deputy Governor's Code of Practice on Publishing

CONTENTS:

1. About the Publication Scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information
 - About Us
 - Strategic Management
 - Finance & Administration
 - Policies & Procedures
 - Decisions & Recommendations
 - Lists & Registers
 - Our Services

1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information to help you find the documents you are looking for.

This publication scheme commits the Judicial Administration to making information available to the public as part of its normal business activities.

The Judicial Administration will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The Judicial Administration will generally not publish:

- information in draft form;
- information that is not held by the Judicial Administration, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, whenever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Judicial Administration's (or another organisation's) commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on our website (www.caymanjudicial-legalinfo.com.ky www.judicial.ky) and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility (www.caymanjudicial-legalinfo.com.ky www.judicial.ky/search). If you are still having trouble locating information listed under our scheme, please contact our Information Manager at 345-244-3817 or by email at foi.jud@gov.ky.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email our Information Manager at 345-244-3817 or by email at foi.jud@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call our Information Manager at 345-244-3817.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Judicial Administration
Attention: Information Manager
Box 495, KY1-1106,
Grand Cayman, Cayman Islands

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number or email address so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact our Information Manager at 345-244-3817 or by email at foi.jud@gov.ky.

The Judicial Administration will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Judicial Administration is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Judicial Administration strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge unless otherwise stated (e.g. subscription fee).

Fees may be charged for providing information in paper copy and charges will reflect the actual costs of reproduction and postage, as described below.

There are some publications which the Judicial Administration offers for sale. This includes: reported judgments in hard copy format (Cayman Islands Law Reports). These publications are charged at the cover price, plus actual postage costs as charged by the Cayman Islands Postal Service.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$0.50 per page and a certification fee of \$20 per document

Postage costs

The Judicial Administration will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Judicial Administration has received your payment.

5. Requests for information outside the Publication Scheme

Information held by the Judicial Administration that is not published under this scheme can be requested in writing – please follow this link for further information, www.caymanjudicial-legalinfo.com.kywww.judicial.ky/Freedom-of-Information. Your request will be considered in accordance with the provisions of the FOI Law.

6. Complaints

The Judicial Administration aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact our Information Manager at 345-244-3817 or by email at foi.jud@gov.ky, and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from www.caymanjudicial-legalinfo.com.ky www.judicial.ky/Freedom-of-Information.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response to any requests made under this scheme.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 1375,
Grand Cayman KY1-1108,
CAYMAN ISLANDS

Telephone: +1 345 747 5402
email: appeals@ico.gov.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Name of public authority

Judicial Administration

Oversight

The Chief Justice is the head of the judiciary of the Cayman Islands and has responsibility for and management of all matters arising in judicature.

Principal officer

Chief Officer: Kevin McCormac, Court Administrator
Location: Courthouse, 61 Edward Street, George Town, Grand Cayman

Mailing Address: Judicial Administration
Attention: Court Administrator
PO Box 495
Grand Cayman KY1-1106
CAYMAN ISLANDS
Telephone: (345) 244-3805

Fax: (345) 947 – 4296
Email: Kevin.McCormac@gov.ky

Information manager

Information Manager: Ms. Tabitha Philander
Designate: Mrs. Catherine Guilbard
Location: Courthouse, 61 Edward Street, George Town, Grand Cayman
Mailing Address: Judicial Administration
Attention: FOI Manager
PO Box 495
Grand Cayman KY1-1106
CAYMAN ISLANDS
Telephone: (345) 244-3817 or -3818
Fax: (345) 947 – 4921
Email: foi.jud@gov.ky

Organisation and functions

The Judicial Administration consists of the registries and offices that deal with the management of the court system. Administration of the court has traditionally been concerned with maintaining a proper registry of court proceedings, overseeing budgets, selecting jury pools, arranging the lists of court cases, creating court calendars, and supervising non-judicial personnel.

The courts of the Cayman Islands administer justice in keeping with the Constitution, the Laws of the Islands and the well established principles of common law which have been developed by the local, the British and other courts of the Commonwealth of Nations.

Criminal proceedings for breaches of the Laws of the country are taken before the courts to be heard by a magistrate (in the case of proceedings before the Summary Court), or a judge, or judge and jury (at the election of the defendant) in the case of proceedings in the Grand Court. Generally, the more serious offences are tried on indictment in the Grand Court, although the Summary Court has jurisdiction to try serious drug charges and to impose very severe penalties in respect of such offences. Civil disputes having a subject matter of up to CI\$20,000.00 are also taken in the Summary Court.

The Grand Court, as a court of unlimited jurisdiction, tries all other types of civil disputes, including the most complex commercial and trust disputes which often arise in respect of Cayman Islands corporate or trust entities.

The work of the Grand Court is divided amongst five specialised divisions: the Civil Division, the Family Division, the Admiralty Division, the Financial Services Division and the Criminal Division.

The structure of the court system is hierarchical with appeals lying to the Court above at each stage. The Summary Court is the first in the hierarchy, followed by the Grand Court, the Court of Appeal and finally, Her Majesty's Judicial Committee of the Privy Council. There is a separate right of petition to the European Court of Human Rights for persons who reside in the Cayman Islands having regard to the extension of the European Convention on Human Rights to the Islands.

The procedure of the courts is largely governed by court rules. Applicable fees are set out in the court fees rules. The matters heard in court from day to day are set out in the cause lists.

Court activities are carried out at the following locations:

Court House

61 Edward Street
George Town
P.O. Box 495
Grand Cayman KY1-1106
CAYMAN ISLANDS
Tel: 345 949 4296
Fax: 345 949 9856

- Reception
- Law Library
- Criminal Registry Office Hours: Monday – Friday, 9:00 a.m. – 3:00 p.m.
- Court Rooms 1-3
- Drug Rehabilitation Court
- Legal Aid
- Affiliation/Maintenance
- Office of the Court Administrator
- Office of the Clerk of Courts
- Office of the Deputy Clerk of Courts

Kirk Building

35 Albert Panton Street
George Town
P.O. Box 495
Grand Cayman KY1-1106
CAYMAN ISLANDS
Tel: 345 244 3827
Fax: 345 949 0890

- Accounts and Court Funds Office Hours: Monday – Friday, 9:00 a.m. – 3:00 p.m.
- Civil Registry Office Hours: Monday – Friday, 9:00 a.m. – 3:00 p.m.
- Financial Services Division & Registry
- Court of Appeal & Registry
- Listing Officer
- Court Rooms 4-6

Frequently asked questions

- **Q How do I access court records?**
- **A Access to civil court records** is governed by the Grand Court Rules ('GCR's') – see GCR Order 63, rule 3 (you can access the GCR's on our website www.caymanjudicial-legalinfo.com.ky www.judicial.ky).

In most instances, the originating process (the document that starts a civil case) and the final judgment (the document that ends a civil case) may be inspected by members of

the public. These documents are retained at the civil registry in our Register of Writs and other Originating Process and Register of Judgments. Members of the public are able to search these court registers upon paying the appropriate fee (\$20.00) between the hours of 9:00 am and 3:00 pm at the accounts office and are able to obtain copies of documents found on those registers (there is a \$.50/page for copies and \$20 for certification of a document). We hope to have an online search facility in the near future.

In liquidation proceedings the right to inspect court files is limited by the Companies Winding Up Rules ("CWR's"). Depending upon the circumstances, special leave of the court may be required prior to inspection (and copying). Generally speaking, a creditor has the right to inspect the court file in liquidation proceedings while any other person must obtain leave; in both instances, the person seeking inspection must show that it is required for the purposes of the liquidation (you can access the CWR's on our website as well). You may also wish to search through the Gazettes published by the Government of the Cayman Islands which are available online at www.gazettes.com.ky; the Gazettes contain Liquidation Notices, among other information in relation to liquidation proceedings.

If you are named as a party in a civil court case, upon proof of your identity (passport or driver's licence), you may obtain copies of the documents from the relevant court file between the hours of 9:00 am and 3:00 pm at the civil registry (there is a \$.50/page and \$20 per document copying fee). There will also be a search fee in you are unable to provide the relevant court file number.

In the Cayman Islands, individuals are responsible for searching the relevant court registers and reviewing court documents. The court registry does not conduct searches on behalf of individuals, nor do we answer questions regarding specific court files.

- **Access to criminal records** is governed by the Criminal Procedure Code ('the Code'). Section 193 of the Code states:

"If any person affected by any order made or judgment passed in any proceedings under this Code desires to have copy of such order or judgment, or of any deposition or other part of the record in any such proceedings, he shall, upon making application for such copy, be furnished therewith, provided he pays for the same according to such scale as may be prescribed unless, in any particular case, the court directs that it be furnished free of cost."

Application must be made in writing addressed to the Deputy Clerk of the Court (Criminal) setting out a) the name of the proceedings (including the relevant case number), b) proof of your identity (a photocopy of your passport or driver's licence), c) your contact details, and d) the reason you believe that you are a "person affected by any order made or judgment passed" in the proceedings. The application will be reviewed by a member of the judiciary. You will be notified of the decision whether or not to release copies of the record in a few days.

- **Access to our coroner's records** is governed by the Summary Jurisdiction Law ('the Law'). Pursuant to section 26(2) of the Law, a magistrate may authorize inspection (or the making of a copy) of the record of evidence in any case before the court "for any sufficient reason".

Application must be made in writing addressed to the Deputy Clerk of the Court (Criminal) setting out a) the name of the proceedings, b) proof of your identity (a photocopy of your passport or driver's licence), c) your contact details, and d) the reason you believe that you are entitled to inspect (or take a copy) of the record of evidence. The application will be reviewed by a magistrate. You will be notified of the decision whether or not to release copies of the record in a few days.

- **Access to Court of Appeal records** is governed by the Court of Appeal Rules. Rule 7(3) allows access to the Court of Appeal registers upon payment of the prescribed fee. The registers are maintained by the Registrar of the Court of Appeal at the civil registry. Members of the public are able to search these registers upon paying the appropriate fee (\$20.00) between the hours of 9:00 am and 3:00 pm.

STRATEGIC MANAGEMENT

Governance

The Judicial Administration's operations are best understood as comprising two main functions: administrative and operational.

Administrative functions provide 'house-keeping' support to our main services and activities; these include financial management, human resource management, information and technology management, etc. Administrative functions are common to all government entities and are governed by the same legislation across departments. The Laws which govern the Judicial Administration's administrative functions are listed below and are available for purchase at the Legislative Assembly:

Appropriation Law

Freedom of Information Law

Freedom of Information (Information Commissioner) Regulations, 2008
Freedom of Information (General) Regulations, 2008

National Archive and Public Records Law

National Archive and Public Records Regulations, 2010 Revision

Official Gazette Law

Official Gazette Regulations (1995 Revision)

Public Holidays Law

Public Management and Finance Law

Financial Regulations, 2010 Revision

Public Service Management Law

Personnel Regulations, 2010 Revision

Public Service Pensions Law

Public Service Pensions Regulations (2004 Revision)
Public Service Pensions (Ex-gratia Pensions) Regulations, 2004

Operational functions are unique to each government entity and comprise the services and activities that each government entity is mandated to deliver or oversee. Broadly speaking, the Judicial Administration manages the court system for the Cayman Islands. The Laws which govern the Judicial Administration's operational functions are listed below and are available for purchase at the Legislative Assembly:

Adoption of Children Law

Affiliation Law

Alternative Sentencing Law

Bail Law

Bankruptcy Law

Children Law, 2003

Clerk and Deputy Clerk of the Court (Powers) Law

Companies Law

Companies (Forms) Rules (1998 Revision)
Companies Winding Up Rules, 2008
Foreign Bankruptcy Proceedings (International Cooperation) Rules, 2008
Insolvency Practitioners Regulations, 2008
Practice Direction No. 1/2002-Scheme of Arrangements and Compromise
Practice Direction No. 1/03 Official Liquidators Security
Practice Direction No. 2/03 Remuneration of Official Liquidators
Grand Court Practice Direction No. 1/02

Confidential Relationships (Preservation) Law

Constitution Order 2009 No. 1379

Coroners Law

Coroners Rules (1996 Revision)

Costs (Crown Suits and Law Officers) Law

Court of Appeal Law

Court of Appeal Rules (2004 Revision)
Court Costs Rules, 2001
Court Fees Rules (2008 Revision)

Criminal Justice (International Cooperation) Law

Criminal Procedure Code

Crown Proceedings Law

Grand Court (Proceedings by and against the Crown) Rules (2001 Revision)

Defamation Law**Drug Rehabilitation Court Law, 2006**

Drug Rehabilitation Court Regulations, 2008

Drug Rehabilitation Court Rules, 2009

Evidence Law

Civil Evidence Rules (2001 Revision)

Criminal Evidence Rules, 1978

Evidence (Designation of Countries) Order, 2005

Grand Court Rules, 1995

Amendment by amending Rules, 1995

Amendment by amending (No. 2) Rules, 1995

Amendment by amending Rules, 1996

Amendment by amending Rules, 1997

Amendment by amending (No. 2) Rules, 1997

Amendment by amending Rules

Firearms Law

Firearms Regulations (1999 Revision)

Foreign Judgments Reciprocal Enforcement Law

Grand Court (Foreign Judgments) (Reciprocal Enforcement) Rules

Grand Court Law

Civil Evidence Rules (2001 Revision)

Court Costs Rules, 2001

Court Fees Rules, 2009

Criminal Evidence Rules (2001 Revision)

Grand Court (Bankruptcy) Rules

Amendment by amending Rules (part)

Grand Court Rules, 1995 (Revised)

Amendment by amending Rules

Amendment by amending Rules

Grand Court Practice Directions-

No.2/95-Attachment of Earnings Orders - Calculation of Post-Judgment Interest

No.3/95-Attachment of Earnings Orders - Method of Payment

No.4/95-Payment Schedules -Authorised Signatures

No.5/95-Trial Bundles

No.1/96-Land Acquisition Law (Revised) - Payment of Compensation into Court

No.2/96-Trial Bundles

No.1/97-Legal Aid Forms

No.2/97-Register of Judgments and Register of Writs, etc.

No.3/97-Confidentiality and Publication of Chamber's Proceedings

No.1/99-Filing Documents in Court

No.2/99-Drawing Up and Filing of Judgments and Orders

No.4/99-Indictments

No.5/99-Legal Aid – Affidavit of Means
No.1/00-Listing Forms
No.1/01-Guidelines relating to the Taxation of Costs
No.1/02-Schemes of Arrangement and Compromise under the Companies Law
No.1/03-Official Liquidators: Security for the due performance of their duties
No.1/04-Corrections to Judgments
No.2/04-Proceedings by way of Video Conferencing
No.2/06-Orders
No.1/2008-Register of Judgements Register of Writs
No.2/10-Schemes of Arrangement and Compromise under Section 86 of Companies Law
No. 1/2011-Guidelines relating to the Taxation of Cost
No.1/12-Delivery of Reserved Judgments
No.2/12-Proceedings in the Grand Court in which a Judge Presides from Overseas
No.3/12-Attire for Proceedings in the Grand Court
No.4/12-Limited Admission as an Attorney-At-Law
No.5/12-Practice Direction on Applications Under Sections 72 75 and 77 of the Registered Land law
No.6/12-Listing of Family Law Proceedings
Practice Memorandum relating to No.6/12

Guardianship and Custody of Children Law

Interpretation Law

Judges Emoluments and Allowances Law

Judges Emoluments and Allowances Order, 2005

Judicature Law

Grand Court Rules, 1995
Amendment by amending rules, 1995
Amendment by amending (No. 2) Rules, 1995
Amendment by amending Rules, 1996
Amendment by amending Rules, 1997
Amendment by amending (No. 2) Rules, 1997
Amendment by amending Rules, 1999
Amendment by amending Rules, 2008
Judgment Debts (Rates of Interest) Rules

Law Revision Law

Legal Aid Law

Legal Aid Rules, 1997

Legal Practitioners Law

Legal Practitioners (Incorporated Practice) Regulations (2006 Revision)
Legal Practitioners (Students) Regulations (2008 Revision)

Maintenance Law

Maintenance Orders Enforcement (Belize) Order 1977
Maintenance Law (Extension) (Ontario) Order, 2000

Married Women's Property Law

Matrimonial Causes Law

Matrimonial Causes Rules (2003 Revision)

Mental Health Law

Mental Health (Place of Safety) Regulations, 1995

Mental Health (Place of Safety) Regulations

Misuse of Drugs Law

Amendment by Law 10 of 2008 (part)

Misuse of Drugs (Drug Trafficking Offences) (Designated Countries)

Order, 1991

Amendment by amending Order

Amendment by amending Order

Scheme of Arrangements for Community Service by Offenders in the Cayman Islands-
made pursuant to s.51(2).

Mutual Legal Assistance (United States of America) Law

Notaries Public Law

Oaths Law

Penal Code

Amendment by Law 11 of 2008 (part)

Note: This amendment comes into force on 1st January, 2010.

Penal Code (Sale of Foodstuff) Prohibition Order (1998 Revision)

Prohibited Publications Order (1998 Revision)

Scheme of Arrangement for Community Service by Offenders in the Cayman Islands-
made pursuant to s.42(3).

Probation of Offenders Law

Proceeds of Crime Law

Code of Conduct

Money Laundering Regulations (2008 Revision)

Amendment by amending regulations

Proceeds of Criminal Conduct (Designated Countries) Order (2003 Revision)

Rehabilitation of Offenders Law

Succession Law

Court Fees Rules, 2009

Probate and Administration Rules (2008 Revision)

Summary Jurisdiction Law

Appointment of *Virtute Officii* Justices of the Peace Notice (1999 Revision)

Seal of Summary Courts Notice

Criminal Evidence Rules (2001 Revision)

Summary Court Rules, 2004
Summary Courts (Sittings) Order (1999 Revision)
Summary Jurisdiction (Forms) Rules
Order appointing places for sittings

Summary Jurisdiction (Domestic Violence) Law

Tax Information Authority Law Traffic Law

Torts (Reform) Law

Traffic Law

Amendment by Law 7 of 2005
Amendment by amending Law 6 of 2006
These two amending Laws are not yet in force
Motor Vehicles (International Circulation) Regulations (1999 Revision)
Public Passenger Vehicles Regulations (2008 Revision)
Amendment by amending regulations
Traffic (Categorisation) Regulations (1999 Revision)
Traffic Control Regulations (1999 Revision)
Traffic (Driving Test Exemption) Order, 1998
Traffic (Public Transport Appeals Tribunal) Regulations, 2004
Amendment by amending Regulations, 2007 (*sic*)
Traffic Regulations (2002 Revision)
Traffic (Seat Belts) Regulations (1999 Revision)
Traffic (Speed Limits on Cayman Brac) Regulations (1999 Revision)
Traffic Ticket Regulations (1999 Revision)

Vexatious Actions Law

Wills Law

Youth Justice Law

Youth (Detention Facility) Order, 2004
Youth Rehabilitation Schools Notice, 2004

The Constitution of the Cayman Islands

Corporate management

The Judicial Administration plans and evaluates its work. The documents that record our planning and evaluation process are listed below. Many of these documents are available on our website (www.caymanjudicial-legalinfo.com.ky www.judicial.ky). If the document you are looking for is not on our website, please contact our Information Manager at 345-244-3817 or by email at foi.jud@gov.ky for assistance.

- Annual reports
- Audit reports
- Annual statistics

- Hazard management plan for records
- Disaster control plan
-

FINANCE & ADMINISTRATION

Financial management

The following documents relate to the Judicial Administration's management of its monetary resources. Many of these documents are available on our website (~~www.caymanjudicial-legalinfo.com.ky~~www.judicial.ky). If the document you are looking for is not on our website, please contact our Information Manager at 345-244-3817 or by email at foi.jud@gov.ky for assistance.

- Annual budget
- Financial statements
- Service level agreements

Administration

The following documents relate to the Judicial Administration's management of other administrative functions. Many of these documents are available on our website (~~www.caymanjudicial-legalinfo.com.ky~~www.judicial.ky). If the document you are looking for is not on our website, please contact our Information Manager at 345-244-3817 or by email at foi.jud@gov.ky for assistance.

- Staff Directory
- Organizational Chart
- Job descriptions
- Job vacancies
- Job pay and grading structures
- Press releases
- Speeches and publications
- Insurance policies
- Records management file plan (under construction)
- Disposal schedule (under construction)

POLICIES & PROCEDURES

The procedures for the Judicial Administration's operational functions are mandated by the Laws listed above at 'Governance'. Similarly, many of the procedures for the Judicial Administration's administrative functions are set out by the Laws listed above at 'Governance'.

The following documents relate to the Judicial Administration's current written procedures for carrying out its functions. Many of these documents are available on our website (~~www.caymanjudicial-legalinfo.com.ky~~www.judicial.ky). If the document you are looking for is not on our website, please contact our Information Manager at 345-244-3817 or by email at foi.jud@gov.ky for assistance.

- Complaints-handling procedure
- Human Resource policies and procedures manual
- Internal Grievance procedure
- Disposal schedule (under construction)

DECISIONS & RECOMMENDATIONS

It is important that the judgments of the courts are made publicly available, as they form part of the law of the land in relation to the principles they decide. The “precedents” established by court decisions have to be followed by future courts and it is therefore crucial that they are collected together and the most important ones published and thoroughly indexed. They are in daily use by the Cayman courts and by the attorneys who practise before them.

The Cayman Islands Law Reports (‘CILR’) were first published in the mid-1980s. They now contain reports of the most significant decisions in Cayman law from 1952 to the present day (with notes of some earlier cases back to the start of the 20th century). Coverage is given to precedents created by the modern courts — the Grand Court, the Court of Appeal and the Judicial Committee of the Privy Council in London — and also to older cases in courts to which Cayman appeals no longer lie, the Supreme Court of Jamaica, the Court of Appeal of Jamaica and the Federal Supreme Court.

Searching the CILR on the Judicial Administration’s website (~~www.caymanjudicial-legalinfo.com.ky~~www.judicial.ky) has been made more versatile by offering different searches to suit the needs of users with different experience:

- From the CILR search page, it is possible to search the CILR by pre-defined criteria such as legal subject category and sub-category, date of judgment, names of the parties, name of judge, name of court, etc.
- From the same page, you can search the content of the reports by entering your own words or phrases into the free-text search box—which delivers results which are not restricted to the criteria listed above.
- The user who prefers to browse will be able to find judgments by using the drop-down lists, which will give access to cases by name (Cases Reported & Cited), by volume (Cases by Volume), by subject-matter (Subject-matter Index), by Cayman and overseas statutes considered (Legislation Construed), and by reference to the courts’ use of the procedural rules (Grand Court Rules Construed).

Hard copies of the CILR may be purchased by non-Cayman residents directly from the publishers in the United Kingdom (Law Reports International, Eden House, 2 St. Aldate’s Courtyard, Oxford OX1 1BN) or by Cayman residents through the secretary to the Chief Justice at (345) 244-3835 or Patricia.Palmer@gov.ky.

The Judicial Administration’s website makes available, in electronic form, judgments taken from the printed CILR (~~www.caymanjudicial-legalinfo.com.ky~~www.judicial.ky).

For other court records, please see above at ‘Frequently asked questions’.

LISTS & REGISTERS

The Judicial Administration maintains the following lists and registers. Many of these lists and registers are available on our website (~~www.caymanjudicial-legalinfo.com.ky~~www.judicial.ky). If the list or register you are looking for is not on our website, please see above at ‘Frequently asked questions’ for guidance regarding access or contact our Information Manager at 345-244-3817 or by email at foi.jud@gov.ky for assistance.

Lists:

- Judicial Officers
- Justices of the Peace
- Notaries Public
- Attorneys Licensed to Practise
- Law Firms
- Daily Cause Lists

Registers:

- Court of Appeal Criminal Register
- Court of Appeal Civil Register
- Register of Writs and other Originating Process
- Register of Judgments
- Register of Plaints and Summonses
- Register of Certificates of Decrees in Matrimonial Causes
- Register of Articles of Clerkship
- Bankruptcy Register
- Asset register
- FOI disclosure log

OUR SERVICES

The courts of the Cayman Islands administer justice in keeping with the Constitution, the Laws of the Islands and the well established principles of common law which have been developed by the local, the British and other courts of the Commonwealth of Nations.

Criminal proceedings for breaches of the Laws of the country are taken before the courts to be heard by a magistrate (in the case of proceedings before the Summary Court), or a judge, or judge and jury (at the election of the defendant) in the case of proceedings in the Grand Court. Generally, the more serious offences are tried on indictment in the Grand Court, although the Summary Court has jurisdiction to try serious drug charges and to impose very severe penalties in respect of such offences. Civil disputes having a subject matter of up to CI\$20,000.00 are also taken in the Summary Court.

The Grand Court, as a court of unlimited jurisdiction, tries all other types of civil disputes, including the most complex commercial and trust disputes which often arise in respect of Cayman Islands corporate or trust entities.

The work of the Grand Court is divided amongst five specialised divisions: the Civil Division, the Family Division, the Admiralty Division, the Financial Services Division and the Criminal Division.

The structure of the court system is hierarchical with appeals lying to the Court above at each stage. The Summary Court is the first in the hierarchy, followed by the Grand Court, the Court of Appeal and finally, Her Majesty's Judicial Committee of the Privy Council. There is a separate right of petition to the European Court of Human Rights for persons who reside in the Cayman Islands having regard to the extension of the European Convention on Human Rights to the Islands.

The procedure of the courts is largely governed by court rules. Applicable fees are set out in the court fees rules. The matters heard in court from day to day are set out in the cause lists.

The Judicial Administration also provides bailiff services and administers the legal aid system and the Maintenance and Affiliation Laws.

The following documents are available to assist the public in relation to the Judicial Administration's services. Many of these documents are available on our website (~~www.caymanjudicial-legalinfo.com.ky~~ www.judicial.ky) or at our reception desk at the main Court building. If the document you are looking for is not on our website or at the reception desk, please contact our Information Manager at 345-244-3817 or by email at foi.jud@gov.ky for assistance.

- Being a juror
- Being a witness
- Being a litigant
- Applying for legal aid
- Instituting small claims
- Probate and administration
- Applying for child and spouse maintenance
- Applying for child custody
- Applying for adoptions
- Applying for domestic restraint orders
- Bailiff services
- Trustee in bankruptcy
- Judgment creditor options
- Sentencing Guidelines
- Practice Directions
- Cayman Islands Law Reports



Department of Tourism

Publication Scheme

Produced in accordance with the Chief Secretary's Code of Practice

CONTENTS:

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 - Strategic Management
 - Finance & Administration
 - Policies & Procedures
 - Decisions & Recommendations
 - Lists & Registers
 - Our Services

1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Department of Tourism to making information available to the public as part of its normal business activities.

The Department of Tourism will:

- specify the information held by the authority, which falls within the seven (7) categories below;

- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The Department of Tourism will generally not publish:

- information in draft form;
- information that is not held by the Department of Tourism or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible. However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*. Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Department of Tourism's (or another organisation's) commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below. *Section 7: Categories of information* provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Key information about us and many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can find the information you require either by browsing the “Access to Information” pages on our website www.caymanislands.ky/foi or by using the “Search” facility. If you are still having trouble locating information listed under our scheme, please contact Kyle McLean, Information Manager at foi@caymanislands.ky or (1 345) 949 0623.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi@caymanislands.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Kyle McLean
Information Manager
Department of Tourism
Windward 3, Regatta Office Park
PO Box 67
Grand Cayman, KY1-1102

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section. Information on our location and office hours can also be found in *section 7: Categories of information*.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Mr Kyle McLean, Information Manager or Ms Kate Bates, Alternate Information Manager at foi@caymanislands.ky or by phone on (1 345) 949 0623.

The Department of Tourism will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Department of Tourism is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Department of Tourism strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

The Department of Tourism does not offer any publications for sale. However, access to certain statistics requires an online registration. This is free and can be done through our statistics website www.caymanislands.ky/statistics.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size). Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The Cayman Islands Department of Tourism will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*. If a fee applies, you will be advised of the amount and how it has been calculated. The information that you have requested will be provided when the Department of Tourism has received your payment.

5. Requests for information outside the Publication Scheme

Information held by the Department of Tourism that is not published under this scheme can be requested in writing. You may submit your written request either in person, by email at foi@caymanislands.ky or by using our information application form which can be found on our website <http://www.caymanislands.ky/foi/formsinfo.aspx> or collected from our offices. Your request will be considered in accordance with the provisions of the FOI Law.

6. Complaints

The Department of Tourism aims to make our publication scheme easy to use, and to ensure our information is accessible to the public. If you wish to complain about any aspect of this

publication scheme, please contact the Information Manager at foi@caymanislands.ky or by phone on (1 345) 949 0623 and we will try to resolve your complaint as soon as possible.

Further information about our general complaints procedures and a complaints form can be found on at the following link: <http://www.caymanislands.ky/foi/contact.aspx>. If you do not have access to the internet, copies of our complaints form can be obtained from our office location between the hours of 8.30am and 5.00pm.

Our internal complaints process allows us to gain valuable information from the people it serves, and allows the organization to improve its reputation as one of the best public authorities. Information given by people complaining often contains useful criticism. Complaints made by the public can provide valuable decision and policy making information to management as well as highlight the challenges faced by employees.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman
PO Box 1375,
Grand Cayman KY1-1108,
CAYMAN ISLANDS
Telephone: +1 345 747 5402
email: appeals@ico.gov.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

The Cayman Islands Department of Tourism – sometimes referred to as the Tourism Department

Windward 3
Regatta Office Park, West Bay Road
PO Box 67
Grand Cayman, KY1-1102

Tel: (1 345) 949 0623
Fax: (1 345) 949 4053

Email address: foi@caymanislands.ky

Website: www.caymanislands.ky
www.divecayman.ky

Ministry

The Ministry of Financial Services, Tourism and Development

Chief Officer

Mr. Stran Bodden, Ministry of Finance, Tourism & Development, 4th Floor, Government Administration Building, Grand Cayman KY1-9000, Cayman Islands.

Department of Tourism Principal Officer

Director of Tourism - Mr Shomari Scott

Key Staff:

Assistant Director Tourism (Finance and Admin) – Mr Kyle McLean
Deputy Director International Marketing – Vacant
Deputy Director Product Development – Vacant
Public Relations Manager – Ms Gina Matthews
Human Resources Manager – Ms Jan Peters
Information Systems Manager – Mr Lloyd McBean
Manager National Promotions and Events – Mrs Rosa Harris
Manager E-Business and Research – Mrs Cassandra Morris

US General Manager – Mr Tom Ludington
Country Manager Canada – Mr Paul Minich
Country Manager UK – Mr Don McDougall

Information Manager

Information Manager – Mr Kyle McLean
Alternate IM and Principal Records Officer – Vacant
Records Officer – Vacant

Tel: (1 345) 949 0623
Email: foi@caymanislands.ky
Website: www.caymanislands.ky/foi

Freedom of Information website www.foi.gov.ky

Organisation and functions

The Cayman Islands Department of Tourism is a public sector agency charged with short and medium term responsibility for the strategic planning and general destination management for the Cayman Islands tourism industry. It requires business management in the public sector environment and involves a close working relationship with a wide range of stakeholders. To be successful, the Department must maintain a global perspective and parallel local sensitivity in order to meet its broadest objectives as outlined in the National Tourism Management Policy.

The nature of the activities executed by the Department range from research and policy advice to international marketing and sales, from industry training programmes to the development of environmentally responsible management of the tourism industry. At all times, the Department seeks to advance the heritage, culture and values of the Cayman Islands and promote the advancement of sustainable tourism policies for the benefit of future generations.

The scope of the Department of Tourism activities is:

- Strategic planning for the Tourism Industry
- Technical Advice, Research and Policy Input
- Coordinate the implementation of the National Tourism Management Policy;
- Support for Tourism Boards and Committees
- Tourism Public Relations Services
- Crisis and Emergency Communications
- Product Development and Regulatory Activities
- Collection and Audit of Tourism Revenue
- Marketing and Public Relations (International and National)
- Development of Human Capital for the Tourism Industry

The Cayman Islands Department of Tourism holds information and records relating to the following areas of its operations:

Administrative

- Financial Management
- Human Resources Management
- Operations Management
- Management of Information Systems
- Strategic Management

Operational

- E-Business
- Familiarisation Trips
- Human Capital Development
- Marketing and Promotions
- Public Relations
- Research
- Tourism Development Services

A copy of the Department of Tourism Organisational Chart can be found on our website at the following link:



Dept of Tourism Organisational Chart

Office locations and addresses

<u>Location and hours</u>	<u>Matters handled</u>
Head Office, Grand Cayman: <u>Physical Address:</u>	<ul style="list-style-type: none">• Effective and targeted promotion of the Cayman Islands as a premier tourist destination.• Specific event organisation and consideration of

<p>Windward 3, Regatta Office Park West Bay Road Grand Cayman</p> <p><u>Mailing address:</u> PO Box 67 Grand Cayman, KY1-1102</p> <p><u>Opening Hours:</u> Mon-Fri 8.30am-5pm Closed on weekends and all public holidays</p>	<p>sponsorship opportunities.</p> <ul style="list-style-type: none"> • Arranging Cayman Travel Specialist and staff familiarisation trips. • Electronic marketing of the Cayman Islands • Website maintenance and creation of sitelets • Development of new and existing product to enhance the visitor experience • Human capital development through the PRIDE Programme, a customer service standards initiative, and the Tourism Apprenticeship Training Programme. • Inspection and licencing of all tourist accommodations. • Provision of statistical information to the public, creation of an annual survey document, as well as data collection at the airport and cruiseship terminals. • Budget preparation and management for all DOT offices • Accounts payable functions • Collection of Tourist Accommodation Tax and licencing fees • Records management • Departmental HR management • Management of all DOT information systems • Provision of advice to Ministers • Liaison with external tourism partners
<p>Cayman Brac Office:</p> <p><u>Physical address:</u> 209 West End Rd West Cayman Brac</p> <p><u>Mailing address:</u> PO Box 194 Cayman Brac, KY2-2001</p> <p><u>Opening Hours:</u> Mon-Fri 8.30am-5pm Closed on weekends and all public holidays</p>	<ul style="list-style-type: none"> • Inspections and Licencing • Tourism Promotions • Finance and Administration
<p>Overseas Offices:</p> <p><u>US</u> New York Empire State Building, Suite 1801, 350 Fifth Avenue, New York, New York 10118</p> <p>Opening hours: Mon – Fri: 9am – 5pm</p>	<p>The main objective of all Department of Tourism overseas offices is the promotion of tourism to the Cayman Islands.</p> <p>This includes the following functions and activities:</p> <ul style="list-style-type: none"> • advertising • direct and internal marketing • attendance at trade and consumer shows arranging

<p>Closed on weekends and all US public holidays</p> <p><u>EUROPE</u> 6 Arlington Street, London SW1A 1RE United Kingdom</p> <p>Opening hours: Mon – Thurs: 9.30am – 5.30pm Friday: 9am – 5pm Closed on weekends and all UK public holidays</p> <p><u>CANADA</u> 1200 Bay Street, Suite 1101 Toronto, Ontario M5R 2A5</p> <p>Opening hours: 9am to 5pm Mon – Fri Closed on weekends and all Canadian public holidays</p>	<p>training for travel agents</p> <ul style="list-style-type: none"> • arranging familiarisation visits to the Cayman Islands for travel agents and journalists • promotion of marketing promotions • facilitating visits overseas by Government ministers and senior staff • administration of regional budgets and staff • liaison with head office staff on press issues <p>Further information about the work of our overseas offices can be found on their country-specific websites:</p> <p>www.caymanislands.co.uk www.caymanislands.ky/canada www.caymanislands.ky/europe</p>
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Boards and committees

Name	Meetings	Minutes
<p><u>Hotel Licencing Board</u></p> <p>Chairman: Minister of Tourism (as stipulated by Law) – in practice, this responsibility is delegated to the Deputy Chairman</p> <p>Deputy Chairman: Director of Tourism (as stipulated by Law)</p> <p>Members: Mr. Carvin Forbes Mr. Marshall Levy Mr. Ken Hydes Ms. Jane Van Der Bol Plus two further members to be appointed by the Chairman</p> <p>Appointees: Representatives from The Fire Service, Dept of Environmental Health and Dept of Tourism</p>	<p>Meetings are held monthly at DOT</p> <p>Meetings are not open to the public.</p>	<p>The minutes of these meetings are not available online.</p> <p>Please refer to section 3 – Methods of Access for further information.</p>

<u>Tourism Training</u> <u>Apprenticeship Council</u> Co-Chairperson: Vacant Co-Chairperson: Belinda Blessitt-Vincent Members: Chevala Burke Wendy Jackson Elsa Cummings Jennifer Smith Nominees from Dept of Tourism and Ministry of Tourism	Meeting are generally held monthly but on occasion can be held twice or even three times per month depending on the need. Meetings are usually held at the Department of Tourism Head Office Meetings are not open to the public	The minutes of these meetings are not available online. Please refer to section 3 – Methods of Access for further information.
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Frequently asked questions

A list of frequently asked questions and answers about the Cayman Islands can be found at the following link: <http://www.caymanislands.ky/faq/default.aspx> with the main areas listed below.

General

- What time zone do the Cayman Islands operate on?
- Can I bring my pet to the Cayman Islands?
- What is the Legal drinking age in the Cayman Islands?

Weather

- What about hurricanes?
- Will it rain while I am there?
- What about the heat?

Internet/E Mail Access

- Where can I find Internet or email access on the Islands?

Transportation

- Are there Public buses?
- How much would it cost me to get a taxi from Owen Roberts Airport on Grand Cayman to Seven Mile Beach?

Money / Exchange Rate

- Is the US dollar accepted there & what is the exchange rate?

Activities

- What is there for my kids to do?
- Where can I play Golf?

Getting Married

- Can we get married in the Islands?
- What if we just want to renew our vows?

Inter Island Travel

- How can I get to the Sister Islands or Cayman Brac and Little Cayman?

Dining Out

- How much would you expect to pay for a local two-course lunch or dinner?

General

Question: What time zone do the Cayman Islands operate on?

Answer: The Cayman Islands are GMT - 5 hours.

Question: Can I bring my pet to the Cayman Islands?

Answer: No dog or cat will be allowed entry into the Cayman Islands unless it is at least ten (10) months old. An Import Permit application for dogs and cats must be completed and submitted with an official health certificate of the pet(s), a rabies laboratory titre report and the processing fee for the import permit. For the procedures required visit www.customs.gov.ky

Question: What is the legal drinking age?

Answer: 18 years and older. Our Rum Punches can pack a punch, so please remember no drinking and driving.

Question: Can we camp in the Cayman Islands?

Answer: Visitors are not permitted to camp on the Cayman Islands as there are no designated Camp sites. The Cayman Islands offer a wide variety of accommodations to suit any budget.

Question: Are there nude beaches or nudebathing?

Answer: You will not find any nude beaches in the Cayman Islands in fact, please note that the Cayman Islands Law prohibits all forms of public nudity, including topless sunbathing. Many business places also request that you wear shoes and an appropriate cover-up before entering.

Weather

Question: What about hurricanes?

Answer: The Atlantic Hurricane season starts June 1st and ends officially on November 30th. The Caribbean is a large region and most storms have shown a tendency to veer to the Northwest (towards the US Mainland) long before reaching the far Western Caribbean area. Consequently, the Cayman Islands have often been spared the full wrath of devastating hurricanes. Nowhere is exempt from hurricanes though and we endured Hurricane Ivan which passed through in September 2004. Prior to Hurricane Ivan the last occurred in 1932, and more recent brushes causing some property damage, were Hurricane Gilbert in 1988, which passed 30 miles south of Grand Cayman, and Hurricane Mitch in 1998 passing about 200 miles to the south.

Hurricane Guarantee

The Cayman Islands' with its *Worry Free Hurricane Guarantee*, is the perfect late summer/early fall destination for some fun in the sun. This unique Hurricane Guarantee covers any cancellations made prior to arrival and compensation if vacation time is cut short because of inclement weather.

Question: Will it rain while I am there?

Answer: The year divides into two seasons, the summer or "rainy" season, generally from mid-May through October, moving into the winter or "dry" season, from November to April. March and April are our driest months and May and October are traditionally the highest rainfall months.

This of course, does not mean that it rains constantly during either of those months, but reflects the trend within our region. Being in a tropical zone, it is not unusual to have brief afternoon showers during the summer, and, at certain times, brief morning sprinkles too. Similar to most West Indian Islands, rainfall tends to be higher in the western sections.

Question: What about the heat?

Answer: The average temperature in the winter is 75 degrees Fahrenheit and 85 degrees in the summer. Winter or summer, the temperature generally stays within the range of 70 - 90 degrees. The months with the least humidity and lowest temperatures are December through April, February occasionally recording night-time temperatures in the mid 60's, and March probably being the most "temperate" month of the year.

Transportation

Question: Are there Public buses?

Answer: There is a daily bus service which runs from 6 am until midnight depending on the route and the day of travel. The bus fare also depends on the route and varies between CI\$1.50 to CI\$3.00 per person.

Question: How much would it cost me to get a taxi from Owen Roberts Airport on Grand Cayman to Seven Mile Beach?

Answer: On average a taxi would cost from US\$10 to US\$25 depending on what part you are going to.

Money / Exchange Rate

Question: Is the US dollar accepted there & what is the exchange rate?

Answer: Yes it is widely accepted throughout the islands. CI\$1.00 equals US\$1.25 or, the US dollar equals CI \$.80. This rate may also vary on the company / business doing the exchange.

Activities

Question: What is there for my kids to do?

Answer: They will enjoy the various watersports like the banana boats, two person parasailing or discovering our fantastic marine world through snorkelling and swimming with colourful tropical fish. Adolescents over 12 years can also learn to dive! View our amazing underwater reefs in submarines, semi-submersibles and glass bottom boats. Not to be missed is our famous Stingray City snorkel trip where everyone becomes a child at heart swimming with tamed southern stingrays in their natural habitat, the open sea.

There is the Turtle Farm located in West Bay where you can find many different species, sizes and ages of turtles in addition to indigenous animals and birds.

Other activities include mini-golf, a visit to the Cayman Islands Museum and the multi-media

theatre at Pedro St. James Historic Site. For kids 10 years and older horseback riding is available, as well as cycling, golf and tennis.

Some hotels also host kid camps for children under the age of 12. If you are visiting for our national festivals Batabano or Pirates Week - there are numerous activities for children as well.

If you are staying at a guest house, condo or other accommodation we have a list of childcare service providers to help you enjoy your time in the Cayman Islands even more.

Question: Where can I play Golf?

Answer: There are two golf courses in the Cayman Islands, both located on Grand Cayman. The Britannia Golf Course is a unique 18 hole executive with par 3's and 4's. On Mondays, Wednesdays, Fridays and Sunday mornings the course is played Executive format. Otherwise it is played as a very challenging 9 hole regulation course (twice for 18 if you so desire).

Getting Married

Question: Can we get married in the Islands?

Answer: Couples can marry the day they arrive in the Cayman Islands, including visitors arriving by cruise ship. You must first arrange for a marriage officer within the Cayman Islands and apply for a special marriage license for non-residents granted by the Governor. Contact the Deputy Chief Secretary's office for more information.

Question: What if we just want to renew our vows?

Answer: All you would need is a marriage officer and your proof of marriage. All other details relating to your special moment can be arranged at your discretion.

Inter Island Travel

Question: How can I get to the Sister Islands or Cayman Brac and Little Cayman?

Answer: Cayman Airways Express offers numerous flights daily from Grand Cayman to Cayman Brac and Little Cayman for reservations call 00 1 345.949.2311 or visit www.caymanairways.com Cayman Airways also offers a 737 jet service from Grand Cayman to Cayman Brac.

Dining Out

Question: How much would you expect to pay for a local two-course lunch or dinner?

Answer: On average you can expect to pay between US\$16.00-US\$32.00

Further information

If you do not have internet access, you may obtain further information about the Cayman Islands and the Department of Tourism by calling our Head Office on (1 345) 949 0623 or by contacting any of our offices overseas. Contact details for our overseas offices can be found in the Office Locations section on pages 7 & 8 of this publication scheme.

STRATEGIC MANAGEMENT

This deals with the development of business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; administering the authority's operations at the organisational level; managing programs to improve business processes and ensure consistent service delivery; and making recommendations that seek to advise on revisions of laws and other regulatory instruments that affect the authority's functions and responsibilities.

The key strategic goals and objectives for the Department of Tourism are:

- Provide high quality products and services for the visitor
- Present a distinctive Caymanian experience
- Adopt a sustainable approach to tourism development
- Protect and enhance the marine and terrestrial environment
- Attracting a more discerning and higher spending visitor
- Develop a highly skilled Caymanian workforce
- Develop nature-based/soft adventure tourism in the Sister Islands and Grand Cayman
- Organise tourism in the Cayman Islands more effectively
- Research, monitor and report on the tourism economy more effectively
- Increase awareness of and positive attitudes towards tourism in the community
- Brand Management - Management and Enhance the Image of the Cayman Island Tourism Brand

Governance

This section includes high-level documents that inform and direct the functions and activities of the authority. Documents include governing legislation and regulations and corporate policies and documents. These documents are available on our website and are issued to all properties when they apply for a tourist accommodation licence. Copies of the laws and regulations can also be purchased from the Legislative Assembly.

Legislation

-  Tourism Law (1995) Revision (.pdf)
-  Tourist Accommodation (Taxation) Law (.pdf)
-  Tourism Regulations (2002) Revision (.pdf)
-  Freedom of Information Law 2007
-  Freedom of Information Regulations 2008
-  Personnel Regulations
-  National Archive and Public Records Law 2007
-  Public Management and Finance Law (2010 Revision)
-  Financial Regulations (2010 Revision)
-  Labour Law (2007 Revision) and Regulations
-  Electronic Transactions Law 2003 revision

Corporate management

This section includes high-level documents that plan and evaluate the work of the authority. Copies of these documents are available either on our website or the website of the relevant government department. Where indicated, copies can also be obtained from the Department of Tourism Head Office.

Available on DOT website or from Head Office



National Tourism Management Plan 2009-2013



Continuity of Operations Plan – Please note that internal and external contact lists and the Appendices to the plan have not been published as these parts of the document contain personal information.



Press releases

Statistics about the Cayman Islands can be found at the following link www.caymanislands.ky/statistics, or by contacting our Research Unit on (1 345) 949 0623.

BUSINESS ADMINISTRATION AND FINANCIAL MATTERS

Administering the authority's internal functions and managing its resources efficiently and effectively. This includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies.

Financial management

This section includes documents relating to the administration of the authority's monetary resources – including projected and actual income and expenditure; tendering; procurement; and contracts.



Annual Budget Statement 2011-2012



Annual Plan and Estimates 2011-2012



CTC Open Tender Process

Tourist Accommodation Tax collection reminders



First Reminder - Unpaid Tourism Accommodation Tax



Final Reminder - Unpaid Tourism Accommodation Tax



Surcharge - First Reminder



Surcharge - Final Reminder

Administration

This section covers records relating to other administrative functions carried out within the authority – including buildings, equipment & vehicles; communications; human resources; information & technology management. Documents relating to these subject areas can be found

on our website at the links below or by contacting the Department of Tourism on (1 345) 949 0623.



Job vacancies; career opportunities



Records management classification scheme

POLICIES & PROCEDURES

These are the current written protocols used by the Department of Tourism for carrying out functions, activities and delivering services.



Complaints-handling procedure



DOT Complaints Form



Intern Programme



Code of Conduct



Information Management Policy

DECISIONS & RECOMMENDATIONS

This section includes information about proposals, resolutions, assessments and results, including decision-making processes.



Licenced Properties 2011-2012



Tourism Accommodation Manual

LISTS & REGISTERS

This includes information held in registers required by law and other lists or registers relating to the functions of the authority.



FOI Disclosure Log

OUR SERVICES

This category provides detailed information about the services offered and activities carried out by the Department of Tourism, to fulfil its high-level functions and responsibilities. All of the information can be found on our website www.caymanislands.ky or through the links below. Further information about any of our services and programmes can be obtained by calling the Department of Tourism on (1 345) 949 0623.



Programmes and Project Development



Events, Sponsorships and Partners



Inspecting; Investigating; Monitoring; Regulating



Training; Scholarships; Subsidies



Cabinet Office

Publication Schemes

Produced in accordance with the Deputy Governor's Code of Practice on Publishing

CONTENTS:

1. About the Publication Scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information
 - About Us
 - Strategic Management
 - Finance & Administration
 - Policies & Procedures
 - Decisions & Recommendations
 - Lists & Registers
 - Our Services

1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law, 2007 ("FOI Law") has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage public authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for:

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

This publication scheme commits the Cabinet Office to making information available to the public as part of its normal business activities.

The Cabinet Office will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The Cabinet Office will generally not publish:

- information in draft form;
- information that is not held by the Cabinet Office, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law or otherwise protected from disclosure – for example:
 - personal information,
 - commercially sensitive information,
 - information which would prejudice international relations if disclosed, including dealings with governments of foreign nations,
 - information communicated in confidence by or on behalf of a foreign government or international organisation,
 - information which would adversely impact the Caymanian economy or Government's ability to manage the economy,
 - Cabinet minutes, or
 - opinions, advice or recommendations prepared for Cabinet.

In maintaining this publication scheme, our aim is to be as open as possible. However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it. For example: where disclosure would breach the law of confidentiality, infringe personal privacy, inhibit the free and frank exchange of views for the purposes of deliberation, or otherwise prejudice the effective conduct of public affairs.

A significant portion of the work that the Cabinet Office does is for meetings of Cabinet, National Security Council or Cabinet working committees, and therefore likely to be exempt under the FOI Law. While the exemption that is specific to Cabinet documents will exclude purely factual material, other exemptions aim to protect the principle of collective responsibility of ministers and allow free and frank discussion of complex issues. Even if some information is exempt, disclosure may be required if there is substantial public interest.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out. Records containing exempt matter will be published in a redacted¹ form where ever it is practical to do so, indicating which exemptions apply. If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the various methods described below. *Section 7: Categories of information* provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on www.cabinetoffice.gov.ky and can be downloaded in PDF format.

Additionally, the Freedom of Information Unit (FOI Unit) and the Constitutional Review Secretariat (CRS), which closed in November 2009, each have their own websites even though they fall directly within the purview of the Cabinet Office. Information specific to the functions and activities of the FOI Unit and CRS is available on www.foi.gov.ky and www.constitution.gov.ky, respectively. These websites can also be accessed through www.cabinetoffice.gov.ky, “What We Do.”

Where information is available online, a PDF icon hyperlink within *section 7: Categories of information* will direct you to the relevant document or webpage. If there is no link, or the link is broken, you can use our website’s “Search” facility.

If the “❖” symbol appears next to a listed document, that record is not available online at this time and should be requested from the Information Manager as detailed below.

If you are still having trouble locating information listed under our scheme, please contact the Information Manager at foi.cab@gov.ky or (345) 244-2208.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive’s *Redaction Standard*.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. Email us at foi.cab@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call (345) 244-2208 to request information.

Post

All information listed in the publication scheme, including that which is published online, will usually be available in hard copy. Requests may be addressed to:

**Kim Bullings
Information Manager
Cabinet Office, Box 105
133 Elgin Avenue, GT
4th Floor Government Administration Building
Grand Cayman KY1-9000
CAYMAN ISLANDS**

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

Though the Cabinet Office holds no records that can only be inspected on the premises, and there is therefore no need for a personal visit to access information, you may still chose to personally inspect documents listed in our publication scheme. Please contact the Information Manager at foi.cab@gov.ky or (345) 244-2208 to make an appointment.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact the Information Manager at foi.cab@gov.ky or (345) 244-2208.

The Cabinet Office will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Cabinet Office is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Cabinet Office strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent by email will be provided free of charge. Fees may be charged for providing information in paper copy or on a computer disc or other carrier medium. Charges will reflect actual costs of reproduction and postage, as described below. All fees are quoted in Cayman Islands Dollars.

The Cabinet Office also charges for certain services in accordance with the Government Fees Law (2007 Revision) and other laws, including where documents are released to applicants. Those different types of fees are clearly outlined at the end of *section 7: Categories of information* under “Our Services” and these publications are charged at the cover price, plus actual postage costs as charged by the Cayman Islands Postal Service.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size). Digital records (text or image) released on computer discs will be charged at a rate of \$2.00 per disc.

Postage costs

The Cabinet Office will pass on to the requester the actual costs of postage or courier delivery. Information will be sent via parcel post with the Cayman Islands Postal Service unless the applicant requests another form of delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when we have received your payment. Requests for fee waivers may be submitted to the Information Manager.

5. Requests for information outside the Publication Scheme

Information held by the Cabinet Office that is not published under this scheme can be requested in writing (letter, email or facsimile). Your request will be considered in accordance with the provisions of the Freedom of Information Law.

We want to help you find the information that you are interested in, so to ensure quick and efficient processing of your request please include:

- A name (it does not have to be your real name),
- An address (email or postal),
- A description of the information being sought, and
- How you would like to receive the information.

You do not have to give a reason for your request, but please be as specific as possible about the information you would like, as this will help us to respond efficiently. Where possible, include a telephone number so we can call to discuss your request if necessary.

There is no fee to make an FOI request, and we will respond to your application promptly. The FOI Law requires public authorities to respond within 30 calendar days, allowing an extension of an additional 30 calendar days if needed. We will always acknowledge receipt of FOI requests within 10 calendar days and let you know if we need to extend the deadline.

An FOI Application Form is also available on our website or from our public authority. Before making a request, you should view the FOI Disclosure Log on our website to see if someone has already requested the information and what our decision was. More information about making a request is available on our website, and for detailed advice on what kind of information is exempt or excluded from the FOI Law, please see the FOI Unit website.

6. Complaints

The Cabinet Office aims to make our publication scheme easy to use, and to ensure that our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact the Information Manager, and we will try to resolve your complaint as quickly as possible. Further information about our complaints procedures can be obtained from the Internal Complaints Process section of our website or by contacting the Information Manager.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

**Information Commissioner's Office
2nd Floor, Elizabethan Square, Building C
George Town, Grand Cayman
PO Box 1375,
Grand Cayman KY1-1108,
CAYMAN ISLANDS
Telephone: (345) 747 5402
Email: appeals@ico.gov.ky**

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Name of Public Authority

Cabinet Office, Box 105
133 Elgin Avenue, George Town
2nd Floor, Government Administration Building
Grand Cayman, KY1-9000
CAYMAN ISLANDS
Tel: (345) 244-2208
Fax: (345) 946-1652

Key Staff

Orrett Connor, MBE, JP
Cabinet Secretary
Tel: (345) 244-2253
Email: orrett.connor@gov.ky

Tim Hubbell
Director of Special Projects
Tel: (345) 244-3601
Email: tim.hubbell@gov.ky

Natasha Bodden
Freedom of Information/
Immigration Appeals Tribunal Coordinator
Tel: (345) 244-3607
Email: natasha.bodden@gov.ky

Catherine Tyson
Temporary Housing Manager
Tel: (345) 947-2861
Email: catherine.tyson@gov.ky

Kim Bullings
Clerk of the Cabinet
Tel: (345) 244-2209
Email: kim.bullings@gov.ky

Robert Lewis
Director, Policy Coordination Unit
Tel: (345) 244-3602
Email: robert.lewis@gov.ky

Meloney Syms
Protocol Coordinator
Tel: (345) 244-3612
Email: meloney.syms@gov.ky

FOI Management Staff

Kim Bullings
Information Manager
Tel: (345) 244-2209
Email: foi.cab@gov.ky

Meredith Hew
Information Manager Designate
Tel: (345) 244-2210
Email: foi.cab@gov.ky

The Information Manager is responsible for implementing the Freedom of Information Law and responding to FOI requests. To learn more about FOI visit www.foi.gov.ky.

Organisation and Functions

The Cabinet Office coordinates the weekly meetings of Government ministers, as well as special local, regional and international projects arising from these meetings. It includes the Secretariat, which primarily provides administrative and technical support to the Premier and to Cabinet meetings and projects; the Policy Coordination Unit; the Public Affairs Unit, which closed in June 2011; the Immigration Appeals Tribunal; the Protocol Office; Freedom of Information Unit; Temporary Housing Initiative (this office will close by the end of the 2012/13 fiscal year); and Constitutional Review Secretariat, which closed in November 2009 following the passage of the 2009 Constitution.

Finally, the wider portfolio comprises two public authorities which maintain separate Publication Schemes: the Computer Services Department and Government Information Services.

Functions of the Cabinet Office include:

- Secretarial and administrative support for the Premier, the National Security Council and the Cabinet, including—
 - Coordination of the collection and dissemination of information regarding the proceedings and decisions of National Security Council and Cabinet, and
 - Preparation of National Security Council and Cabinet submissions, ministerial briefings, responses to Parliamentary Questions, speeches and presentations;
- Administrative and secretarial support for the processing of—
 - Appeals under the Immigration Law (2011 Revision),
 - Appeals under the Trade and Business Licensing Law (2007 Revision),
 - Appeals under the Firearms Law (2008 Revision) and Firearms Regulations (1999 Revision),
 - Tax undertaking (exemption) certificates to exempted companies, trusts and limited partnerships under the Tax Concessions Law (2011 Revision), Trusts Law (2011 Revision), Exempted Limited Partnership Law (2011 Revision) and Exempted Limited Partnership Regulations (2002 Revision);
- Liaising with the portfolio's units and other government agencies concerning policy development, coordination and implementation (the main remit of the Policy Coordination Unit);
- Public affairs advice and services and promotion of public engagement with policy;
- Providing advice and support to government agencies with responsibility for protocol services;
- Facilitating the further administration of Freedom of Information and coordinating the development of Data Protection;
- Providing for the administration of the Temporary Housing Initiative, including the provision of social programmes and transition to permanent housing;
- Providing critical infrastructure support and management of government's information technology assets;
- Providing for a well-informed populace through the communication of information relating to the activities of government agencies, including support for proactive and responsive communication between government agencies and the public;
- Human resources management;
- Financial management; and
- Strategic management, including policy development, coordination and implementation across Government Ministries and Portfolios.

More information about the nature and scope of the activities of the Cabinet Office, as well as ownership performance targets and budgetary outputs, is available in the annual budget statements. An organisational chart is also available that explains how the Cabinet Office fits within the purview of the Governor, Premier and other Cabinet ministers and members.

Cabinet Office Units

Location and hours	Matters handled
<p><u>Cabinet Secretariat</u> Box 105, 133 Elgin Avenue, George Town 4th Floor Government Administration Bldg Grand Cayman KY1-9000 Tel: (345) 244-2208 Fax: (345) 946-1652 Website: www.cabinetoffice.gov.ky Hours: Monday – Friday, 8:30am – 5:00pm</p>	<ul style="list-style-type: none"> - Arranging and providing secretarial support to National Security Council, Cabinet and subcommittees - Advising on Cabinet meeting procedures - Support services to the Premier - Office of the Cabinet Secretary - Tax exemption certificates - Trade and Business Licensing appeals - Firearms appeals - Administration and Human Resources
<p><u>Policy Coordination Unit</u> Box 105, 133 Elgin Avenue, George Town 4th Floor Government Administration Bldg Grand Cayman KY1-9000 Tel: (345) 244-3602 Fax: (345) 946-1652 Email: Robert.Lewis@gov.ky Website: www.cabinetoffice.gov.ky Hours: Monday – Friday, 8:30am – 5:00pm</p>	<ul style="list-style-type: none"> - Monitoring and reporting on international policy - Provision of technical advice to Cabinet - Policy development, coordination and implementation across Government Ministries and Portfolios.
<p><u>Public Affairs Unit</u> Closed office in June 2011 Website: www.cabinetoffice.gov.ky</p>	<ul style="list-style-type: none"> - Public affairs advice and assistance - Coordination of public relations and community services - Development of strategies to promote and monitor public engagement with policy
<p><u>Immigration Appeals Tribunal</u> Box 105, 133 Elgin Avenue, George Town 4th Floor Government Administration Bldg Grand Cayman KY1-9000 Tel: (345) 244-3607 Fax: (345) 946-1652 Email: natasha.bodden@gov.ky Hours: Monday – Friday, 8:30am – 5:00pm</p>	<ul style="list-style-type: none"> - Administrative and secretarial support for the processing of Immigration Appeals <ul style="list-style-type: none"> - Work permits - Permanent residence - Caymanian status - Business staffing plans - Political asylum

<p><u>Constitutional Review Secretariat</u> Closed office in November 2009 Website: www.constitution.gov.ky Email: foi.cab@gov.ky</p>	<ul style="list-style-type: none"> - Oversight of the 2007 constitutional reform initiative, which culminated with the passage of the Cayman Islands Constitution Order 2009
<p>Freedom of Information Unit Box 105, 133 Elgin Avenue, George Town 4th Floor Government Administration Bldg Grand Cayman KY1-9000 Tel: (345) 244-3607 Fax: (345) 947-5712 Email: foi@gov.ky Website: www.foi.gov.ky Hours: Monday – Friday, 8:30am – 5:00pm</p>	<ul style="list-style-type: none"> - Facilitating and coordinating the implementation of Freedom of Information - Development of Data Protection
<p>Protocol Office Box 105, 133 Elgin Avenue, George Town 4th Floor Government Administration Bldg Grand Cayman KY1-9000 Tel: (345) 244-3612 Fax: (345) 947-5712 Email: protocol@gov.ky Website: www.cabinetoffice.gov.ky Hours: Monday – Friday, 8:30am – 5:00pm</p>	<ul style="list-style-type: none"> - Advising government agencies on protocol - Ceremonial Event Management - Protocol intervention and airport liaison
<p>Temporary Housing Initiative Box 105, 133 Elgin Avenue, George Town 4th Floor Government Administration Bldg Grand Cayman KY1-9000 Tel: (345) 947-2861 Website: www.cabinetoffice.gov.ky Hours: Monday – Friday, 8:30am – 5:00pm <i>This office will be closed by the end of the 2012/13 fiscal year</i></p>	<ul style="list-style-type: none"> - Supervision of the housing programme for Hurricane Ivan homeless

Classes of Information

A “class of information” is a way of collecting similar information. The Cabinet Office has grouped its classes of information into broad categories (or “functions”) which reflect our outputs.

Cabinet Office: includes information held by the Cabinet Secretariat, Policy Coordination Unit, Public Affairs Unit and Immigration Appeals Tribunal.

FUNCTION	ACTIVITY
Administrative Support to Cabinet and National Security Council	Proceedings of Cabinet and National Security Council
	Authorisations
	Communications – Internal & External
	Policy
	Publications
	Licensing
	Appeals (Trade and Business; Firearms and Marine Conservation)
	Confirming
	Registering
Committee Support	Proceedings of the Immigration Appeals Tribunal
	Advising
	Establishment
Departmental Management	Communications
	Advising
	Policy
	Recovery Operations
	Budget Coordination
Information & Technology Management	Recording
	Reviewing
	Establishing
Ministerial Servicing for the Premier	Policies and Procedures
	Communications
	Registering
	Advising
Human Resources Management	Development and Training
	Reviewing
	Recruitment
	Staff Administration
	Departmental Staff Matters
	Human Resources Procedures
Financial Management	Annual Budget and Estimates
	Financial Accounting Records
Strategic Management	Policy
	Research and Development
	Reviewing

Public Relations Advice and Services	Drafting
	Advising
	Reviewing

Freedom of Information Unit

FUNCTION	ACTIVITY
Freedom of Information Coordination	Freedom of Information Steering Committee Support
	Communications
	Coordination of Implementation
	Guidance
	Implementation Planning
	Information Technology and Marketing
	Policy, Development and Advice
	Promotion of Freedom of Information
	Public Education
	Regulatory Framework
	Reporting
	Research and Development
	Training and Awareness
Administrative & Financial Management	Budgeting
	Records
	Records Management Training

Protocol Office

FUNCTION	ACTIVITY
Protocol Services	Airport Liaison
	Advising
	Events Management
	Guidance
	Planning
	Policy
	Research and Development
	Registration
	Training

Temporary Housing Initiative *(office will be closed by the end of the 2012/13 fiscal year)*

FUNCTION	ACTIVITY
Operational	Proceedings
	Planning
	Authorising
	Communications
	Leases
	Tenant Files
	Special Needs
Equipment and Services	Ordering
Information & Technology Management	Recording
Communications	Policies and Procedures
	Registering
Human Resources Management	Staff Administration
Financial Management	Accounting

Policy Coordination Unit

FUNCTION	ACTIVITY
Strategic Management	Policy
	Advising
	Policies and procedures
	Planning
	Research and Development
	Training and Awareness
	Guidance
	Publications
	Reviewing

Boards and Committees

Name	Meetings	Minutes
<p>Immigration Appeals Tribunal Sophia Harris (Chair) Morris Garcia (Deputy Chair) Buck Grizzel (Deputy Chair) Grace Donalds, JP (Deputy Chair) Shaun McCann (Deputy Chair) Peter Broadhurst (Deputy Chair) Josephine Habib Susan Arch-Parsons William (Billy) Pennington Shehanha (Shan) Harriman Paula Jackson Mark Beckford Pamela Myrie Evanell Hunter Chet Ebanks Nanalie Cover Jewel Hydes Riselda Ebanks Sacha Tibbetts Jonina Whittaker-Swanson (Secretary, non-voting) Sheneen Powell (Secretary, non-voting)</p>	<p>The Tribunal meets once per week. While it is not open to the general public, appellants may apply to present their cases in person.</p>	<p>Minutes and outcomes of meetings may be requested under FOI as detailed in <i>section 5: Requests for information outside the Publication Scheme</i>. Each request will be decided on a case-by-case basis, but it is likely that most material will be exempt under section 23(1) of the FOI Law, as it would amount to the unreasonable disclosure of personal information.</p>
<p>Freedom of Information Steering Committee (FOISC) Natasha Boddan (Chair) Richard Barton, Jr. Tim Hubbell Jacqueline Jefferson-Ziemniak Daniell Rattan Janet Chisholm Samuel Rose Tamara Ebanks Sandra Tomlinson Tammi Selzer Cornelia Olivier Gilbert McLaughlin Jo Richards Wanda Tatum Christopher Eakin Paul Tibbetts Haroon Pandohie Ian Fenton</p>	<p>The FOISC began meeting July 2007 and had its most recent meeting June 2008.</p> <p>The FOISC and its Sub-Committees also met with various stakeholders in June 2009 for a post-implementation retreat titled “Looking Backwards, Going Forward.”</p>	<p>Minutes of FOISC meetings and Sub-Committee meetings are available on the FOI Unit website or from the Cabinet Office Information Manager upon request.</p> <p><i>Section 3: Methods of access</i> details the various ways information may be requested.</p>

FOISC Training and Records Management Sub-Committee	See "FOISC Meetings"	See "FOISC Meetings"
FOISC Implementation Planning Sub-Committee	See "FOISC Meetings"	See "FOISC Meetings"
FOISC Legal Sub-Committee	See "FOISC Meetings"	See "FOISC Meetings"
FOISC Communication, Public Participation and Public Relations Sub-Committee	See "FOISC Meetings"	See "FOISC Meetings"
FOISC Information Technology Sub-Committee	See "FOISC Meetings"	See "FOISC Meetings"
<u>Data Protection Working Group (DPWG)</u> David Archbold (Chair) Olivaire Watler Simon Palmer Jennifer Dilbert Gail Johnson Goring Bob Thompson, Jr. Peter Broadhurst Bilika Simamba Robin Jarvis Aubrey Bodden (Secretary)	The DPWG initially met weekly from 14 September 2009 through 7 December 2009. Meetings are now as needed and are not open to the public.	Requests for minutes and other materials should be submitted under FOI as detailed in <i>section 5: Requests for information outside the Publication Scheme</i> .



- Freedom of Information Steering Committee Terms of Reference
- ❖ Data Protection Working Group Terms of Reference

History

The Cayman Islands (Constitution) (Amendment) Order 2003 was presented for enactment by the House of Commons 24 June 2003, renaming the former Executive Council the Cabinet and creating the new government post of Cabinet Secretary and associated responsibilities. The Order also formally established the offices of the Leader of Government Business (now the Premier) and Leader of the Opposition and the Electoral Boundary Commission

Annual Reports

For information about the past performance of the Cabinet Office, previous annual reports through 2004/2005 are available on the Government website.

Employment Opportunities

The Cabinet Office careers brochure contains more details about the kind of work carried out by the wider portfolio and the various professions that it employs. Job advertisements for positions in the Cabinet Office are posted on our website and at www.recruitment.gov.ky.

Frequently Asked Questions

Q. What is the Cabinet?

A. The Cabinet is composed of two official members and five elected Ministers, one of whom is designated Premier. The official members are the Deputy Governor and Attorney General. They are appointed by the Governor in accordance with Her Majesty's instructions, and although they have seats in the Legislative Assembly, under the 2009 Constitution they do not vote. The five Ministers are voted into office by the 15 elected members of the Legislative Assembly. One of the ministers, the leader of the majority political party, is appointed Premier by the Governor. After consulting the Premier, the Governor allocates a portfolio of responsibilities to each Cabinet member. Under the principle of collective responsibility, all ministers are obliged to support any measures approved by Cabinet.

Q. How do Cabinet members and their roles fit within the Government?

A. The Government organisational chart details the responsibilities of all Cabinet members.

Q. Are there any rules and procedures governing the operations of the Cabinet?

A. The Cabinet Operating Guidelines contain all the procedures relevant to the operation of Cabinet. It is expected this document will soon be declassified and made available.

Q. How do I find out the key policy directions that shape the actions of the government and the development of the public service?

A. Each year, the present governor outlines in full the direction that government policy will take in the Throne Speech at the state opening of the Legislative Assembly (read the 2009 Throne Speech). At the same meeting, the Premier expands on Cabinet's commitment to these developments in the Response to the Throne Speech (read the 2009 response). Halfway through the budget year the Premier delivers the Strategic Policy Statement (SPS), which outlines how far Government has advanced towards the same goals and objectives (read the address on the 2010/11 SPS and the 2010/11 SPS).

Q. What is a tax exemption certificate and how do I apply for one for my company?

A. A special section of the Cabinet Secretariat deals exclusively with the tax exemption certificates that Cabinet approves to protect exempted companies in the event that the Cayman Islands government introduces taxation.

Q. How do I complain about a work permit board decision?

A. The Immigration Appeals Tribunal (IAT) holds weekly meetings to hear appeals against Immigration decisions, including in regards to the grant, renewal or amendment of work permits. Appellants may request to be heard personally or by a representative at a hearing date which would be set by the Tribunal and communicated to the appellant. Any person who is dissatisfied with any decision of a Board must submit an appeal to the IAT within twenty-eight (28) days of the communication of the decision. Decisions of the IAT can only be appealed to the Grand Court on a point of law.

Q. What is protocol?

A. Protocol has been defined as ‘Rules of diplomatic procedure, notably those designed to accord to the representatives of sovereign states and others, as well as different classes of officers within them, the treatment in all official dealings to which their recognized status entitles them.’ *A Dictionary of Diplomacy, second edition, G.R. Berridge and Alan James.*

Q. What is the Order of Precedence?

A. It is the ceremonial order of rank or preference used by individuals and organisations. The Order of Precedence for a country lists the rank of senior government officials. View the Cayman Islands Order of Precedence.

Q. What is the proper way to display the Cayman flag?

A. The Cayman flag should be placed in the position of honour which is on the right (on the left from a spectator's point of view). All other country flags should be placed to the left of the Cayman flag with the exception of the UK flag, which, if used, would take the place of honour with the Cayman flag immediately on its left.

Q. Where can I purchase a Cayman flag?

A. Flags of various sizes can be purchased from the Cayman Islands National Museum.

Q. During official events, what is the procedure for platform announcements of officials in attendance?

A. The Chairman or Master of Ceremonies should recognise individuals at the beginning of the ceremony. All subsequent speakers should not repeat the names and can shorten their salutations such as: “Your Excellency, Distinguished Guests, Ladies and Gentlemen.”

Q. What are post-nominal letters?

A. Post-nominal letters, or post-nominal initials, or post-nominal titles, are letters placed after the name of an individual to indicate that the person holds a position, office or honour.

Q. What is the correct order to place letters after the name?

A. Debrett's Correct Form outlines the order in which post-nominal letters should be placed.

Q. Is it correct to say the letters after the name in a platform introduction?

A. No, one should not state the letters in a verbal address (i.e. MBE, JP, CPA)

Q. Who should be invited to official events? Can invitations be sent electronically?

A. When inviting officials to take part in an event it's important to remember to invite those who have been associated with the event in some way. Email invitations are perfectly acceptable.

Q. What is the correct time frame to provide an RSVP?

A. Within three (3) days of receipt of the invitation.

Q. Where can I obtain official gifts?

A. Official gifts should represent Caymanian culture and people. Other considerations include cost, occasion and appropriateness of the item. Every attempt should be made to purchase official gifts from the Museum, National Trust, Post Office, and other Government entities.

Q. How did the Temporary Housing programme begin?

A. In early 2005 Government received eighty-four (84) FEMA trailers to serve as temporary homes for persons who lost their accommodation in Hurricane Ivan. Special district committees recommended persons to take part in the programme. Trailers were located on various public and private sites, and residents signed an agreement to pay \$500-700 in rent based on the size and location of their trailer, to cover the cost of upkeep, utilities, etc.

Q. Who works in the unit?

A. Temporary Homes Manager Catherine Tyson is a qualified social worker with masters of social work degree and her background involves extensive work with vulnerable and indigent populations. Her team includes an accounts officer, the collection and complaints officer, maintenance officers and administrative staff.

Q. Why are people still living in the trailers?

A. Since the programme was created to provide shelter for persons who would otherwise be homeless, as long as this need exists the service will continue. At this point, its objective is to place all residents in permanent homes.

Q. What other services does the unit provide to residents?

A. Staff help residents cope with various needs. In particular, they focus on developing clients' professionally, financially and socially, to the point where they can secure and maintain a permanent home. Adult residents are able to request support in resume writing and job hunting and children receive after school support. The unit also writes letters of support to banks and government departments in support of loan applications, planning applications and other stages of the house-building and home-owning process. A counseling service is also available and the unit coordinates field trips for children to various cultural and historical sites including recent trips to New York and Orlando.

Q. What happens to the homes in the event of a hurricane?

A. The trailers were originally strapped down by the Public Works Department. This system continues to be in place. During storm threats a priority is made of getting the residents to safety, whether this is in shelters or with family; transportation is provided where need be.

Q. How was the European Grant administered?

A. The Manager also heads the National Hurricane Recovery Committee, which supervised the recommendations for assistance. Applications were put forward by district committees, working on a points based system that considered age, family, disability, accommodation status, income and other criteria. The committee submitted recommendations to the National Recovery Fund Board of Directors, which is undertaking the process of providing permanent homes and

improving hurricane-readiness of other residences.

Q. Can civil servants make a Freedom of Information request?

A. Yes, the law applies to *all* persons, regardless of occupation, age, location or other status.

Q. Is there a limit on the amount of information a person can ask for?

A. No, there is no limit on the amount of information a person can ask for. However, if a request is so voluminous that it would divert the resources of a public authority and prevent it from carrying out its mandate, the request may be refused.

Q. Will it be more difficult to get documents from the Government after FOI?

A. No, public authorities will continue to provide information as before. An FOI request is only required if the record is not available in the public domain or through other procedures.

Q. Is there a charge for making an FOI request?

A. There is no fee for making a request. Fees may be charged to access disclosed records, but these fees cannot exceed the actual cost of reproduction, formatting and transmission.

STRATEGIC MANAGEMENT

Administering the authority's operations at the organisational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources.

Constitutional Mandate

The Cabinet Secretary heads the Cabinet Office portfolio. His role and that of his office are laid out in the Cayman Islands Constitution Order 2009, section 48.

48. — (1) There shall be—

- (a) a Cabinet Office, which shall be an office in the Government; and
- (b) a Cabinet Secretary, whose office shall be a public office, who shall be a person who is a Caymanian and who shall be appointed by the Governor, acting after consultation with the Premier.

(2) The Cabinet Secretary shall have charge of the Cabinet Office

(3) The responsibilities of the Cabinet Secretary shall include—

- (a) providing frank and politically neutral advice to the Governor, the Cabinet and the Premier on matters of policy;
- (b) co-ordinating the development and implementation of policy between departments and ministerial portfolios and across the wider Government sector to ensure that Government policy is developed coherently;
- (c) providing for administrative and secretarial support for the Cabinet and the Premier in order to allow high-quality and effective government;

(d) arranging the business for, and keeping the minutes of, the meetings of the Cabinet or any Cabinet committee and conveying the conclusions reached at the meetings to the appropriate person or authority; and the Cabinet Secretary shall have such other functions as the Governor, after consultation with the Premier, may from time to time direct.

(4) The Cabinet Secretary shall also—

(a) transmit copies of all papers submitted for consideration by the Cabinet or any Cabinet committee to the Governor and all members of the Cabinet;

(b) inform the Governor and all members of the Cabinet of the summoning of any meeting of the Cabinet or any Cabinet committee and of the matters to be discussed at any meeting of the Cabinet or any Cabinet committee; and

(c) furnish the Governor and all members of the Cabinet, as soon as practicable after each meeting of the Cabinet or any Cabinet committee, with a copy of the confirmed minutes of the previous meeting showing the matters discussed and the conclusions reached at the meeting.

Governance

The following laws and regulations govern activities of, or are applied by, the Cabinet Office.




-  Public Service Management Law (2010 Revision)
-  Personnel Regulations, 2006
-  Personnel (Amendment) Regulations, 2009
-  Public Management and Finance Law (2010 Revision)
-  Public Management and Finance (Amendment) Law, 2012
-  Financial Regulations (2008 Revision)
-  Financial (Amendment) Regulations, 2009
-  Labour Law (2007 Revision)
-  Public Holidays Law (2007 Revision)
-  Health Insurance Law (2005 Revision)
-  Health Insurance Regulations (2005 Revision)
- ❖ Public Service Pensions Law (2004 Revision)
- ❖ Public Service Pensions Regulations (2004 Revision)
- ❖ Public Service Pensions (Ex-gratia Pensions) Regulations, 2004
-  Freedom of Information Law, 2007
-  Freedom of Information (General) Regulations, 2008
-  National Archive and Public Records Law, 2007
-  Computer Misuse Law, 2000
- ❖ Electronic Transactions Law (2003 Revision)
-  The Coat of Arms, Flag and National Song Law (2005 Revision)

Hard copies of all legislation are available from the Legislative Department upon request and payment of a fee. Requests may be made in person or sent by post, fax or email to:

Clerk of the Legislative Assembly
33 Fort Street, George Town
PO Box 890
Grand Cayman KY1-1103
CAYMAN ISLANDS
Tel: (345) 949-4236
Fax: (345) 949-9514
Email: indianna.watson@gov.ky

Tax Undertaking




The following laws prescribe the process of granting tax exemption certificates to certain companies, trusts and limited partnerships, including fees.

-  Exempted Limited Partnership Law (2011 Revision)
- ❖ Exempted Limited Partnership Regulations (2002 Revision)
- ❖ Tax Concessions Law (2011 Revision)
-  Trusts Law (2011 Revision)
-  Government Fees Law (2007 Revision)

Fees for tax undertakings are outlined in the Government Fees Law as \$1,500 for a new application, renewal or duplicate and \$150 for an endorsement or certified copy.

Appeals to Cabinet

Individuals may make appeals to Cabinet under specific circumstances in accordance with the following laws.

-  Trade and Business Licensing Law (2007 Revision)
-  Firearms Law (2008 Revision)
- ❖ Firearms Regulations (1999 Revision)
- ❖ Marine Conservation Law (2007 Revision)
-  Immigration Law (2012 Revision)
- ❖ Immigration (Amendment) (Immigration Appeals Tribunal) Law, 2002

In accordance with the above legislation, Trade and Business Appeals are \$100; Immigration Appeals are \$250; Firearms Appeals are \$10, which is refundable if the appeal is successful.

Codes of Practice

The Deputy Governor has issued the following Codes in accordance with the FOI Law, which are to be adhered to by all public authorities.



The Chief Secretary's Code of Practice on Records Management, 30th January 2008

- ❖ The Chief Secretary's Code of Practice on Publishing, 30th June 2009

Corporate Management

The key strategic ownership goals for the Cabinet Office in 2009-2012 are:

- The establishment of mechanisms to improve the coordination of government policy, encourage innovation and creativity in policymaking, and identify and oversee policy which encompasses a number of ministries and portfolios.
- The development of a set of modelling tools and information sources in order to assess the impact of government policies.
- Upgrade government information technology infrastructure network resilience, Internet and electronic transaction security, making government less susceptible to loss of revenue and productivity, as a result of damage to computing equipment.
- Increase and improve the quality and depth of consulting and project management services offered to government agencies.
- To extend the functionality of the government hosted Internet Protocol and e-government services in partnership with government agencies. To produce an E-government strategy.
- Facilitate the completion of any further constitutional review exercises in accordance with the timetable set by the government.
- Create greater administrative efficiency to ensure that all services to government agencies are provided in a timely, quality-oriented, customer focused, efficient and effective manner.
- Administer Freedom of Information across government departments.

The following high-level documents plan and evaluate work of the Cabinet Office and its units.



Annual reports

- ❖ Audit reports on overall operations or major projects
- ❖ Continuity of Operations Plan (hazard management and disaster recovery)
- ❖ [Crime Reduction Strategy Annual Report](#)



Cayman Islands Government Implementation Plan for the Freedom of Information Law, July 2007 – November 2010



Presentation on Freedom of Information Government Wide Implementation Plan



Report on Findings of the Freedom of Information Baseline Assessments, January 2008



Freedom of Information Focus Group Report, May 2008



Training & Records Management Strategy for the Freedom of Information Steering Committee



Communication Plan for the Freedom of Information Steering Committee



Information Technology Plan for the Freedom of Information Steering Committee



Reports on implementation of FOI across all public authorities (monthly Jan – Dec 09)

FINANCE & ADMINISTRATION

Administering the authority's internal functions and managing its resources efficiently and effectively. Includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies.

Financial Management

The following records relate to the administration of the Cabinet Office's monetary resources, including projected and actual income and expenditure, tendering, procurement and contracts.



Annual budget statements

- ❖ Consultancy Contracts
- ❖ Contract to provide 24-hour security at the Premier's residence
- ❖ Tribunal member allowances and expenses (\$100 per member, per meeting)

Administration

The following documents relate to administrative functions, including buildings, equipment, vehicles, human resources and information & technology management.



Press releases



Job vacancies



Staff grading structure (Government-wide)



Staff salary scale and hourly wages (Government-wide)

- ❖ Human Resources Guidelines
- ❖ Ownership and maintenance of Protocol Office vehicles

Records Management

- ❖ Cabinet Office File Survey and File Plan
- ❖ Constitutional Review Secretariat File Plan
- ❖ Freedom of Information Unit File Plan
- ❖ Protocol Office File Plan
- ❖ Temporary Housing Initiative File Plan

POLICIES & PROCEDURES *

Current written protocols used by the authority for carrying out functions, activities and delivering services.



Internal Complaints Procedure






Freedom of Information Request Procedures

- ❖ Human Resources Policy and Procedures
- ❖ VIP Lounge Booking Process
- ❖ Airport Chaperone Policy
- ❖ Protocol Officer Procedures
- ❖ National Symbols
- ❖ Coat of Arms
- ❖ Flag Protocol
- ❖ Official Gifts

DECISIONS & RECOMMENDATIONS









Information about proposals, resolutions, assessments and results, including decision-making processes.

- ❖ Minutes and outcomes of meetings*
- ❖ Cabinet papers and reports*
-  Consultation Paper on the Freedom of Information Regulations 2008
- ❖ Review of Statutory Provisions in Cayman Islands Laws which are, or may be considered to be, inconsistent with the Freedom of Information Law
- ❖ Development of a Model for Data Protection Legislation in the Cayman Islands, May 2009
-  Cayman Islands National Assessment of Living Conditions 2006/2007
-  Private Members Motion on Freedom of Information and Official Information Act




* Section 19 of the FOI Law exempts specific Cabinet records from public access, including opinions advice or recommendations prepared for Cabinet and records of consultations or deliberations arising in the course of proceedings of Cabinet. Though this exemption does not apply to information of a purely factual nature, many documents held by the Cabinet Office which relate to decisions and recommendations will not be available to the general public. Exempt Cabinet papers may be released if there is an overriding public interest in such disclosure, but FOI requests must be made for these records in all cases, and the Information Manager will make a decision on each application. Please see *section 5: Requests for information outside the publication scheme* for more information.

The Constitutional Review Process

The Constitutional Review Secretariat formed to restart the modernisation process in 2007 and closed office in November 2009. The CRS published documents relating to the process which date back to 2002. The CRS also published position papers from various groups related to constitutional reform.




-  Documents from the 2002 Constitutional Review
-  The Perspective of Non-Governmental Organisations
-  Constitutional Modernisation Public Meeting Transcripts
-  Public Feedback on Constitutional Review Proposals
-  Negotiation Documents from Constitutional Talks 29 September 2008 – 5 February 2009
-  The Electoral Boundary Commission
-  Cabinet Press Briefing Statements
-  Constitutional Comparison Chart of other British Overseas Territory (draft)

The Caymanian Bar Association Regarding the 2009 Draft Constitution

-  Branches of Government: Existing and Proposed
-  New Offices and Commissions
-  Responsibility-Sharing and Greater Accountability, or the Road to Independence?

LISTS & REGISTERS

Information held in registers required by law and other lists or registers relating to the functions of the authority.

-  List of Public Authorities and Information Managers
-  FOI Disclosure Log
- ❖ Asset Register
- ❖ Tax Exempt Companies, Trusts and Limited Partnerships
-  Order of Precedence
- ❖ Official Gifts Registry
- ❖ List of Consults and Honorary Consuls

OUR SERVICES

This category provides detailed information about the services offered and activities carried out by the authority, to fulfil its high-level functions and responsibilities. It describes the services and activities available locally, nationally and internationally. We publish:

- *documents used by the authority in providing those services;*
- *documents used by clients to obtain those services;*
- *links to web pages where services are available online.*

Cabinet Secretariat

The Cabinet Secretariat provides support to National Security Council, Cabinet and the Premier, issues tax undertaking certificates and hears appeals. The Secretariat does not offer a wide range of services to the general public – almost all of its outputs are intended to service the weekly meetings of Cabinet, meeting of the National Security Council or to coordinate the response of public authorities to these decisions. National Security Council and Cabinet proceedings are also coordinated and disseminated to various entities and for microfilming through the Cayman Islands National Archive, and exemption certificates are reviewed.

Administrative Support

- ❖ Cabinet Agendas, Minutes and Extracts*
- ❖ National Security Council Agendas and Minutes
- ❖ Code of Conduct for Ministers†
- ❖ Business Guide for Cabinet†
- ❖ Appointment of Boards and Committees
- ❖ Declarations, Regulations and Orders Approved by Cabinet

† These documents are presently not available to the general public, although the Cabinet Office has begun the process of declassifying them.

Preparation and Review of Documents

- ❖ Cabinet Submissions*
- ❖ National Security Council submissions
- ❖ Ministerial Briefings
- ❖ Responses to Parliamentary Questions
- ❖ Speeches and Presentations by the Cabinet Secretary and Premier
- ❖ Guidance on How to Write a Cabinet Paper

* Section 19 of the FOI Law exempts specific Cabinet records from public access, including opinions advice or recommendations prepared for, and records of consultations or deliberations arising in the course of, proceedings of Cabinet. However, this exemption does not apply to information of a purely factual nature, and Cabinet papers may be released if there is an overriding public interest in such disclosure. FOI requests must be made for these records in all cases and the Information Manager will make a decision on each application. Please see *section 5: Requests for information outside the publication scheme* for more information.

Tax Undertaking

Tax exemption certificates protect exempted companies, limited partnerships and trusts for periods of twenty (20), thirty (30) or fifty (50) years, in the event that taxation is introduced in the Cayman Islands. Applicants should submit letters of request to the Clerk of the Cabinet Tuesday prior to the following Tuesday Cabinet meeting. Limited partnerships and trusts take about two weeks to fully process, companies take about three weeks. Additional information is available from through the website www.cabinetoffice.gov.ky or by contacting Meredith Hew, the Assistant Secretary to the Clerk of the Cabinet, at meredith.hew@gov.ky or (345) 244-2210.



Submission Guidelines and Fees

- ❖ Tax Exemption Certificates

Appeals Processing

- ❖ Application Form for a Firearms Appeal
- ❖ Application Form for a Trade and Business Licensing Appeal
- ❖ Marine Conservation Board Appeal

Policy Coordination Unit

The Policy Coordination Unit monitors international policy developments, provides technical support and advice on these to Cabinet and liaises with relevant parties concerning policy development and coordination. The Unit also organises and manages special projects in the national, regional or international interest and monitors the implementation of policy initiatives by public authorities.

- ❖ Policy Proposals, Actions and Strategies

Public Affairs Unit

The Public Affairs Unit closed office in June 2011 and is no longer operational, but the Cabinet Office maintains control of their records. The Public Affairs Unit provided public affairs advice and assistance to public authorities, coordinates public relations and community services and develops strategies to promote and monitor public engagement with policy.



Encouraging Public Participation in Policy Work



Improving Internal Communications



Guidelines for Incorporating Community Research into Policy

Brochures

- ❖ The Work of the Cabinet Office
- ❖ Careers in the Cabinet Office
- ❖ Freedom of Information
- ❖ Protocol
- ❖ Immigration Appeals
- ❖ Tax Exemptions

Posters

- ❖ The Branches of Government
- ❖ How Laws are Made
- ❖ How Policies are Made

The Cayman Islands Youth Assembly (CIYA) Position Newsletter



The Work of the CIYA and its Objectives



Past and Present Meet at National Hero's Home

Job of the Week Newsletter



Customs Liaison Officer II – Department of Employment Relations



Research Officer – Constitutional Review Secretariat



Research Officer II – Department of Environment



Senior Detective Constable – Criminal Investigation Department



Firefighter – Cayman Islands Fire Service



Court Reporters – Judicial Administration



Expanded Programme on Immunisation Manager – Public Health Department



Financial Administrator – Recreational Parks and Cemeteries Unit

Community Insights Newsletter



Economics and Statistics Office Survey Team



Keeping Cayman Clean – Hard Work for Government and Community



Always the Right Time to Eat Smart



George Town Afterschool Programme Watches Kids While Mums Work



Spirit of Enterprise Meet Sustainability at Salon and Beauty School

Immigration Appeals Tribunal

The Secretaries to the Immigration Appeals Tribunal (IAT) are employees of the Cabinet Office and provides administrative and secretarial support for the processing of appeals and complaints against decisions of the Immigration Department involving:

- Work Permits,
- Caymanian Status,
- Permanent Residence,
- Business Staffing Plans, and
- Political Asylum.

The IAT holds weekly meetings to hear appeals and appellants may request to be heard personally or by a representative at a hearing date which would be set by the Tribunal and communicated to the appellant. Any person aggrieved by or dissatisfied with any decision of a Board may appeal to the IAT within twenty-eight (28) days of the communication of the decision, though the Chairman of the IAT may allow a longer period for good reason. Decisions of the IAT may be appealed to the Grand Court on a point of law only.



Guidelines for Applying for an Immigration Appeal Hearing

The majority of the documents held by the IAT are exempt under section 23(1) of the FOI Law, as releasing applications, minutes and outcomes of meetings and other reports would amount to an unreasonable disclosure of personal information. Individuals have a statutory right under the FOI Law to view their own personal information held by public authorities, and such information may be released to a third party if there is overriding public interest in the disclosure, but FOI requests must be made for these records in all cases and the Information Manager will make a decision on each application. Please see *section 5: Requests for information outside the publication scheme* for more information.

Constitutional Review Secretariat

The Constitutional Review Secretariat (CRS) was launched 1 March 2007 to restart the constitutional modernisation process in the Cayman Islands with a view to achieving national consensus on areas of constitutional reform upon which the Cayman Islands Government could negotiate a new constitution for the Cayman Islands with the United Kingdom. Having completed their mandate, the CRS closed office in November 2009 and is no longer operational, but the Cabinet Office maintains control of their records and their website is still active.

The CRS carried out many activities to supervise the latest initiative, which culminated with the passage of the Cayman Islands Constitution Order 2009. The Secretariat also published documents relating to the constitutional review process dating back to 2002. Please see [“DECISIONS & RECOMMENDATIONS”](#) above for more information related to the CRS.

The Constitutional Modernisation Initiative 2007 comprised of a four part programme:

- Phase 1: Research
 - Identify viable areas of constitutional reform
 - Publication and distribution of a Public Discussion Paper
- Phase 2: Consultation
 - Public education on constitutional issues raised in Public Discussion Paper
 - Public consultation period
- Phase 3: Negotiation
 - Negotiations between the Cayman Islands and the United Kingdom
- Phase 4: Referendum
 - National referendum on constitutional reform
 - Enactment of Referendum Law
 - Training of Referendum Officers
 - Public education on referendum process
 - Preparation of the referendum ballot



Did You Know?



Cayman Islands Constitution Order 1972 (Informal Consolidation)











The 1972 Constitution and Companion Guide









The Cayman Islands Constitution: A Reflection of Who We Are





The Cayman Islands Constitution: A Reflection of Who We Are (Explanatory Notes)

-  Revised Proposals for Constitutional Modernisation
-  Final Draft Constitution 10 February 2009
-  2009 Draft Constitution Explanatory Guide
-  The Cayman Islands Constitution Order 2009
-  Explanatory Memorandum to the Cayman Islands Constitution Order 2009
-  Referendum (Constitutional Modernisation) Law, 2009
-  Why is a Bill of Rights Important?
-  Bill of Rights: Round Table Discussion Questions and Answers Session







Our Constitutional History

-  The Cayman Islands, a Colony of a Colony
-  Bucking the Trend and Who to Join?
-  The Cayman Islands and the West Indies Federation 1959 - 1962
-  The First Cayman Islands Constitution 1959 - 1962
-  Our Resolution to Remain British!
-  The 1972 Constitution – A Quest for Internal Self Control?



Supplements



-  Children Rights in the Bill of Rights
-  The Power of the Constitution During National Disasters

A Constitution in Modern Times Supplements





-  Preamble to the Constitution
-  Striking the Balance in a Bill of Rights Charter
-  The Balance of Power
-  Checks and Balances
-  Independence of the Judiciary and Civil Service
-  Accountability through Freedom of Information

Human Rights Committee Supplements












-  Children Rights in the Bill of Rights
-  Why Rights are Fundamental

-  Why Rights are Universal
-  Absolute and Qualified Rights






Newsletters and Media

-  “Constitutional News” Newsletter
-  “Constitutional News” Newsletter Teen Spot
-  Constitutional Conversation call-in radio and television show
-  Constitutional Milestones audio files; GIS Spotlight, Issues 27 and other video files

Informative Advertisements

-  Human Rights (Part I)
-  Human Rights (Part II)
-  Human Rights (Part III)
-  Knowing the Issues
-  Accountability in Government
-  Understanding Your Constitutional Rights
-  The Governor
-  Section 16 of the Bill of Rights
-  The Executive (a)
-  The Executive (b)
-  Voting in the Upcoming Referendum




Cabinet Press Briefings

-  Public Consultation
-  Launch of Revised Proposals
-  The Way Forward (Part I)
-  The Way Forward (Part II)
-  Constitutional Negotiations

Freedom of Information Unit














The Freedom of Information Unit (FOI Unit) facilitates and coordinates the implementation of Freedom of Information by providing advice, assistance and training to public authorities and promoting awareness across the whole of the public sector. The Unit also reviews statutory, regulatory and policy requirements and monitors and reports on implementation.

Training Courses



-  Sensitisation of Civil Servants
-  Sensitisation of Boards and Committees
 - ❖ Introduction to the FOI Law for Civil Servants
 - ❖ Information Manager Basic Training
-  Introduction to JADE, the FOI Tracking and Monitoring System
 - ❖ FOI and Internal Review for Managers

The material for many of the sensitisation sessions and courses taught by the FOI Unit is tailored to specific needs and will often evolve and improve, so some documents may not be available or immediately updated on the website at www.foi.gov.ky. Please contact the Senior Administrative Assistant at the FOI Unit at foi@gov.ky or (345) 244-3609 to learn more about these courses or to request materials used for training of various groups.

Guidance Documents

-  Guidance Manual on the Freedom of Information Law 2007
-  Preparation of an FOI Provisional E-Publication Scheme
-  Release of Commercial Information (draft)
-  Release of Human Resources Information (draft)
-  Provision of Assistance to Persons with Disabilities (draft)
-  The FOI Tracking and Monitoring System (JADE)
-  Delegation of Information Manager Responsibilities
-  Processing Freedom of Information Requests
-  Authentication of Documents
-  Clarifying Freedom of Information Requests
-  Transferring Freedom of Information Requests
-  Confidentiality of an FOI Applicant's Name and Personal Details
 - ❖ Freedom of Information Request Outcomes
-  Frequently Asked Questions and General Advice for Boards and Committees

Meetings, Conferences and Retreats

-  Information Manager Network Meetings
-  Chief Officer Briefings

- ❖ Freedom of Information Steering Committee Retreats
- ❖ Freedom of Information Steering Committee Legal Retreats

The FOI Unit holds regular Information Manager Network Meetings where practitioners come together to discuss issues, share experiences, identify problems, answer queries and ensure that their public authority is in compliance with the FOI Law. Agendas, presentations made and handouts distributed to attendees should be available www.foi.gov.ky. If you would like to enquire about these meetings or request materials that may not be available online, please contact the FOI Unit Senior Administrative Assistant foi@gov.ky or (345) 244-3609.

Yes, You Can! Newsletter



Volume 1, Issue 1, September 2007



Volume 1, Issue 2, December 2007



Volume 2, Issue 1, July 2008



Volume 3, Issue 1, July 2009

Public Awareness

Before the appointment of the Information Commissioner and establishment of her Office in January 2009, the FOI Unit carried out some of the general functions of this oversight agency by promoting public awareness of FOI and the rights conferred to individuals.



FOI Public Users Guide



General FOI Brochure



Sunshine Week 2007













Sunshine Week 2008

The Information Commissioner is appointed by the Governor to monitor and enforce the FOI Law, independent from Government and responsible to the Legislative Assembly. Her duties include public awareness of FOI requirements and rights of individuals and more information on these initiatives can be obtained from the Information Commissioner's Office (ICO).

2nd Floor, Elizabethan Square, Building C
George Town, Grand Cayman
PO Box 1375
Grand Cayman KY1-1108
CAYMAN ISLANDS
Tel: (345) 747-5402
Fax: (345) 949-2026
Email: info@infocomm.ky
Website: www.infocomm.ky

Forms, Templates and Checklists

-  Freedom of Information Application Form
-  Application for Amendment or Annotation of Personal Information
-  Public Authority Baseline Assessment Form
-  Checklist of Minimum Requirements to Prepare for Freedom of Information
-  Model Action Plan Template
- ❖ Model Publication Scheme Template
-  Generic Information Manager Job Description
- ❖ Generic Records Officer Job Description
-  Task List for Fulfilling a Request for Information
-  E-Publication Scheme Template
-  Freedom of Information Internal Policy and Procedures Template
-  Template for Reporting to Chief Officer or Principal Officer
- ❖ Internal Review Checklist


The Freedom of Information Unit reports to Cabinet, including through the FOISC. Though these documents may be exempt or partially exempt under section 19(1)(a) of the FOI Law, requests for Cabinet submissions may be made under the FOI Law and the Cabinet Office Information Manager will make a decision on each application for access. Please see *section 5: Requests for information outside the publication scheme* for more information

In 2009 the FOI Unit began initial research for the introduction of Data Protection in the Cayman Islands, and is currently providing secretarial and administrative support for and steering the project to develop legislation which will protect privacy and personal data.

Protocol Office

The Protocol Office advises government on the handling of local and foreign dignitaries, trains civil servants and other civil society groups in protocol and etiquette, and is working to bring together and modernise existing government procedures in areas of protocol. The Office also organises official events, focusing on the structure of ceremonial occasions and the roles officials play, oversees airport liaison and protocol intervention for travelling dignitaries and owns two sports utility vehicles which it uses to transport local and visiting dignitaries.

Guidance

- ❖ Diplomatic Privileges
- ❖ Protocol Guidelines
- ❖ Forms of Address
-  Precedence of Letters after the Name

Event and Site Management

- ❖ Official Funerals
- ❖ Queen's Birthday
- ❖ Remembrance Day
- ❖ National Heroes Day
- ❖ Constitutional Commencement
- ❖ Arrival and Departure of Governors
- ❖ Heroes' Square Bookings

Temporary Housing Initiative

The Temporary Housing Initiative will be closed at the end of the 2012/13 fiscal year, but the Cabinet Office will maintain control of their records. The Temporary Housing Initiative oversees the provision of temporary housing for and assistance to low-income persons who lost their homes in the aftermath of Hurricane Ivan. It also supports the personal and professional development of its adult clients and offers extracurricular programmes for their children.

The mission of the THI is to provide temporary homes to clients while helping them access the services that they need to secure and maintain permanent accommodations. In addition, while working with individuals in this way, the unit commits to recognising other areas where those persons' lives can be improved and assisting them with that.



Guidelines for Working with Disadvantaged Persons

- ❖ Temporary Housing Assistance Application
- ❖ EU Project: Request for Assistance Form
- ❖ Housing Assessment Form
- ❖ Interview Form for Temporary Housing
- ❖ Trailer Rental Leases
- ❖ Payment Statements



Department Of Immigration

Publication Scheme

Produced in accordance with the Deputy Governor's Code of Practice on Publishing

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 - Policies & Procedures
 - Decisions & Recommendations
 - Lists & Registers
 - Our Services

1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public.

The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Department of Immigration to making information available to the public as part of its normal business activities.

The Department of Immigration will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;

- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The Department of Immigration will generally not publish:

- information in draft form;
- information that is not held by the Department of Immigration, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted form, where ever it is practical to do so, indicating which exemptions apply.
- information relating to law enforcement
- information affecting security, defence or international relations
- information that prejudice to effective conduct of public affairs
- information relating to personal information

For a detailed list of records that are exempt under the Freedom of Information Law, please see sections 15 – 27 of the FOI Law, 2007 which may be found at www.foi.gov.ky

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Department's (or another organisation's) commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at <http://www.immigration.gov.ky> . If you are still having trouble locating information listed under our scheme, please contact the FOI Manager Petula Twinn at 949-8344 or via email at petula.twinn@gov.ky or foi.imm@gov.ky

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.imm@gov.ky or petula.twinn@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call (345) 949-8344 and ask for the Information Manager to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Petula Twinn
Information Manager
Department of Immigration
P.O. Box 1098
Grand Cayman, KY1-1102

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In some cases you need to make an appointment to view information listed in the publication scheme. Please contact the Information Manager, Petula Twinn by phone on (345)949-8344 or via email at foi.imm@gov.ky or petula.twinn@gov.ky

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact the Information Manager at foi.imm@gov.ky or petula.twinn@gov.ky

The Department of Immigration will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Department is legally required to translate any information, it will do so.

3. Methods of access

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Department of Immigration strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The Department will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Department has received your payment.

Fees associated with a Request for Information

There is no application fee and no fee for going to a public authority and looking at a record requested by FOI. However, a requester may be required to pay copying or change of format fees. Details concerning costs and payment are contained in the FOI Regulations which are available on the FOI Unit website.

5. Requests for information outside the Publication Scheme

If you want to request information from the Department of Immigration, you should initially look at the document library and the disclosure log to see if the information you seek has already been published.

Information held by the Department that is not published under this scheme can be requested by submitting a Freedom of Information ('FOI') request.

If you wish to make a request for information then you should contact the Information Manager or submit a request on-line at the FOI Unit website. Please see "Section 3 – Methods of Access" for further information.

Requests must be in writing (letter, email or facsimile) and must include your name and address (either postal or e-mail). Please be as specific as possible about the information you would like, as this will help us to respond promptly. Where possible, please include a contact telephone number so we can call to discuss your request if necessary.

We will respond to your request promptly. The Law requires public authorities to respond within 30 calendar days, allowing an extension of an additional 30 calendar days if needed. We will always acknowledge receipt of FOI requests made to the Information Manager and we will let you know if we need to extend the deadline. For detailed advice on what sorts of information are exempt please see the FOI Unit website.

6. Complaints

The Department aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Petula Twinn at foi.imm@gov.ky or petula.twinn@gov.ky and we will try to resolve your complaint as quickly as possible.

For information about our internal complaints procedures please visit our website at www.immigration.gov.ky

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman
PO Box 1375,
Grand Cayman
Cayman Islands, KY1-1108
Telephone: +1 345 747 5402
email: appeals@ico.gov.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Ministry

The Department of Immigration operates under the Portfolio of Internal & External Affairs

Deputy Chief Secretary//Chief Officer

Eric Bush

Location

3rd Floor, Government Administration Building,
Elgin Avenue, George Town, Grand Cayman

Mailing Address

Portfolio of Internal & External Affairs
3rd Floor, Government Administration Building
Grand Cayman, KY1-9000

Telephone

(345) 7900

Fax

(345) 946-5453

Website

www.pie.gov.ky

Name of public authority

Immigration Department

Principal Officer

Linda Evans
Chief Immigration Officer
Department of Immigration
P.O. Box 1098
Grand Cayman, KY1-1102

Information Manager

Petula Twinn
Information Manager
Department of Immigration
P.O. Box 1098
Grand Cayman, KY1-1102

Petula.Twinn@gov.ky or foi.imm@gov.ky

Information Manager Designate

Regina Jackson
Information Manager Designate
Department of Immigration
P.O. Box 1098
Grand Cayman, KY1-1102

Regina.Jackson@gov.ky or foi.imm@gov.ky

Freedom of Information website: www.foi.gov.ky

Organisation and functions

The Immigration Department manages the growth of the country's population by regulating the flow of immigrants into the islands and carries out administrative processing of applications for persons seeking permanent residence, Caymanian status, the right to work in Cayman, or asylum.

Mailing Address:

Department of Immigration
P.O. Box 1098
Grand Cayman
KY1-1102

Telephone number:
(345) 949-8344

Fax number:
(345) 949-8344

Email address:
imweb@gov.ky

Website: www.immigration.gov.ky

Location and hours	Matters handled
Main Office #94A Elgin Avenue George Town Grand Cayman 8:30 am – 4:00 pm (Mon – Fri)	All Grand Cayman Immigration matters, e.g. submission of applications, accounts, operations, administration.
Cayman Brac/Little Cayman Office District Administration Building, Stake Bay Cayman Brac 8:30 am – 4:00 pm Tel: (345) 948-2222 Fax: (345) 948-2337	All Cayman Brac/Little Cayman Immigration matters.
Cayman Center Location Cayman Center #14 (Across from the Airport Post Office) Grand Cayman 8:30am – 4:00pm (Mon – Fri)	Work Permit, Cayman Status & Permanent Residence, Business Staffing, Temporary Work Permits, Appeals, Freedom of Information. Please note attendance at the Cayman Center Office is by appointment only.
Cayman Islands Visa Office #94 Elgin Avenue George Town 8:30 am – 4:00 pm (Mon – Fri)	Visa applications

Tel: (345) 949-8344	
Cayman Islands Visa Office – Jamaica Suite 2, Winchester Business Park 8:30am – 4:00 pm Tel: (876) 906-5336 or (876) 906-7866 Fax: (876) 929-1356 Email: caymanvisa2@cwjamaica.com	Visa Applications
Cayman Islands Visa Office – Honduras Edificio Carib Local No. 203 La Ceiba Atlantida, Honduras 8:30am – 2:30pm Tel: (504) 440-1015 Fax: (504) 443-0053 Email: caymanvisa@tevisat.net	Visa Applications

Boards and Committees

Copies of Board minutes may be requested by submitting a Freedom of Information request (See Section 5)

Name	Meetings
Cayman Status & Permanent Residency Board (CS&PR)	The CS&PR Board meets twice weekly at the Department of Immigration. The meetings are not open to the public.
Mr Waide DaCosta Chairman	
Mr Adrian Briggs Deputy Chairman	
Mrs Junilee Brooks Member [West Bay]	
Mr Edlin Myles Member [George Town]	
Vacant Member [Sister Islands]	
Chester Watler Member [Bodden Town]	
Justin Ebanks Member [North Side]	
Vacant Member [East End]	
John Henry Ebanks Member [George Town]	
Ms Judyann Frederick Member [Bodden	

<p>Ms Rachel Ann Ebanks</p> <p>The Chief Immigration Officer or Deputy</p> <p>The Director of Boards & Work Permits or Designate</p> <p>Secretaries of the CSPR Board</p> <p>Assistant Secretary of the CSPR Board</p>	<p>Town]</p> <p>Member [West Bay]</p> <p>Member (non-voting)</p> <p>Member (non-voting)</p> <p>Member (non-voting)</p> <p>Member (non-voting)</p>	
<p>Work Permit Board</p> <p>Ms. Sophia Dilbert</p> <p>Ms Sara Dean Barnett</p> <p>Mr Jacob Wilroy Williams</p> <p>Ms Lavern Daykin</p> <p>Vacant</p> <p>Mr Gary Berry</p> <p>Mrs Alex Johnson</p> <p>Mr Gary Rutty</p> <p>Mr. John Foster</p> <p>Ms Irma Arch</p> <p>Mr Tyrone Welds</p> <p>The Chief Immigration Officer or Deputy</p> <p>The Director of Boards & Work Permits or Designate</p> <p>The Director of Employment Relations Designate</p> <p>Secretary of the Work Permit Board</p>	<p>Chairman</p> <p>Deputy Chairman</p> <p>Member [West Bay]</p> <p>Member [George Town]</p> <p>Member [Sister Islands]</p> <p>Member [Bodden Town]</p> <p>Member [North Side]</p> <p>Member [East End]</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member (non-voting)</p> <p>Member (non-voting)</p> <p>Member (non-voting)</p> <p>Member (non-voting)</p>	<p>The Work Permit Board meets twice a week at the Department of Immigration. The meetings are not open to the public.</p>

Assistant Secretary of the Work Permit Board	Member (non voting)	
Immigration Board for Cayman Brac & Little Cayman Ms. Sybil L. Jackson, Cert. Hon, JP Chairman Mr. Temple Tatum Jr, JP Deputy Chairman Mr. Burnard Tibbetts, MBE Member Ms. Mary Verna Banks Member Mr. Franklin Bodden Member The Assistant Chief Immigration Officer Member (non-voting) Ms. Sherry Scott Secretary (non-voting)		
Business Staffing Plan Board (BSP) Mr. Danny Scott Chairman Mr. Charles Kirkconnell Deputy Chairman Ms. Tammy Seymour Member Mr. David Gordon Member Mr. Christopher Saunders Member Ms. Donnette Goddard Member Mr. Ken Thompson Member Mrs. Jacqui Terry Member Sister Islands - Vacant Mrs. Cora Grant-James Member Vacant The Director of Employment Relations or Deputy Member (non-voting) The Chief Education Officer or Deputy		The Business Staffing Plan Board meets once a week at the Department of Immigration. The meetings are not open to the public.

Member (non-voting) The Chief Immigration Officer or Deputy Member (non-voting) The Director of Boards & Work Permits or Designate Member (non-voting) Secretary of the Business Staffing Plan Board Member (non-voting) Assistant Secretary of the Business Staffing Board Member (non-voting)	
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Frequently asked questions:

Please visit our website at www.immigration.gov.ky for a list of frequently asked questions.

Student Visa FAQ's

- **May I get a part-time job to supplement my income whilst I am studying in the Cayman Islands on a Student Visa?**
The holder of a student visa may not engage in gainful occupation in the Islands other than unpaid student work undertaken in connection with his course of study.
- **May I be accompanied by my spouse and/or children whilst I am studying in the Cayman Islands on a Student Visa?**
Yes, both your spouse and your children can accompany you to the Islands during your course of study. However, you will have to prove that you can financially support them.
- **Am I required to obtain health insurance to cover the period of my study in the Islands?**
Health insurance is not required by Law, however we suggest that you ensure that you have adequate health insurance.
- **Do I have to apply for the student visa or will my school do it on my behalf?**
You can apply directly to the Immigration Department once you have been accepted in a local educational institution.
- **May I travel to the Cayman Islands before the student visa application has been approved?**
You should remain outside the islands until your student visa is approved.
- **If I discontinue my study for whatever reason, may I then apply for a work permit?**
You may apply for a work permit after discontinuing your student visa, however we cannot guarantee that the work permit will be granted or the student visa reinstated.
- **If I am a national of a country that requires a visa to visit the Cayman Islands must I also obtain a visitors visa before travelling?**
Once your student visa has been approved, you do not require a visitors visa. However, you must travel with evidence of the approval of your student visa.

Permanent Residence FAQ's

- **How long do I have to live in the Islands to qualify for permanent residence?**
You have to be legally and ordinarily resident for at least 8 years.
- **What is legal and ordinary residence?**
Legal and ordinary residence is defined as:-
A persons uninterrupted voluntary physical presence in the Islands for a period of time without legal impediment (other than a tourist visitor or transit passenger) during which period the Islands are regarded as his normal place of abode for the time being, save that
 - a. absences abroad of six consecutive months' duration or less for, inter alia, purposes of education, health, vacation or business during such period shall count as residence in the Islands &
 - b. absences abroad of more than six consecutive months but less than one year shall raise the presumption that there has been a break in residence; and
 - c. absences abroad for twelve consecutive months or more shall constitute a break in residence.
- **What criteria will be used to determine my application for Permanent Residence?**
The Caymanian Status and Permanent Residency Board will score your application in accordance with the Points System set out in the Immigration Regulations.
- **According to the Immigration Law I can only be granted work permits for seven years. How do I get to year eight?**
Unless you were legally and ordinarily resident in the Islands for 5 years or more on the 1 January 2004, you will have to be designated as a Key Employee in order to reach year eight.
- **After reaching year eight, when must I submit my application for permanent residence?**
After having been legally and ordinarily resident in the Islands for eight years you may apply for permanent residence at any time so long as you continue to be legally and ordinarily resident here or, if you have ceased to reside here, within ninety days of leaving.
- **What is my final work permit?**
My **final work permit** means a work permit which at the time of its grant or renewal is stated to be the final work permit for a worker in accordance with his term limit or, where not so expressly stated, is the last work permit that can be granted or renewed in respect of a worker as a consequence thereof.
- **I have submitted my application for permanent residence and my work permit has now expired. What must I do to keep working.**
Your employer must pay all fees that would have been paid had you continued to be employed on a work permit. Once these fees have been paid, your passport will be endorsed to reflect that you are working by operation of law. This endorsement will be valid for one year or until the determination of your application for permanent residence.
- **What can I do if my application for Permanent Residence is refused?**
You may submit an appeal against the decision to the Immigration Appeals Tribunal. If you do, you may continue to work pending the outcome of the appeal. If the appeal is unsuccessful you have the right to a final non-renewable one-year work permit with any

employer. Alternatively, if you do not submit an appeal to the Immigration Appeals Tribunal you are still entitled to the final non-renewable one-year work permit. In either case, upon the expiry of this final work permit you will be required to leave the Islands for at least one year before you can hold any further work permits.

- **I have appealed against the refusal of my permanent residence application to the Immigration Appeals Tribunal. What should I do next?**
You should bring the receipt from the Immigration Appeals Tribunal to the Immigration Department and you will be allowed to continue *Working by Operation of Law* until your appeal is determined. Your employer may have to pay additional fees if your appeal is not heard within the period stamped in your passport.
- **While working by operation of law can I change employers?**
Yes, but you must notify the Immigration Department in writing and your new employer will have to pay new *Working by Operation of Law* fees.

Term Limits – FAQ's

- **What are Term Limits?**
A persons' term limit is the maximum period for which work permits may be granted or renewed in their favour.
- **What is the maximum period a holder of a work permit may remain in the Islands?**
The Term Limit of a person who is a Key Employee is nine years and the Term Limit for a person who is not a Key Employee is seven years.
- **How can I determine when my Term Limit started?**
Your Term Limit starts on the date on which you first entered the Islands, if you first entered the Islands as a work permit holder; or the date on which your work permit was granted, if you first entered the Islands as a tourist visitor.
- **If I am a dependant of a government employee or a work permit holder and am granted a work permit, when will my Term Limit start?**
Your Term Limit will start from the date you were first in the Islands as an approved dependant.
- **I have been working for the Cayman Islands Government and have never held a work permit before. If I am granted a work permit to work in the private sector, when will my Term Limit start?**
Your Term Limit will commence on the date your work permit is approved.
- **I have been married to a Caymanian and recently divorced. When will my Term Limit start?**
Your Term Limit will commence on the date your work permit is granted after your divorce.
- **What happens if I leave the Cayman Islands before my Term Limit expires? Can I come back and work at some later date?**
If you leave the Islands for less than one year prior to the expiration of your Term Limit, upon your return to the Islands you may be granted a new work permit for the unexpired period of your Term Limit. But if you leave the Islands for more than one year, your Term

Limit will start over upon your return and you may stay another seven years (or nine if you are made a key employee).

▪ **How long do I have to leave the Island for my Term Limit to start over?**

Upon the expiry of your Term Limit you must leave the Islands for at least one year before you may be granted any further work permits. For example, if your work permit expires on 12 Jan 2010 and you leave the Islands on the 13 Jan 2010, you will be eligible for a new work permit on the 14 Jan 2011.

▪ **Will return visits to the Islands affect the period of time I must be absent from the Islands in order to have my Term Limit restarted.**

No. You are free to return to the Islands as a visitor at any time.

Work Permits - Rights and Obligations of an Employer – FAQ's

▪ **Who can I employ without a work permit?**

Caymanians, holders of a Residency & Employment Rights Certificate, persons with Refugee status and persons granted permanent residence with the right to work.

▪ **Can I employ other persons for short periods without a work permit?**

A person arriving in the Islands for the purpose of engaging in any of the activities listed below for a period not exceeding seven days is not required to obtain a work permit provided that only such activities are engaged in and no other activity is carried out that would otherwise require a work permit.

The activities referred to are-

- a. attendance at meetings or trade fairs and making purchases from Cayman Islands businesses;
- b. attendance at conferences and seminars as an ordinary participant;
- c. the receiving of training, techniques and work practices employed in the Islands, where that training is confined to observation, familiarisation, and classroom instruction and only if the person is employed by a company or organisation carrying on business outside the Islands;
- d. being a representative of an overseas educational institution, to promote, or to interview applicants for places at, such institution;
- e. being a guest speaker at a conference or seminar where that event is a single or occasional event and not part of a commercial venture;
- f. the organising or supervising of a conference or seminar for up to seven days duration where it is a single or occasional event-
 - i. involving a specialist subject
 - ii. attracting a wide audience; and
 - iii. open to participants from outside the Islands;
- g. the participation in sporting events, or trials or auditions in connection with such events;
- h. the covering of a specific news assignment as a newspaper, magazine, radio or television journalist representing a recognised news organisation;
- i. working for short periods on behalf of or for a non-profit or cultural organisation based in the Islands;
- j. the giving of professional or expert testimony in court proceedings;
- k. working as a non-executive director of a business being carried on in the Islands where the person is not involved in the day to day operations in the Islands but is visiting in his capacity as a director only.

- **I intend to employ a non- Caymanian to work for short periods over the next 12 months. What type of work permit should I apply for?**
Any person carrying on business in or from within the Islands who regularly throughout each year employs persons not legally and ordinarily resident in the Islands on a temporary basis, may make a single application in each calendar year to the Chief Immigration Officer for the issue, in each calendar year, of one or more Business Visitors Permits. The application must state the maximum number of times that the business visitor will be visiting the Islands in the calendar year, their occupation and the maximum duration of their stay during each visit. Note: a Business Visitors Permit cannot be issued for more than fourteen days on any one visit.
- **I intend to employ a non-Caymanian to work between 1- 180 days. What type of work permit should I apply for?**
The Immigration Law (2011 Revision) allows the Chief Immigration Officer to grant a Temporary Work Permit for a period up to 180 days.
- **Can I renew a Temporary Work Permit?**
Temporary Work Permit issued for 180 days cannot be renewed or extended.
- **I have terminated the employment of a work permit holder and would like to delay informing the Immigration Department so that he can look for another job. Is this allowed?**
The Immigration Regulations require an employer to inform the Chief Immigration Officer of the termination of employment of a work permit holder immediately. An employer who fails to comply with this requirement can be fined five thousand dollars.
- **Am I required to provide a letter of release to a work permit holder whose employment I have terminated?**
No, but you may do so if you have no objection to the person seeking alternative employment.
- **Can I require a work permit holder to pay for their work permit?**
No. it is an offence under the Immigration Law (2011 Revision) for an employer to seek or receive money or other compensation from a work permit holder in respect of his work permit fee.
- **Can I promote or re-designate a work permit holder without the approval of the Work Permit Board or Business Staffing Plan Board?**
No, the Immigration Law (2011 Revision) requires you to first obtain the approval of the relevant Board before promoting or re-designating an employee.

STRATEGIC MANAGEMENT

Administrates the authority's operations at the organisational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources.

Governance

Laws

The Immigration Law (2011 Revision)
Immigration Regulations (2010 Revision)
The Immigration (Amendment) (No.2) Regulations, 2012
The Immigration (Amendment) (No. 2) Law, 2010
The Immigration (Amendment) (No. 2) Law, 2011
Immigration (Financial Services Sector) Directions, 2010
Freedom of Information Law, 2007
Freedom of Information Regulations, 2008
Public Service Management Law
The National Archive and Public Records Law, 2007
Public Management and Finance Law (2005 Revision) and Regulations (2007 Revision)

Unless otherwise indicated copies of the above laws may be purchased from the Legislative Assembly

Corporate Management

Annual Reports
Statistics
Audit Reports
Hurricane Plan

Copies of the above may be requested by submitting a request under the Freedom of Information Law.

FINANCE & ADMINISTRATION

Administering the authority's internal functions and managing its resources efficiently and effectively. Includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies. Principal accounting policies are adopted and are prepared in accordance with International Public Accounting Standards.

Financial Management

Annual Budget
 2011 – 2012 Budget
Financial Statements
Monthly Cabinet invoices with statistics
List of current tenders, contracts or quotations recently awarded
Board Members allowances, attendance and expenses

Copies of the above may be requested by submitting a request under the Freedom of Information Law.

ADMINISTRATION

Job Vacancies
Staff pay and grading structures
Training and Safety
Human Resources

Internal Memos
Personnel files for present & ex-employees
Panel Reports
Job Evaluations
Leave Reports
Personnel Audit Info
Monthly Payroll Reports

Copies of the above may be requested by submitting a request under the Freedom of Information Law.

POLICIES & PROCEDURES

Internal Complaints Procedure

Copies of the above may be requested by submitting a request under the Freedom of Information Law.

DECISIONS & RECOMMENDATIONS

Board Meetings / Minutes of Meetings

Copies of the above may be requested by submitting a request under the Freedom of Information Law.

LISTS & REGISTERS

FOI Disclosure Log

For further information on any of the above documents please contact the Information Manager at foi.imm@gov.ky or petula.twinn@gov.ky or via telephone at (345) 949-8344.

OUR SERVICES

The Department of Immigration manages the growth of the country's population by regulating the flow of immigrations into the islands and carries out administrative processing of applications for persons seeking Permanent Residence, Caymanian Status or asylum status.

Visas

Visa Application Form
Visitors Extension Form
Student Visa Application Form

Residence

Right to be Caymanian Application Form
Permanent Residence Application Form
Residency Certificate for People of Independent Means Application Form
Residency Certificate for People of Independent Means Checklist
Permission to Reside in the Cayman Islands as a Dependant of a Caymanian
Residency with Employment Rights Application Form
Dependant of Caymanian – Affidavit

Residency with Employment Rights – Affidavit
Right to be Caymanian through Marriage - Affidavit

Work Permit Board

Grand Cayman Grant Form
Grand Cayman Renewal Form

Cayman Brac & Little Cayman Immigration Board

Cayman Brac/Little Cayman Grant Form
Cayman Brac/Little Cayman Renewal Form
Form A – Construction, Gardening/Landscaping and Janitorial Businesses

Business Staffing Board

Grant Form
Renewal Form
Business Staffing Plan – Submission Form
Form A – Construction, Gardening/Landscaping and Janitorial Businesses

Business Visitor Permits

Business Visitor Permit Form
Business Visitor Permit Checklist

Temporary Work Permits

Temporary Permit Application Form
Form A – Construction, Gardening/Landscaping and Janitorial Businesses
Application Form for Temporary Work Permit (Seasonal Worker)

Amending Work Permits

Amending Dependants Form
Amending Employer Form
Amending Commencement Date Form

Miscellaneous

Medical Questionnaire
Application for Access to Immigration Online
Work Permit Payment Log
Accommodation Form



GENERAL REGISTRY

Publication Scheme

Produced in accordance with the Deputy Governor's Code of Practice

CONTENTS:

1. About the publication scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information

1. ABOUT THE PUBLICATION SCHEME

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the General Registry to making information available to the public as part of its normal business activities.

The General Registry will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. INFORMATION THAT MAY BE WITHHELD

The General Registry will generally **not** publish:

- information in draft form;
- information that is not held by the General Registry, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – e.g. information that is contained in files that have been placed in storage, or is otherwise difficult to access; and
- Information which is exempt under the FOI Law, or otherwise protected from disclosure – e.g. personal information; or corporate sensitive information. In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it. e.g. where disclosure would breach the law of confidentiality, infringe personal privacy, harm the General Registry or another organization commercial interests.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. METHOD(S) OF ACCESS

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides additional details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

ONLINE

Much of the information that is available from our Authority is accessible electronically on our website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant section of the website.

If there is no link, or the link is broken, you can use our website's "Search" facility at www.ciregistry.gov.ky If you are still having trouble locating information listed under our scheme, please contact grace.watson@gov.ky or write to Information Manager, General Registry Department, Ground Floor, Government Administration Bldg., Box 123, 133 Elgin Avenue, Grand Cayman KY1-9000, CAYMAN ISLANDS.

EMAIL

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You may email us at cigenreg@gov.ky to request information. Please also provide a telephone number so that we can call you to clarify details if necessary.

FAX

Documents listed in the publication scheme can also be requested by fax. Please send your request by fax to the attention of the Information Manager at (345) 949 0969 to request information.

POST

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Information Manager, General Registry Department, Ground Floor, Government Administration Bldg., Box 123, 133 Elgin Avenue, Grand Cayman KY1-9000, CAYMAN ISLANDS

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See Section 4: Fees and charges for further details.)

PERSONAL VISITS

In limited cases, you may be required to make an appointment to view information listed in the publication scheme.

ADVICE AND ASSISTANCE

If you experience any difficulty identifying the information you want to access, please contact grace.watson@gov.ky or cigenreg@gov.ky.

The [General Registry](#) will adhere to its obligations under Section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held.

4. FEES AND CHARGES

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The [General Registry](#) strives to ensure that the [fees and charges](#) are clearly explained.

Fees may be charged for providing information in paper copy or on computer disc.

Updated [currency rates and currency calculator](#) are available on the [General Registry's](#) website

REPRODUCTION COSTS

Where fees apply, the General Registry will contact the applicant to obtain agreement as to the cost prior to processing the requested information. We will endeavor to keep the cost to a minimum within the constraints of the various Laws. In addition to any other relevant fee computer discs will be charged at a rate of \$2 per disc. Information will be provided when the General Registry has received your payment.

POSTAGE COSTS

The General Registry will pass on to the applicant the actual costs of postage or courier delivery.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the General Registry has received your payment.

5. REQUESTS FOR INFORMATION OUTSIDE THE PUBLICATION SCHEME

Information held by the General Registry that is not published under this scheme can be requested in writing. Your request will be considered in accordance with the provisions of the FOI Law.

Please contact the Information Manager, Grace A. Watson at (345) 946 7922 or by email at grace.watson@gov.ky or foi.reg@gov.ky

6. COMPLAINTS

The General Registry aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Information Manager, General Registry Department, Ground Floor, Government Administration Bldg., Box 123, 133 Elgin Avenue, Grand Cayman KY1-9000, CAYMAN ISLANDS or by email grace.watson@gov.ky and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from [*Complaints-handling procedures; HR Policies and procedures*](#)

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 10727,
Grand Cayman KY1-1007,
CAYMAN ISLANDS

Telephone: +1 345 747 5402
Email: appeals@ico.gov.ky

7. CATEGORIES OF INFORMATION

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

GENERAL REGISTRY DEPARTMENT

Principal Officer(s)

Cindy Jefferson-Bulgin, Registrar General, cindy.jefferson@gov.ky or (345) 946 7922

Grace Watson, Deputy Registrar General, grace.watson@gov.ky or (345) 946 7922

Donnell Dixon, Senior Assistant Registrar, donnell.dixon@gov.ky or (345) 946 7922

Information Manager

Grace A. Watson
General Registry Department
Ground Floor, Government Administration Building,
133 Elgin Avenue, Grand Cayman KY1-9000
CAYMAN ISLANDS

Email: grace.watson@gov.ky

Freedom of Information website: www.foi.gov.ky

MINISTRY

Ministry of Financial Services, Tourism and Development

ORGANISATION MISSION AND FUNCTION

MISSION STATEMENT

To officially register and maintain key records of corporate and vital activities for all time, ensuring their security and integrity thus enabling transparency and confidence in such activities.

FUNCTION

The General Registry is responsible for collecting a significant portion of revenue through registry management and the maintenance of public records. The General Registry activities involve the maintenance of a General Register for Companies, Partnerships, Trusts, Birth, Deaths, Marriages, Public Records, Patents, Trademarks, Friendly Societies, Building Societies, Trade Unions, as well as services to the public and clients relating to these registers. The Registry further provides Policy advice and services to support the Ministry of Finance, Tourism & Development and Cabinet

Mailing address: General Registry Department,
Ground Floor, Government Administration Building
133 Elgin Avenue
Box 123
Grand Cayman KY1-9000
Cayman Islands

Telephone number: (345) 946 7922

Fax number: (345) 949 0969

Email address: cigenreg@gov.ky

Website address: www.ciregistry.gov.ky

Location and hours	Matters handled
<i>General Registry</i> Ground Floor, Government Administration Building. 133 Elgin Avenue Grand Cayman CAYMAN ISLANDS Office Hours: Mon-Fri. 8:30am - 5:00pm Closed on Public Holidays	Registration and maintenance of Companies, Partnerships, Trusts, Patents & Trade Marks, Public records, Births, Deaths, Marriages, Co- Operatives, Trade Unions and Building Societies.

BOARDS AND COMMITTEES

None.

FREQUENTLY ASKED QUESTIONS

See [FAQs](#)

STRATEGIC MANAGEMENT

Administering the authority's operations at the organizational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources.

GOVERNANCE

Companies Law (2011 Revision)

Companies Winding Up Rules (2008)

Exempted Limited Partnership Law (2011 Revision)

Exempted Limited Partnership Regulations (2010 Revision)

Partnership Law (2002 Revision)

Trust Law (2011 Revision)

Public Recorder Law (2007 Revision)

Patents & Trade Marks Law (2011 Revision)

Patents & Trade Marks Regulations, 2012

Births and Deaths Law (2007 Revision)

Cooperative Societies Law (2001 Revision)

The Trade Union Law

Building Societies Law (2010 Revision)

Local Companies (Control) Law (2007 Revision)

Legislation administered by the authority; in development; or under review.

None

CORPORATE MANAGEMENT

[Annual Reports](#)

STATISTICS:

Up-to-date [statistics](#) are maintained by the General Registry. Further statistics may be obtained from our offices upon request.

FINANCE & ADMINISTRATION

Administering the authority's internal functions and managing its resources efficiently and effectively including the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies.

FINANCIAL MANAGEMENT

Public Management and Finance Law (2010 Revision)

The Financial Regulations, 2004

[Annual Budget](#)

ADMINISTRATION

Public Service Management Law (2007 Revision)

Personnel Regulations - Public Service Management Law, 2005

Public Service Code of Conduct – December 2007

The National Archive and Public Records Law (2010 Revision)

[Press Releases](#)

POLICIES & PROCEDURES

[Complaints-handling procedures; HR Policies and procedures](#)

DECISIONS & RECOMMENDATIONS

None.

LISTS & REGISTERS

The Authority oversees the functions and activities of eleven Registers namely; Companies, Partnerships, Trusts, Patents & Trade Marks, Public records, Births, Deaths, Marriages, Co-Operatives, Trade Unions and Building Societies .

[*Births, Deaths & Marriages*](#)

[*Companies, Partnerships & Trusts*](#)

OUR SERVICES

A list of services provided by the General Registry relative to the various registers it oversees is shown at [**Our Services**](#)



Water Authority - Cayman

Publication Scheme

Produced in accordance with the Deputy Governor's Code of Practice on Publishing

CONTENTS:

1. About the Publication Scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information
 - About Us
 - Strategic Management
 - Finance & Administration
 - Policies & Procedures
 - Decisions & Recommendations
 - Lists & Registers
 - Our Services

1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Water Authority - Cayman to making information available to the public as part of its normal business activities.

Water Authority - Cayman will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;

- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

Water Authority - Cayman will generally not publish:

- information in draft form;
- information that is not held by the Water Authority - Cayman, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Water Authority - Cayman's commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

Online

Many of our documents are published electronically on our website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at <http://www.waterauthority.ky>. If you are still having trouble locating information listed under our publication scheme, please contact the Information Manager, Wendy Whittaker at foi@waterauthority.ky or call (345) 949-2837 extension 2013.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi@waterauthority.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call Wendy Whittaker at (345) 949-2837, Ext. 2013 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Wendy Whittaker
Information Manager
Water Authority – Cayman
P.O. Box 1104
Grand Cayman KY1-1102
Cayman Islands

In your request, please provide a name and an address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact the Information Manager, Wendy Whittaker at (345) 949-2837 extension 2013 or email at wendy.whittaker@waterauthority.ky or foi@waterauthority.ky.

The Water Authority – Cayman will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Water Authority – Cayman is legally required to translate any information, it will do so.

You can also access the Publication Scheme for Water Authority – Cayman on our website www.waterauthority.ky.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Water Authority – Cayman strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (color; any size).

Computer discs will be charged at a rate of \$2 per disc.

Please refer to Freedom of Information (General) Regulations 2008, Schedule 3 for a complete list of fees.

Postage costs

Water Authority - Cayman will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when Water Authority - Cayman has received your payment.

5. Requests for information outside the Publication Scheme

Information held by Water Authority – Cayman that is not published under this scheme can be requested by writing to:

Wendy Whittaker
Information Manager
Water Authority-Cayman
13G Red Gate Road
PO Box 1104, Grand Cayman KY1-1102, Cayman Islands
Fax: (345) 949-0094
Email: wendy.whittaker@waterauthority.ky or foi@waterauthority.ky

Requests will only be accepted in writing and can be sent via fax, email, post or hand delivered. Please include a name, mailing or email address. Kindly indicate the format in which you wish to receive the information you have requested, e.g., photocopies or scanned copies. Your request will be considered in accordance with the provisions of the FOI Law.

6. Complaints

The Water Authority - Cayman aims to make the publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme you may contact our Information Manager who will try to resolve your complaint as quickly as possible. Also, if you are dissatisfied with our response, you are entitled to an internal review and to do so, please contact:

Wendy Whittaker
Information Manager
Water Authority – Cayman
P.O. Box 1104
Grand Cayman KY1-1102
Cayman Islands
Tel: (345) 949-2837 xtn 2013
Fax: (345) 949-0094
Email: wendy.whittaker@waterauthority.ky
FOI email: foi@waterauthority.ky

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are not satisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
PO Box 1375
Grand Cayman KY1-1108
Cayman Islands
Tel: (345) 747-5402
Email: appeals@ico.gov.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services
- List of Forms
- FOI Contact Details

ABOUT US

The Water Authority is a statutory body established under the Water Authority Law of 1982 and became a fully functioning statutory organization in 1990. The primary mission of the Authority is to provide public water supply and sewerage services; and, to protect and manage water resources, which includes the regulation of abstraction and disposal wells and the excavation of canals and quarries.

Ministry

The Water Authority is a statutory authority that falls under the portfolio of the Ministry of District Administration, Works Land and Agriculture. The Minister responsible for the portfolio:

Deputy Premier, Hon. Juliana Y. O'Connor-Connolly, JP, MLA

Address: 4th Floor, Gov't Admin Bldg, 71A Elgin Avenue, George Town, Grand Cayman

Mailing Address: 4th Floor, Gov't Admin Bldg, Grand Cayman, KY1-9000, CAYMAN ISLANDS

Tel: (345) 244-2412

Fax: (345) 945-2922

Email: Ministry.DAPAH@gov.ky

Principal Officer

Dr. Gelia Frederick-van Genderen, Cert Hon

Director

Office: (345) 949-2837 xtn 2000

Fax: (345) 949-0094

Email: gelia.frederickvangenderen@waterauthority.ky

13G Red Gate Road, PO Box 1104, Grand Cayman KY1-1102, Cayman Islands

Information Manager

Wendy Whittaker

Tel: (345) 949-2837 xtn 2013

Fax: (345) 949-0094

Email: wendy.whittaker@waterauthority.ky

FOI email: foi@waterauthority.ky

Website: www.waterauthority.ky

13G Red Gate Road, PO Box 1104, Grand Cayman KY1-1102, Cayman Islands

Information Manager (Designate)

Pat Bell

Chief Human Resources Manager

Tel: (345) 949-2837 xtn 2010

Fax: (345) 949-0094

Email: pat.bell@waterauthority.ky

FOI email: foi@waterauthority.ky

13G Red Gate Road, PO Box 1104, Grand Cayman KY1-1102, Cayman Islands

Organisation & Functions

Mission Statement

- To ensure that the entire population of the Cayman Islands has access to a pure, wholesome and affordable supply of potable water; and to regulate other entities who are licensed by the Government to provide water supplies.
- To protect and develop groundwater resources for the benefit of present and future populations of these islands.
- To provide for the collection, treatment and disposal of sewage within these islands in a manner that is safe, efficient and affordable.
- To operate in such a manner as to be financially self-sufficient, while contributing to the economy of these islands and achieving a reasonable and acceptable return on capital investments.

Location and hours	Matters handled
Main Administration Offices P.O. Box 1104 13G Red Gate Road, George Town Grand Cayman KY1-1102 Cayman Islands Tel: (345) 949-2837 Fax: (345) 949-0094 8:30am to 5:00pm Monday to Friday	General Inquiries General Administration Customer Service Water Supply Sewerage Development Control Lab Analysis Permits & Licences
Wastewater Treatment Works Off Seymour Drive (Adjacent to the landfill) George Town Grand Cayman 7:30am to 4:30pm Monday to Friday 7:30am to 2:30pm Saturday & Sunday	Septage Deliveries
Cayman Brac Operations Office P.O. Box 240 96 West End Cross Road Cayman Brac KY2-2002 Cayman Islands Tel: (345) 948-1403 Fax: (345) 948-1404 8:30am to 5:00pm Monday to Friday	General Inquiries General Administration Customer Service Water Supply

Boards and Committees

The Water Authority Board	Meetings	Minutes
Chairman: Mr John Lemuel Hurlston Members: Mr. Tristan Hydes Mrs. Ingrid Simms, Mr. Miguel Smith Mr. Otto Watler Mr. Corlan McLaughlin Mr. Windell Scott Mrs. Pearlina McGaw-Lumsden Ms. Anne Owens Ms. Reshma Sharma Mr. Jerry Banks Secretary: Dr. Gelia Frederick-van Genderen	Board meets every 3 rd Wednesday of the month at Water Authority's Red Gate Road location in the Board Room. These meetings are not open to the public.	Available Online or Contact Information Manager
Plumber's Examination Board	Meetings	Minutes
Chairman: Mr. Hendrik-Jan van Genderen Members: Mr. James Smith Mr. James Merren Mr. Victor Yates Secretary: Ms. Alisha Racz	Board meets on the 4 th Thursday of every quarter at Water Authority's Red Gate Road location. These meetings are not open to the public.	Contact Information Manager

Frequently asked questions

- **What is a cubic metre?**

One (1) cubic metre equals 1,000 litres or 264.2 US gallons. The scientific way to write cubic metre is m³.

- **Where is my meter located?**

All meters are located as close as possible to the front corner boundaries of each parcel.

- **Is the water safe to drink?**

Absolutely. The Water Authority adheres to strict quality control standards for provision of drinkable water.

- **How are the rates determined?**

Rates are viewed routinely to determine the cost of service. Rates are reviewed as necessary and adopted by the Ministry and submitted under Law Updates. Your rate pays for debt service, operations and maintenance costs. For a copy of the current rate schedule, [click here](#) or contact our office.

- **How can I pay my bill online?**

Customers can pay bills online via a secure page provided by our online merchant via debit or credit cards. Use your debit card and pay in CI\$ or use your Visa/Master credit card and pay in USD.

STRATEGIC MANAGEMENT

The Water Authority – Cayman is committed to operating within the legal framework stipulated by the Cayman Islands Government. Our operations are governed by the Water Authority Law (2011 Revision) and the Water Authority Regulations (2007 Revision).

Governance

- Water Authority (Amendment) Regulations 2012
- Water (Production & Supply) Law, 2011 (2 of 2011)
- Wastewater Collection and Treatment Law, 2011 (3 of 2011)

Corporate Management

- Annual Reports
- Business Plans
- Hurricane Preparedness Plan
- Contracts & Agreement Documents
- Tender Documents
- Capital Projects & Operations Reports

FINANCE & ADMINISTRATION

Financial Management

- Annual Budget
- Financial Statements
- Accounting Procedures
- Contracting Procedures
- Insurance
- Inventory
- Loans
- Management Accounts
- Policy and Procedures
- Salary and Pensions

Administration

- FOI
- Press releases, newsletters, other publications
- Job vacancies; career opportunities
- Staff pay and grading structures
- Human Resources
- Training & Development
- Health & Safety
- Benefits Administration
- Customer Accounts
- Operations Management
- Engineering
- New Works
- Quality Assurance
- Water Resources & Quality Control
- Information Technology

POLICIES & PROCEDURES

- Standard Operating Procedures
- Complaints-handling Procedure
- HR Policies and Procedures
- Labour Law (2007 Revision) & Regulations
- FOI Internal Procedures

DECISIONS & RECOMMENDATIONS

- Minutes of meetings
- Permits & licences
- Consultation Reports

LISTS & REGISTERS

- Register of Canal Works Permit
- Register of Cesspool Emptier's Licence
- Register of Quarry Permits
- Register of Licenced Well Drillers
- List of Registered Water Plants
- List of Registered Plumbers:
 - Master Plumbers 2012
 - Journeyman Plumbers 2012
 - Apprentice Plumbers 2012
- FOI Disclosure Log

OUR SERVICES

The Water Authority of the Cayman Islands provides water and sewerage services to over 15,000 customers in the Grand Cayman districts of George Town, Bodden Town, East End, North Side and the Sister Island of Cayman Brac. Additionally, we carry out development control relating to water, wastewater and groundwater.

Water

The Water Authority provides piped potable water to over 14,700 customers in Grand Cayman service area in the districts of George Town, Bodden Town East End and North Side. In Cayman Brac the Authority provides piped potable water in the service area of West End and by truck to all areas of the Brac. Currently we do not operate a water supply system in Little Cayman.

Please visit our website for further information if you would like to apply for water services.

Sewerage

The West Bay Beach Sewerage System is operated by the Authority. Public sewerage is provided to all residences and developments along the West Bay Road, between the Walter's Road area and up to Raleigh Quay, except those in the Canal Point, sections of Governor's Harbour, and Snug Harbour developments.

Wastewater is collected in the Authority's sewerage system and pumped to the Grand Cayman Wastewater Treatment Works situated at the end of Seymour Road, adjacent to the George Town Landfill.

Please visit our website for further information if you would like to apply for sewerage services.

Laboratory

The Water Authority's Laboratory carries out testing of the Authority's potable water supplies and effluent of the Authority's wastewater treatment plant. The public can also use this service, provided the requests for testing can be accommodated by the Laboratory.

The Water Authority's laboratory services include:

- Quality Control and Quality Assurance of Water Authority's potable water supplies
- Quality Control of effluent disposed in the Cayman Islands
- Analytical support for Water Authority's groundwater monitoring programmes and monitoring of surface and marine water carried out in conjunction with Department of the Environment
- Analytical service for the public (such as potable water quality monitoring for Cayman Water Company, private request to check water quality in cisterns and wells)
- Compliance monitoring for permits issued by the Authority.

In May 2002 the Water Authority Laboratory received accreditation from the American Association for Laboratory Accreditation. The Laboratory is accredited for technical competency in the field of environmental testing in accordance with the ISO/IEC 17025-1999 standard.

Development Control

The Water Authority plays an important role in review of new development or changes to existing development. Under the Water Authority Law, the Authority is charged with the protection of groundwater and therefore it regulates development in respect of water supply, groundwater abstraction, wastewater treatment and disposal. The Authority also regulates excavation of canals and quarries and licenses well drillers and plumbers.

The Water Authority also carries out the following important functions relevant to developers:

- Public education regarding wastewater treatment and disposal
- Development and implementation of the Authority's development control policies for wastewater treatment and disposal
- Monitoring of privately operated wastewater treatment plants
- Development of requirements and review of environmental impact assessments carried out by developers

Licensing & Permits

Under the Water Authority Law, specific activities that affect groundwater require a licence or permit from the Authority. Also certain trades and businesses are required to operate under a licence from the Authority. See below for a listing of the specific registers of permits and licences.

- Canal Works Permit
- Cesspool Emptier's Licence
- Disposal Permit
- Groundwater Abstraction Licence
- Plumber's Licence
- Quarry Permit
- Well Driller's Licence
- Water Plants

LIST OF FORMS

- Job application form
- Application form to apply for water service
- Application form to apply for sewerage service
- Water sampling request form
- Canal Works Permit
- Cesspool Emptiers Licence application form
- Disposal Permit application form
- Groundwater Abstraction Licence application form
- Apprentice Plumber's application Licence
- Journeyman or Master Plumber Exam application form
- Application form to renew an existing WAC Plumber's Licence
- Quarry Permit application form
- Well Drilling Permit application form
- Payment agreement application form

- Report a problem
- Request meter reading
- Change billing address
- Add tenant form
- FOI form

Please refer to our website: www.waterauthority.ky for documents listed in the Publication Scheme or contact the Information Manager or her Designate between 8:30am and 4:30pm Monday to Friday.

FOI CONTACT DETAILS

Information Manager

Wendy Whittaker
Information Manager
Water Authority – Cayman
P.O. Box 1104
Grand Cayman KY1-1102
Cayman Islands
Tel: (345) 949-2837 xtn 2013
Fax: (345) 949-0094
Email: wendy.whittaker@waterauthority.ky
FOI email: foi@waterauthority.ky
Website: www.waterauthority.ky
Freedom of Information website: www.foi.gov.ky

Information Manager (Designate)

Pat Bell
Chief Human Resources Manager
Water Authority - Cayman
P.O. Box 1104
Grand Cayman KY1-1102
Cayman Islands
Tel: (345) 949-2837 xtn 2010
Fax: (345) 949-0094
Email: pat.bell@waterauthority.ky
FOI email: foi@waterauthority.ky

The Department of Children & Family Services Publication Scheme

Produced in accordance with the Deputy Governor's Code of Practice

CONTENTS:

1. About the publication scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information

1. About the publication scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Department of Children & Family Services to making information available to the public as part of its normal business activities.

The Department of Children & Family Services will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The Department of Children & Family Services will generally not publish:

- information in draft form;
- information that is not held by the Department of Children & Family Services, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Department of Children & Family Service's (or another organisation's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Some of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at www.dcf.gov.ky. If you are still having trouble locating information listed under our scheme, please contact Yvonne Evans, Information Manager or Millant Hydes-Brown, Information Manager Designate at (345)949-0290.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email foi.chd@gov.ky, or yvonne.evans@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call Ms. Yvonne Evans, Information Manager or Millant Hydes-Brown, Information Manager Designate at 949-0290 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Yvonne Evans
Information Manager
Department of Children & Family Services
P.O. Box 10653
Grand Cayman KY1-1006
Cayman Islands

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Information Manager, Yvonne Evans or Information Manager Designate, Millant Hydes-Brown at (345) 949-0290, or yvonne.evans@gov.ky or Millant.hydes-brown@gov.ky, or foi.chd@gov.ky.

The Department of Children & Family Services will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Department of Children & Family Services is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Department of Children & Family Services strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided **free of charge**.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The Department of Children & Family Services will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Department of Children & Family Services has received your payment.

5. Requests for information outside the publication scheme

Information held by the Department of Children & Family Services that is not published under this scheme can be requested in writing. Your request will be considered in accordance with the provisions of the FOI Law.

Requests will be considered in accordance with the Freedom of Information Law and can be requested by contacting the Information Manager Yvonne Evans at 949-0290 or email foi.chd@gov.ky.

6. Complaints

The Department of Children & Family Services aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please write or contact Yvonne Evans, Freedom of Information Manager, Department of Children & Family Services at 949-0290, and we will try to resolve your complaint as quickly as possible. If you do not have access to the internet, you may obtain a copy of our Complaints Procedure from any of our office locations between the hours of 8:30 a.m. and 5:00 p.m.

Further information about our complaints procedures can be obtained from Yvonne Evans at 949-0290 or email foi.chd@gov.ky, or yvonne.evans@gov.ky.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 1375,
Grand Cayman KY1-1108,
CAYMAN ISLANDS

Telephone: +1 345 747 5402
email: appeals@ico.gov.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Name of public authority

Department of Children & Family Services

Ministry

Ministry of Community Affairs, Gender & Housing

Chief Officer

Ms. Dorine Whittaker, Ministry of Community Affairs & Housing, 5th Floor,
Government Administration Building, Grand Cayman KY1-9000, Cayman Islands

Director

Ms. Alicia E. Dixon (Jen), Department of Children & Family Services, P.O. Box 10653
KY1-1006, 1st Floor, BritCay House, 236 Eastern Avenue, Grand Cayman, Cayman
Islands

Deputy Director

Ms. Tamara Hurlston, Department of Children & Family Services, P.O. Box 10653 KY1-
1006, 1st Floor, BritCay House, 236 Eastern Avenue, Grand Cayman, Cayman Islands

Deputy Director

Ms. Paulinda Mendoza-Williams, Department of Children & Family Services, P.O. Box 10653 KY1-1006, 1st Floor, BritCay House, 236 Eastern Avenue, Grand Cayman, Cayman Islands

Deputy Director

Ms. Deborah Webb-Sibblies, Department of Children & Family Services, P.O. Box 10653 KY1-1006, 1st Floor, BritCay House, 236 Eastern Avenue, Grand Cayman, Cayman Islands

Information manager

Ms. Yvonne Evans
Information Manager
Department of Children & Family Services
P.O. Box 10653
Grand Cayman KY1-1006
Cayman Islands

Telephone: (345) 949-0290
Facsimile: (345)949-4167
Email: yvonne.evans@gov.ky
FOI Email: foi.chd.@gov.ky
Website: www.dcfs.gov.ky
Freedom of Information Website: www.foi.gov.ky

Information Manager Designate

Ms. Millant Hydes-Brown
Information Manager Designate
Department of Children & Family Services
P.O. Box 10653
Grand Cayman KY1-1006
Cayman Islands

Telephone: (345) 949-0290

Facsimile: (345)949-4167

Email: yvonne.evans@gov.ky

FOI Email: foi.chd.@gov.ky

Website: www.dcfsgov.ky

Freedom of Information Website: www.foi.gov.ky

Organisation and functions

The Department of Children & Family Services exists to enhance the ability of vulnerable individuals and families to function effectively as members of a caring society, and to enable them to realise their full potential. We will achieve this through preventative strategies, professional social work, and by encouraging social planning.

The aim of professional social work practice is to provide high quality social work services to individuals and groups who may encounter problems within their environment. The services are provided in a respectful and confidential manner. The professional Social Work Principles of the National Association of Social Workers, U.S.A. are used as the foundation for practice.

Department of Children & Family Services

P.O. Box 10653

Grand Cayman KY1-1006

Cayman Islands

Telephone: (345) 949-0290

Facsimile: (345)949-4167

Email: yvonne.evans@gov.ky

Website: www.dcfsgov.ky

Location and hours	Matters handled
<i>Department of Children & Family Services Administrative Office 1st Floor BritCay House 236 Eastern Avenue George Town Grand Cayman Cayman Islands</i> <i>8:30 a.m. to 5:00 p.m. Monday to Friday</i>	<i>Financial and Administrative Matters Human Resources</i>

<p><i>Department of Children & Family Services</i> George Town District Office 1st Floor BritCay House 236 Eastern Avenue George Town Grand Cayman Cayman Islands</p> <p>8:30 a.m. to 5:00 p.m. Monday to Friday</p>	<p><i>Financial and Administrative Matters</i> Social Work</p>
<p><i>Department of Children & Family Services</i> Eastern District Office Bodden Town Civic Center, Bodden Town Grand Cayman Cayman Islands</p> <p>8:30 to 5:00 p.m. Monday to Friday</p>	<p><i>Financial and Administrative Matters</i> Social Work</p>
<p><i>Department of Children & Family Services</i> West Bay District Office (Former Sunrise Training Centre -On compound of John A. Cumber Primary School) Fountain Road West Bay Grand Cayman Cayman Islands</p> <p>8:30 to 5:30 p.m. Monday to Friday</p>	<p><i>Financial and Administrative Matters</i> Social Work</p>
<p><i>Department of Children & Family Services</i> Cayman Brac Office District Administration Building 19 Kirkconnell Street Cayman Brac Cayman Islands</p> <p>8:30 a.m. to 5:30 p.m. Monday to Friday</p>	<p><i>Financial and Administrative Matters</i> Social Work</p>

Boards and committees

Name	Meetings	Minutes
<p>Poor Relief Committee</p> <p>Chairperson: Ms. Alicia E. Dixon (Jen)</p> <p>Secretary: Mrs. Norma Jackson</p> <p>Committee Members: Ms. Tamara Hurlston Mrs. Paulinda Mendoza-Williams Mrs. Deborah Webb-Sibblies</p>	<p><i>Meets at least quarterly at the Department of Children & Family Services, Administrative Office. The meetings are not open to the public.</i></p>	<p><i>Access to the information will be restricted as it relates to clients and is of a personal nature.</i></p> <p><i>Requests for minutes should be requested in writing and can be obtained from the Information Manager. Please refer to section: 3 - Methods of access.</i></p>

Frequently asked questions

1. Question: What do I have to do to get assistance?

Answer: Call and schedule an appointment with an Intake Officer if you do not have an assigned Social Worker. Contact should be made at the district office located in the area in which you reside. You will be interviewed and assessed to determine the need and eligibility for services being requested.

2. Question: What are the criteria for services e.g. financial assistance, medical, etc.?

Answer: The Social Worker will interview and conduct a financial assessment to determine your level of need and if you are eligible for services. The interview and assessment must ascertain that you are unable to meet your basic needs. Support from family and friends must be identified. You will be required to provide proof of your income and expenditure. Information provided must be confirmed with relevant persons/employers and agencies prior to assistance being approved.

3. Question: Why do I have to provide so much personal information to get help?

Answer: This is done to help determine the level of need and eligibility for the services being requested. The more information provided, the better it is to assess how best to help you. In addition, limited government funds are being used to provide the services; therefore the Department is accountable for how it is utilized and there must be justification for the services provided.

4. Question: Why does the Department take children away?

Answer: The DCFS has the legal mandate to protect children. The Department will remove children if it “has reasonable cause to suspect that the child is suffering or is likely to suffer significant harm”, for example physical, emotional and psychological, neglect sexual and other forms of abuse. The Department must have sufficient grounds and will remove children in these instances.

5. Question: How old do I need to be to adopt a child?

- Answer: The requirements outlined in the Adoption Law State a person must be 25 years of age but not over 65.
6. Question: Do I have to be married to adopt a child?
- Answer: Adoptive parents may be married or single, childless or already parenting other children. If married, they must have been married and living together for no less than three years. If a person is married but separated, he or she will need the written consent of his or her spouse in order to make an application.
7. Question: Does DCFS provide caregivers to look after elderly people in their own homes?
- Answer: This service is provided on a small scale through the Home Care Program in Cayman Brac. The service is no longer provided in Grand Cayman.
8. Question: How do I get my family member placed in a DCFS home for the elderly?
- Answer: Schedule an appointment to be interviewed by a Social Worker in the district in which the individual lives. The Social Worker will conduct a financial assessment and interview to determine eligibility based on indigence and genuine need for the service. A referral is then sent to the Adult Special Needs Supervisor who will conduct a home visit to assess the health care needs of the individual, the kinds of services needed and the number of hours that the Department will provide. In the event that the Department's Home cannot provide accommodation, a placement will be sought in the NCVO Pines Retirement Home.

STRATEGIC MANAGEMENT

Administering the authority's operations at the organisational level; developing business plans and corporate policy: setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources.

Governance

Children's Law 2003

Juveniles Law 1990
Adoption of Children Law 2003 (Revision)
Youth Justice Law 1995
Poor Persons Relief Law 1997
Complaints Procedure
Public Accounts Law (2009 Revision)
Labour Law (2007 Revision) and Regulations
National Archive and Public Records Law 2007
Freedom of Information Law 2007
Freedom of Information Regulations 2008
Public Management and Finance Law (2005 Revision)
Public Management and Finance Regulations (2007 Revision)
Immigration Law (2006 Revision)
Immigration Law (Regulations)
Public Service Management Law (2007 Revision)
Personnel Regulations (2006 Revision)
Health Insurance Law (2005 Revision)
Health Insurance Regulations (2005 Revision)
National Pensions Law (2000 Revision)
National Pensions Regulations

Corporate management

Audit Reports
Hurricane Preparedness Plan
Annual Reports

FINANCE & ADMINISTRATION

Administering the authority's internal functions and managing its resources efficiently and effectively. Includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies.

Financial management

Financial Statements
Annual Budget
Monthly Reports
Quarterly Reports

Annual Reports

Administration

Documents relating to other administrative functions carried out within the authority – including buildings, equipment & vehicles; communications; human resources; information & technology management.

Press releases

Job vacancies; career opportunities

Staff pay and grading structures

Records management file plan or classification scheme

Human Resources

POLICIES & PROCEDURES

Current written protocols used by the authority for carrying out functions, activities and delivering services.

Complaints Procedure

Management of Child Abuse Referrals and Investigations in the Cayman Islands

Procedure Manual (2008/2009)

Hurricane Preparedness Manual

DECISIONS & RECOMMENDATIONS

Information about proposals, resolutions, assessments and results, including decision-making processes.

LISTS & REGISTERS

Information held in registers required by law and other lists or registers relating to the functions of the authority.

FOI disclosure log

OUR SERVICES

This category provides detailed information about the services offered and activities carried out by the authority, to fulfil its high-level functions and responsibilities.

Preventive Services to Families: Prevention and intervention services to individuals and families via counselling, education and case management.

Services to the Elderly: Prevention and intervention services with a focus on promoting the welfare of elderly persons to enjoy a wholesome and meaningful life.

Home Care Services to the Elderly: Provision of an array of services to elderly persons who are unable to reside in their own private homes.

Special Needs Services for Adults & Children: Provision of residential services to persons who are physically and mentally challenged.

Rehabilitation Services: Intervention services for juveniles who have interacted with the Legal Court system.

Nutritional Assistance: Provision of school lunch support to school aged children who are in need of such services.

Placement for Children in Need of Care and Protection: Provision of alternative residential services to children who are in need of Foster Care Placement and or Residential Placement.

Temporary Financial Assistance: Provision of temporary financial services to persons who are deemed in need of such assistance.

Permanent Poor Relief Assistance: Provisions of permanent poor relief assistance to persons who are deemed indigent and in need of such assistance.

Health Care Assistance: Provisions of health insurance coverage to persons who have been deemed indigent.

Protection fro Children at Risk: Provision of services to children who are deemed to be at risk of child abuse within the society.

Pre-School Support Services: Temporary financial assistance to parents with children under 3.9 years who are deemed to be in need of such assistance.

Essential Relief & Disaster Services: Provision of support services to persons who may be place at risk during a natural disaster.

Adoption Services: Provision of assistance to the Judicial System in the preparation of relevant documentation and reports.

Support towards Autonomy Retraining and Self Sufficiency: Provision of support and retraining services to adults who may be in need of such assistance.

Classes of Information Held:

Correspondence with other Government Departments

All administrative correspondence e.g. letters, memoranda, facsimile, inter-office memoranda, e-mails etc., invoices dealing with the Budget.

Correspondence with other Government Departments

All administrative correspondence e.g. letters, memoranda, facsimile, inter-office memoranda, e-mails etc., invoices dealing with other Government Departments.

Office Files (Staff Administrative Files)

All administrative correspondence e.g. letters, memoranda, facsimile, inter-office-memoranda, clippings (newspaper) e-mails etc. dealing with staffing matters i.e. applications, recruitment, advertisements etc. with exception of personnel where individual files are kept for each member of staff.

Office Files (Programme Files)

All administrative correspondence e.g. letters, memoranda, facsimile, inter-office-memoranda, clippings (newspaper) e-mails etc. dealing with various programmes.

Office Files (Internal Matters)

All administrative correspondence e.g. letters, memoranda, facsimile, inter-office-memoranda, clippings (newspaper) e-mails etc.

Inactive Juvenile Client Files (BritCay House and District Offices)

These files are maintained by the Department of Children and Family Services on individuals who seek various services from the department and once the period of service is over, the files are considered inactive rather than closed as the client can return for further services and at that time the file is reopened instead of a new file being opened on behalf of the client.

Inactive and Deceased Adult Client Files (BritCay House and District Offices)

These files are maintained by the Department of Children and Family Services on individuals who seek various services from the Department and once the period of service is over, the files are considered as inactive rather than closed as the client can return for further services and at that time the file is reopened instead of a new file being opened on behalf of the client.

Forms:

Forms can be accessed (viewed only) on the Department's website www.dcfsgov.ky .



Ministry of Community Affairs, Gender & Housing

Publication Scheme

Produced in accordance with the Deputy Governor's Code of Practice

CONTENTS:

1. About the Publication Scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information
 - About Us
 - Strategic Management
 - Finance & Administration
 - Policies & Procedures
 - Decisions & Recommendations
 - Lists & Registers
 - Our Services

1. About the Publication Scheme

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The Ministry of Community Affairs, Gender and Housing will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;

- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme

2. Information that may be withheld

The Ministry of Community Affairs, Gender and Housing will generally not publish:

- information in draft form;
- information that is not held by the Ministry of Community Affairs, Gender and Housing, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Ministry of Community Affairs, Gender and Housing's (or another organisation's) commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

The exemptions and exceptions which relate specifically to the information that the Ministry of Community Affairs, Gender and Housing hold are:

- Seamen's payroll register - Exempted by Section 23 of the FOI Law
- Ex-Servicemen's payroll register - Exempted by Section 23 of the FOI Law
- Ministry personnel files - Exempted by Section 23 of the FOI Law
- Cabinet Papers – Exempted by Section 19 of the FOI Law
- Minutes of Cabinet Meetings - Exempted by Section 19 of the FOI Law

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

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Email

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Phone

Documents listed in the publication scheme can also be requested by telephone. Please call 244-2424 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Information Manager
Ministry of Community Affairs, Gender and Housing
5th Floor Government Administration Building
133 Elgin Avenue, George Town
P.O. Box 109
Grand Cayman, KY1-9000
CAYMAN ISLANDS

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

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The Ministry of Community Affairs, Gender and Housing will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

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Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The Ministry of Community Affairs, Gender and Housing will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Ministry of Community Affairs, Gender and Housing has received your payment.

5. Requests for information outside the Publication Scheme

Information held by the Ministry of Community Affairs, Gender and Housing that is **not** published under this scheme can be requested in writing to:

Information Manager
Ministry of Community Affairs, Gender and Housing
5th Floor Government Administration Building
133 Elgin Avenue, George Town
P.O. Box 109
Grand Cayman, KY1-9000
CAYMAN ISLANDS

Requests for information that is not published under this scheme can also be emailed to us at foi.mcw@gov.ky. Your request will be considered in accordance with the provisions of the FOI Law.

6. Complaints

The Ministry of Community Affairs, Gender and Housing aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact us at 244-2424 or send an email to foi.mcw@gov.ky and we will try to resolve your complaint as quickly as possible.

Further information about our complaints handling procedures can be obtained from contacting 244-2424.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman
PO Box 1375
Grand Cayman KY1-1108
CAYMAN ISLANDS

Telephone: +1 345 747 5402
Email: appeals@ico.gov.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Name of Public Authority

Ministry of Community Affairs, Gender and Housing

Minister

Honourable Mike Adam, MBE, JP
5th Floor Government Administration Building
133 Elgin Avenue, George Town
P. O. Box 109
Grand Cayman, KY1-9000
CAYMAN ISLANDS
Contact numbers: 345-244-2426

Principal Officer (Chief Officer)

Dorine B. Whittaker
5th Floor Government Administration Building
133 Elgin Avenue, George Town
P.O. Box 109
Grand Cayman, KY1-9000
CAYMAN ISLANDS
Contact number: 345-244-2424

Information Manager and Designate

Tamara Y. Ebanks – Information Manager

5th Floor Government Administration Building
 133 Elgin Avenue, George Town
 P.O. Box 109
 Grand Cayman, KY1-9000
 CAYMAN ISLANDS
 Contact number: 345-244-2443

Leisa Welcome – Information Manager Designate

5th Floor Government Administration Building
 133 Elgin Avenue, George Town
 P.O. Box 109
 Grand Cayman, KY1-9000
 CAYMAN ISLANDS
 Contact number: 345-244-2426

Organisation and functions

The purpose of the Ministry of Community Affairs, Gender and Housing is to provide policy advice and administrative services for the Minister and Cabinet.

Location and hours	Matters handled
Ministry of Community Affairs, Gender and Housing 133 Elgin Avenue, George Town P.O. Box 109 Grand Cayman, KY1-9000 CAYMAN ISLANDS Contact number: 345-244-2424 Hours of Operation: 8:30am – 5:00pm Mondays to Fridays	Policy and Planning Legislation Administration Human Resource Management Freedom of Information Complaints Hazard Management Application for transfer payments (Seamen Ex-gratia Benefits) Community Development Action Committee grants
Ministry of Community Affairs, Gender and Housing Financial Unit 133 Elgin Avenue P.O. Box 109 George Town, Grand Cayman CAYMAN ISLANDS Contact number: 345-244-2424 Hours of Operation: 8:30am – 5:00pm Mondays to Fridays	Accounts Payable Accounts Receivable Preparing Budget Day to Day Operations Processing transfer payments Payroll Capital Projects Equity Injections Executive Assets Processing grants to Non-Governmental Organisations

Boards and Committees

Board of Directors for the National Housing Development Trust	Meetings	Minutes
Royal Bodden, Chairman Allan Bush, Director Michael Godfrey, Director Ann-Marie Powell, Director Terry-Ann Arch, Director Jaron Jackson, Director Delia Hydes, Director	The Board of Directors meets twice a month at the National Housing Development Trust in Cayman Centre. Meetings are not open to the public.	Please contact the General Manager, Julio Ramos at 945-7649.
Adoption Board	Meetings	Minutes
Rosie Whittaker-Myles, Chairman Ethel Barnes, Member Nicole Hydes, Member Margarita Howell, Member Hon. Mary Lawrence, JP, Member Dr. Marilyn McIntyre, Member	To be announced	To be announced
Gender Equality Tribunal	Meetings	Minutes
Sheridan Brooks, Chairperson Andre Ebanks, Member Shaun Cackle, Member Karie Bergstrom, Member Tammy Ebanks, Member Aubrey Bodden, Secretary	The Gender Equality Tribunal meets as needed and meetings are not open to the public.	Please contact the Secretary, Aubrey Bodden at 244-3226.
Cinematographic Board	Meetings	Minutes
Stephen McTaggart, Chairman Heather Bodden, Director Felix Manzanares, Director Sean Bodden, Director Waldo Parchment, Director	To be announced	To be announced
T.E. McField Youth and Community Centre Management Committee	Meetings	Minutes

<p>Chairman: Mr. Paul Byles,</p> <p>Members: Mr. Dale Ramoon, Ms. Katherine Whittaker</p> <p>Secretary: Mrs. Zemrie Thompson</p>	<p>The Committee meets once a year and the meetings are not open to the public.</p>	<p>Please contact the Secretary, Mrs. Zemrie Thompson at 949-0290.</p>
Children and Youth Services Foundation (CAYS)	Meetings	Minutes
<p>Garth Arch, Chairman Karin Thompson, Director Jenny Manderson, Director Darrel Rankine, Director Dr. Joseph Marzouca, Director</p> <p>Chief Officer or designate from the Ministry responsible for Youth Rehabilitation</p> <p>Chief Officer or designate from the Ministry responsible for Youth</p> <p>Chief Officer or designate from the Ministry responsible for Education</p> <p>Director or designate of the Department of Children & Family Services</p> <p>Director or designate of the Department of Counselling Services</p>	<p>The CAYS Foundation meets every other month (6 times a year) at the Dotcom Centre. Meetings are not open to the public.</p>	<p>Please contact the Chief Executive Officer, Angela Sealey at 946-2903.</p>

Frequently Asked Questions

- **Can an applicant qualify for both the seafarer's and ex-servicemen's ex-gratia benefit?**

No as both of these benefits are service related.

- **Can an applicant apply for Seamen's ex-gratia benefits and financial assistance?**

Yes as long as their total household income is below \$2,000.00 per month.

STRATEGIC MANAGEMENT

Administering the Ministry's operations at the organisational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the Ministry's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the Ministry's functions and responsibilities; obtaining legal advice from external sources.

Governance

- The Report on the Predisposing Factors to Criminality in the Cayman Islands (June 2006)
- Cabinet Papers – Exempted under Section 19 of the FOI Law
- Minutes of Cabinet Meetings - Exempted under Section 19 of the FOI Law

Governing Legislation and Regulations

- Personnel Regulations (2011 Revision)
- Public Service Management Law (2011 Revision)
- Public Management and Finance Law (2010 Revision)
- Financial Regulations (2008 Revision)
- Freedom of Information Law (2007 Revision)
- The Freedom of Information (General) Regulations (2008 Revision)
- The Cayman Islands Constitution Order (2009)
- Adoption of Children Law (2003 Revision)
- Poor Persons (Relief) Law (1997 revision)
- Companies Law (2004 Revision)
- Youth Justice Law (2005 Revision)
- Juveniles Law (1990)
- Adoption of Children Regulations (2003 Revision)
- The Children Law (2003 Revision)
- Protection from Domestic Violence Law (2010)
- Gender Equality Law (2011)

Legislation administered by the Ministry of Community Affairs, Gender and Housing; in development; or under review

- Poor Persons (Relief) Regulations
- Adoption of Children Law (Amendments)
- Adoption of Children Regulations (Amendments)
- The Children Law Regulations

Corporate management

- 2012 – 2013 Strategic Policy Statement
- Ministry of Community Affairs and Housing's 2012 Hazard Management Plan
- Ministry of Community Affairs and Housing's 2012 Continuity of Operations Plan

FINANCE & ADMINISTRATION

Administering the Ministry's internal functions and managing its resources efficiently and effectively. Includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies.

Financial Management

- 2012 – 2013 Strategic Policy Statement
- Budget 2012/13 Annual Plan & Estimates for Ministry of Community Affairs, Gender and Housing
- Budget 2012/13 Annual Budget Statement for Ministry of Community Affairs, Gender and Housing
- Tendering Instructions for the Ministry of Community Affairs, Gender and Housing
- Purchase and Ownership Agreements

Administration

Documents relating to other administrative functions carried out within the Ministry – including buildings, equipment & vehicles; communications; human resources; information & technology management.

Communications

- Press Releases
- Speeches

Human Resources

- Ministry Job Descriptions
- Directory of Ministry staff
- Performance Agreement Templates
- Job vacancies
- 1st September 2012 – Annual Salary Scale for Salaried staff and Hourly Rates for Bi-Weekly Employees
- Ministry's Organisational Chart

Information and Technology Management

- Ministry of Community Affairs, Gender and Housing File Classification Index

POLICIES & PROCEDURES

Draft policies and procedures:

- Complaints Handling Procedures

- Information Management Policy

Approved policies and procedures:

- Overtime, Comp Time/Time-off In-Lieu (TOIL) and Flexible and Additional Hours Policy
- Human Resources Policies and Procedures Manual
- Use of Personal Communication Equipment, Internet Media and Personal Radios in the Workplace

DECISIONS & RECOMMENDATIONS

- Assessment Criteria for Seamen's Ex-gratia Benefits
- Assessment Criteria for Ex-Servicemen Ex-gratia Benefits
- Guidelines for Community Development Grants

LISTS & REGISTERS

- Fixed Asset Register
- FOI disclosure log
- Seamen's payroll register - Exempted under Section 23 of the FOI Law
- Ex-Servicemen payroll register - Exempted under Section 23 of the FOI Law

OUR SERVICES

- Application Form for Caymanian Seamen's Grant
- Application Form for Caymanian Seamen's Grant (Spouse)

The Cayman Islands Fire Service Publication Scheme

Produced in accordance with the Deputy Governor's Code of Practice

CONTENTS:

1. About the publication scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information

1. ABOUT THE PUBLICATION SCHEME

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public.

The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Cayman Islands Fire Service to making information available to the public as part of its normal business activities.

The Cayman Islands Fire Service will:

- specify the information held by the authority, which falls within the seven (7) categories below;
 - proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
 - describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
 - list any fees charged for access to information described in this scheme;
 - publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;

- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. INFORMATION THAT MAY BE WITHHELD

The Cayman Islands Fire Service will generally not publish:

- information in draft form;
- information that is not held by the Cayman Islands Fire Service, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Cayman Islands Fire Service (CIFS) (or another organization's) commercial interests, or endanger the protection of the Service.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. METHODS OF ACCESS

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

Some of our documents are published electronically on the CIFS website at www.cifs.gov.ky and can be downloaded in PDF format.

If you are still having trouble locating information listed using the CIFS website, please contact the FOI Information Manager Rosworth McLaughlin at 949-2276 or direct line at 244-3915 or email at rosworth.mclaughlin@gov.ky or foi.fre@gov.ky

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.fre@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call Rosworth McLaughlin at 949-2276 or direct line at 244-3915 or email at rosworth.mclaughlin@gov.ky or foi.fre@gov.ky to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to: Rosworth McLaughlin at Cayman Islands Fire Service, 148 Owen Roberts Drive, P.O. Box 1804, Grand Cayman KY1-1109, Cayman Islands.

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Rosworth McLaughlin at 949-2276 or direct line at 244-3915 or email at rosworth.mclaughlin@gov.ky or foi.fre@gov.ky.

The Cayman Islands Fire Service will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Cayman Islands Fire Service is legally required to translate any information, it will do so.

4. FEES AND CHARGES

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Cayman Islands Fire Service strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The Cayman Islands Fire Service will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information of the FOI regulations*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Cayman Islands Fire Service has received your payment.

5. REQUESTS FOR INFORMATION OUTSIDE THE PUBLICATION SCHEME

Information held by the Cayman Islands Fire Service that is not published under this scheme can be requested in writing.

Your request will be considered in accordance with the provisions of the FOI Law by contacting FOI Information Manager Rosworth McLaughlin at 949-2276 or direct line at 244-3915 or email at rosworth.mclaughlin@gov.ky or foi.fre@gov.ky.

6. COMPLAINTS

The Cayman Islands Fire Service aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Rosworth McLaughlin at 949-2276 or direct line at 244-3915 or email at rosworth.mclaughlin@gov.ky or foi.fre@gov.ky and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from Rosworth McLaughlin at 949-2276 or direct line at 244-3915 or email at rosworth.mclaughlin@gov.ky or foi.fre@gov.ky.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 10727,
Grand Cayman KY1-1007,
CAYMAN ISLANDS

Telephone: 1 345 747 5402
Email: appeals@ico.gov.ky

CATEGORIES OF INFORMATION

- About Us
- Ministry
 - Strategic Management
 - Finance & Administration
 - Laws & Regulations
- Organization and Function
- CIFS Laws & Regulations
- CIFS Guidelines
- Board and Committees
- CIFS Policies & Procedures
- Permits Granted
- Inspections & Recommendations
- List of Information Held

ABOUT US

The Fire Department is a hierarchal organization which was established in 1956 as an Airport Fire Service with an Airport Fire Officer in command.

In 1980 the role of Chief Fire Officer was established because of the Domestic Service which was formed in 1979 and joined with Aerodrome Service.

The Fire Department is primarily a fire fighting and rescue service. There are currently 3 stations in Grand Cayman, located in West Bay, George Town, and Frank Sound. There is 1 in Cayman Brac and 1 in Little Cayman.

There are 166 personnel employed by the Fire Service. It is the only such service within the Cayman Islands and is called on to deal with a variety of incidents such as aircraft accidents, fires, building collapses, road accidents, situations requiring rescue techniques, and fire prevention. The Department plays a role in Hurricane preparedness and actually carries out rescue operations while the storm is in progress, at considerable risk to life and limb.

Ministry

Cayman Islands Fire Service operates under the Ministry of Finance, Tourism and Development (Min. F, T&D)

Strategic Management

Administering the Departments operations at the organisational level; developing strategic plans; setting short, medium and long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve service processes while ensuring consistent service delivery.

Finance & Administration

Administering the Departments internal functions and managing its resources efficiently and effectively. Includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies.

Financial management*

- Finance and Accounting
- Annual Budget
- Financial statements; Half-yearly / quarterly reports
- Sources of revenue; Investments; Capital programme
- Accounting procedures; Contracting procedures
- Allowances and expenses
- List of current tenders, contracts or quotations; Recently-awarded contracts

*Copies can be obtained upon request from Information Manager

Administration*

- Insurance policies
- Press releases
- Job vacancies
- Career opportunities
- Staff pay and grading structures
- Records management file plan or classification scheme
- Training and Safety
- Human Resources

*Copies can be obtained upon request from Information Manager

LAWS & REGULATIONS FOR CIVIL SERVICE

Financial Management

- Public Management and Finance Law (2005 Revision) and (Regulations 2007 Revision)
- July 2008 - Annual Salary Scale for Salaried Staff and Hourly Rates for bi-weekly employees.
- 2008 Pay Schedule Monthly and weekly pay dates for 2008
- 2007 Pay Scales Annual Salary Scale for Salaried Staff - January 2007

Administration & Human Resource Management

- Public Service Management Law (2007 Revision) and Personnel Regulations (2006 Revision)
- Public Servant Code of Conduct Code of Conduct for Civil Servants 05-Dec-2007
- Labour Law (1996 Revision)

Records Management

- Chief Secretary's Code of Practice on Record Management
- Freedom of Information Law 2007
- National Achieve and Public Records Law

Ministry of Finance, Tourism and Development

The Premier & Minister for Financial Services, Tourism and Development
Hon. W. McKeeva Bush, OBE, JP

Chief Officer

Mr Carson Ebanks, MBE ,JP

Physical Address

4th Floor, Government Administration Building,
George Town, Grand Cayman

Mailing Address

4th Floor, Government Administration Building,
Grand Cayman KY1-9000, CAYMAN ISLANDS

Telephone: (345) 244-2412 **Fax:** (345) 945-2922

Email foi.mte@gov.ky.

Website: under construction

Hours of Work: 8:30am to 5:00pm, Monday to Friday.

Cayman Islands Fire Service Principle Officers

Chief Fire Officer	Mr. Dennon Bodden
Deputy Chief Fire Officer Administration	Mr. Rosworth McLaughlin, JP
Deputy Chief Fire Officer Domestic	Mr. Doorly McLaughlin
Deputy Chief Fire Officer Aerodrome	Mr. Steve Webster
Senior Divisional Officer CYB & LCM	Mr. Gary Scott
Human Resource Manager	Miss. Ellakay Watler
Finance Manager	Ms. Jenny Powery

CIFS Contact Details

Grand Cayman Office Address:

Physical address:

#148 Owen Roberts Drive

Mailing Address:

P.O. Box 1804

#148 Owen Roberts Drive

George Town, Grand Cayman KY1-1109

Email: foi.fre@gov.ky

Website: www.cifs.gov.ky

Hours of Work: 8.30am-5pm, Monday-Friday

Location of Sub Stations:

West Bay - Telephone: 949-1188

#2204 West Bay Road

Frank Sound - Telephone: 949-3248 or 949-3249

#403 Frank Sound Road

Cayman Brac and Little Cayman Office Address:

Cayman Brac - #57 Gerrard Drive

Telephone: 948-1245 or 948-1293 Fax: 948-1292

Little Cayman - Telephone: 948-0011

Mailing Address:

P.O Box 107, Cayman Brac KY2-2207

Tel: 345-948-1245

Fax: 345-948-1292

Email: foi.fre@gov.ky

Website: www.cifs.gov.ky

Hours of Work: 8.30am-5pm, Monday-Friday

CIFS Information Manager

Rosworth McLaughlin

Physical address:

#148 Owen Roberts Drive, George Town
Grand Cayman

Mailing Address:

P.O. Box 1804
#148 Owen Roberts Drive
George Town, Grand Cayman KY1-1109

Telephone: (345)949-2276 or direct line at (345)244-3915

Fax: (345)949-0268

Email: rosworth.mclaughlin@gov.ky or foi.fre@gov.ky

Website: www.cifs.gov.ky

ORGANISATION AND FUNCTIONS

RESPONSIBILITIES & FUNCTIONS OF CIFS

1. FIRE PREVENTION

Enforcement of Cayman Islands fire prevention code and fire prevention section of the fire brigade law for all commercial development; inspection of liquor licensing premises; tourist accommodations premises in compliance with laws/codes. Fire investigation for vehicles and buildings that are involved in a fire and public safety education; elimination and reduction of fire hazards; standards of access to an egress from building. Issue permits for commercial fire works.

2. AERODROME

The aim of the Aerodrome section is to save lives in the event of an aircraft accident or incident. This contingency must assume the possibility of, and the need to, extinguish a fire. The most important factors bearing on an effective rescue in a survivable aircraft accident or incident are the training received, the effectiveness of the equipment and the speed with which personnel and equipment can be brought to bear.

3. DOMESTIC

The aim of the Domestic section is to deal with all other fire situations, to save lives in the event of an accident or incident, building collapses, road accidents, situations requiring rescue techniques and tools such as Jaws of Life.

This contingency must assume the possibility of, and the need to, extinguish a fire. The most important factors bearing on an effective rescue in a survivable accident or incident are the training received, the effectiveness of the equipment and the speed with which personnel and equipment can be brought to bear.

4. THE CONTROL ROOM

Handles all emergency communications and is connected directly to Air Traffic Control, 911, RCIPS, CUC, the Cayman Brac and Little Cayman Stations in efforts to avert any calamity.

They have connections with other departments, companies, and people of interest, such as the petrol companies, Hazard Management Office, and the water companies.

They dispatch fire personnel and appliances to scenes based on the call or radio communication requesting assistance. They filter incoming calls to the main line and pass non emergency or administrative calls to the administrative section.

CIFS LAWS & REGULATIONS

LAWS & REGULATIONS

- Fire Brigade Law 21 of 2007 revision
- Public service management Law 2007 and regulations 2006
- Public Management and Finance Law 2005
- The Freedom of Information law 2007

CIFS GUIDELINES

- Complaints/Requests Procedure Guidelines

BOARDS AND COMMITTEES

Currently, (Dec 2009) there are no functioning committees within the Cayman Islands Fire Service. CIFS officers are asked to produce incident reports/fire reports. Officers also make recommendations to other government entities and the public sector as required.

CIFS POLICIES & PROCEDURES

In addition to the laws and regulations listed above the following policies and procedures are used by CIFS.

- Complaints-handling procedure
- Human Resource policies & procedures
- Hurricane Preparedness manual
- Hazardous Materials policy and procedures

- Operational Orders

List of Forms Used (External & Internal)

- Application Form – Fire work permit
- Building inspection

List of Brochures at CIFS

- CAREERS in the Cayman Islands Fire Service

PERMITS GRANTED

The only permits that CIFS grant are:-

- Fire work permits
- Building inspection

Request for information concerning permits not issued by CIFS will have to be directed to the public authority that has responsibilities for issuing a particular permit.

INSPECTIONS & RECOMMENDATIONS

Inspections by CIFS Officers are documented through reports, certificates of pass or recommendation based on their findings. Many of these reports or recommendations can be access by the public under the FOI law.

List of inspections carried out by CIFS

- Fire Safety inspections
 - Bars
 - Restaurants that have liquor license
- Tourist Accommodation inspections
 - Hotels
 - Condo
 - Guest houses
- Government Buildings inspections
 - Schools – primary, secondary, tertiary
 - Daycares
- Building Inspection
 - Residential – apartments
 - Commercial
 - Industrial
 - Government buildings
 - Fire alarm testing

CLASSES OF INFORMATION HELD

Classes of information held is a method used for collection of similar types. The Cayman Islands Fire Services information has been categorized in various broad groups of responsibilities for easy reference and retrieval. If you intend to make a request, the following classes of information will aid you in determining the specific types and location of records being requested. The following classes are

Classes of Information	Restrictions & Accessibility to information
Emergency Response	Majority of the information can be accessed by the public through FOI law. Access restricted for personal information concerning clients or private residents or if information is being used in an investigation.
Personal / Human Resource records	Access to information restricted to the relevant personnel.
Inspections reports & recommendations	Majority of information can be access by the public using FOI. Access is restricted for personal information concerning clients or private residents or if information is being used in an investigation.
Complaints	Majority of the information can be accessed by the public through FOI law. Access restricted for personal information concerning clients or private residents or if information is being used in an investigation.
Fire Prevention	Majority of the information can be accessed by the public through FOI law. Access restricted for personal information concerning clients or private residents or if information is being used in an investigation. Services paid for by private entities are the property of the payee unless the information is prejudice to health & human safety.
Financial information i.e. accounts, budget	Majority of the information can be accessed by the public through FOI law. Access restricted for personal information concerning clients or private residents or if information is being used in an investigation.
Tender Contracts	FOI request concerning this type of information should be directed to the Ministry of MOT.
Fire Equipment Management	Majority of the information can be accessed by the public through FOI law. Access restricted for personal information concerning clients or private residents or if information is being used in an investigation.
Strategic Management	Majority of the information can be accessed by the public through FOI law. Access restricted for personal information concerning clients or private residents or if information is being used in an investigation.

OFFICE OF DIRECTOR OF PUBLIC PROSECUTIONS

FREEDOM OF INFORMATION

Introduction

As a public authority, the Office of the Director of Public Prosecutions is committed to openness, transparency and serving the public interest in compliance with the Freedom of Information Law, 2007. The Freedom of Information (FOI) Law was passed on 19th October 2007 and came into effect in January 2009. It gives the public a right of access to all types of records held by public authorities, but also sets out some exemptions from that right.

Publication Schemes

Each public authority covered by the Freedom of Information Law has a legal duty to adopt and maintain a publication scheme in accordance with s. 5 of the FOI Law. The main purpose of a publication scheme is to make information readily available without the need for specific written requests. E-Publication Schemes are intended to encourage organizations to publish proactively, and develop a greater culture of openness.

The Law states that Information to be published by public authorities includes:-

- the [departments and agencies](#) of the authority.
- the [functions of the authority](#), what work it does and how it sets about its tasks.
- the [name and title](#) of the Principal Officer and other key officers within the authority and their [business addresses](#).
- [Classes of records held](#).
- the [subjects handled by each department or authority](#), with the [locations](#) of the departments and agencies and the [opening hours of all offices](#).
- [Manuals](#), interpretations, rules, guidelines, practices or precedents.

Please check our [document library](#) and [disclosure log](#) to see if the information you would like is already available.

FOI Contact Information Manager

Jenesha N. Bhoorasingh-Simpson (Information Manager)

Marilyn Brandt (Designate)

Please click the following link for information relating to [Information Manager and Designate](#).

This website forms the Office of the Director of Public Prosecutions. e-publication scheme, developed in compliance with Section 5 of the FOI Law.

1.1 Document Library

This section contains documents published by the Office of the Director of Public Prosecutions.

This includes:-

- Reports published as a result of normal day-to-day activity
- Reports commissioned by the Office of the Director of Public Prosecutions.
- Forms & leaflets published for use by the Public
- Manuals, Procedures & Guidelines

The Office of the Director of Public Prosecutions publishes the following information:

Recruitment Forms for positions with the Cayman Islands Government

[Government Application Form](#) – Updated 30th January 2008

[Government Application Form Guidance Notes](#) – Updated 5th December 2007

[Hurricane Preparedness Website](#)

By all means, please contact us with any advice you may have for the ongoing enhancement of our site towards these objectives.

1.2 Disclosure Log

This website forms the Office of the Director of Public Prosecutions e-publication scheme, developed in compliance with Section 5 of the FOI Law.

The disclosure log is updated regularly and provides details of FOI requests that we feel may have a wider public interest.

Please note that the disclosure log does not list everything that has been released under FOI. Some responses consist of large numbers of documents that are not held in electronic format. Where practical the documents concerned have been scanned and made available online via our website.

In addition to a summary of the original request, the log indicates whether or not the information was released and what exemptions, if any, were applied.

Where the actual reply has been reproduced, the applicant's name and other personal details were deleted.

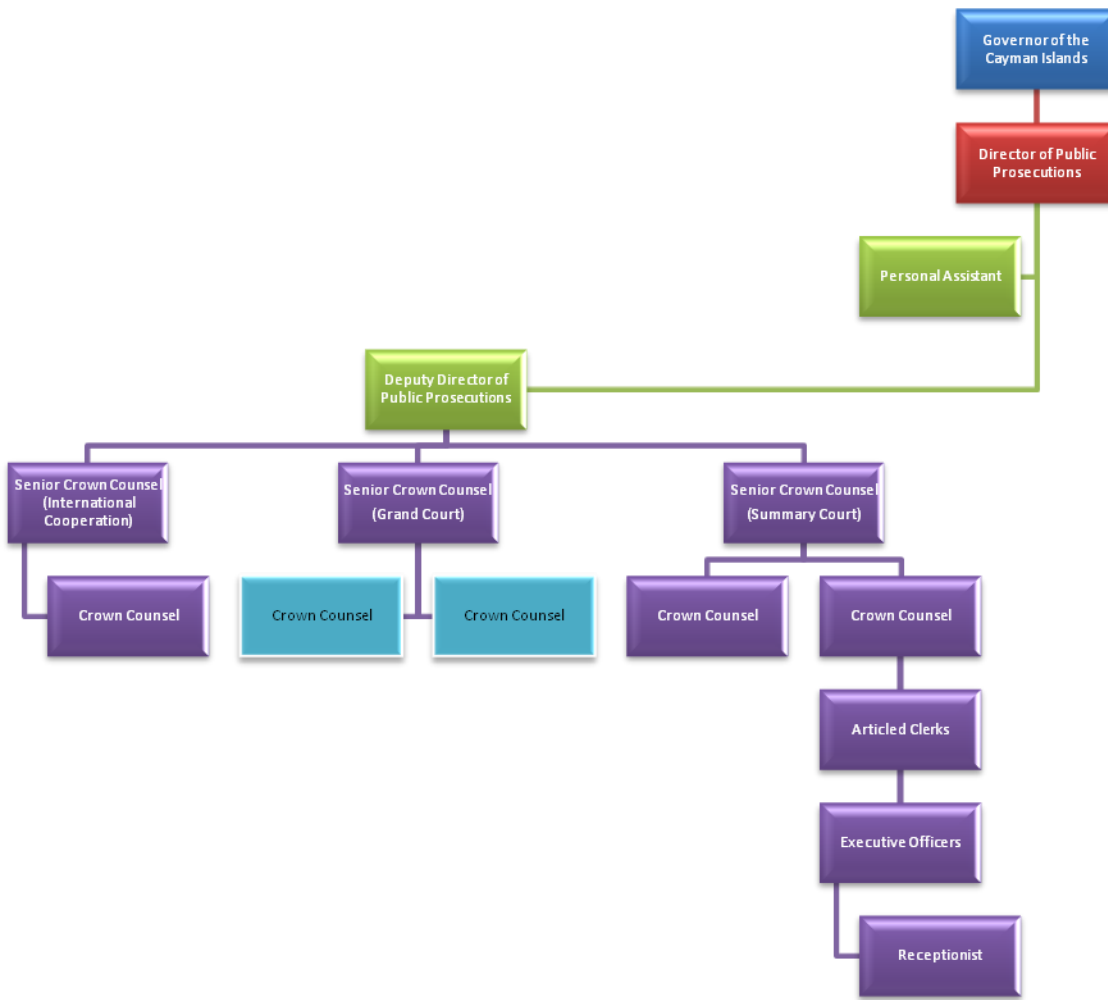
(Please note that the Office of the Director of Public Prosecutions was established on the 1st of July 2011, thus there would have been no requests pursuant to this Law prior to that date). You may wish to refer to the Portfolio of Legal Affairs' website for disclosure of records prior to the 1st July 2011.

Please be advised that as of the 1st July 2011 the "Legal Department" has been divided into two separate entities, the Office of the Director of Public Prosecutions and the Attorney General's Chambers. Consequently, the "Government Legal Department" no longer exists.

Request Number	Request Details	Outcome
#44711 & #44515	Request for disclosure of records/documents in ongoing criminal matter. Applicant is not party to the proceedings.	Records exempt from disclosure pursuant to sections 16(b), 23(1) and 20(1)(d) of the Freedom of Information Law.
#43050	Request by Defendant in criminal matter for disclosure of Crown's evidence against said Defendant.	Request not dealt with under the provisions of the Freedom of Information Law as relevant disclosure in criminal matters are routinely handled directly by the Office of the Director of Public Prosecutions. In this case the relevant documentation had already been served on the Applicant's attorney.

#48269	Number of law students doing articles with the ODPP in the last five years?	<p>Please note that the Office of the Director of Public Prosecutions was established on 1st June 2011 therefore there are no records, prior to the 1st June 2011, relevant to your request. We can advise however that the Office of the Director of Public Prosecutions does not offer articles independent of the Office of the Solicitor General. The program is a joint one offering training in the areas of civil, criminal and international law.</p> <p>During the period, 1st June 2011 to present, three Caymanian articulated clerks, ranging from age 25 to 54, have completed rotations with the Office of the Director of Public Prosecutions as part of the joint articleship program with the Office of the Solicitor General. In addition to the aforementioned, there are two Caymanian clerks who are in the process of commencing and completing rotations with the Office of the Director of Public Prosecutions.</p>
#48263	Nationalities of those employed with the ODPP (as at 9 th November 2012.	<p>Caymanians – 10 British – 3 Trinidadians – 3 Jamaicans – 3 New Zealander - 1</p>
#50651	Matters being held in Camera	Governing legislation is section 10 of Criminal Procedure Code (2010 Revision).
#49791	ODPP's move to Bermuda House.	2012 Throne Speech – www.legislativeassembly.ky

STRUCTURE – OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS



Other Matters

1. Appointment of Director of Public Prosecutions
http://www.gov.ky/portal/page?_pageid=1142,5354599&_dad=portal&_schema=PORTAL
2. Appointment of Deputy Director of Public Prosecutions –
http://www.gov.ky/portal/page?_pageid=1142,5786339&_dad=portal&_schema=PORTAL
3. Government Annual Report -
http://www.gov.ky/portal/page?_pageid=1142,1591697&_dad=portal&_schema=PORTAL
4. Judicial Statistics – [http://www.caymanjudicial-legalinfo.ky/publications/Court%20Statistics%20\(revised%202010\)%20\(3\).pdf](http://www.caymanjudicial-legalinfo.ky/publications/Court%20Statistics%20(revised%202010)%20(3).pdf)
5. The latest approved Salary Scale, listing the salary grades, and the salary points within grades.
[July 2008 - Annual Salary Scale for Salaried Staff](#)
6. 2012 Throne Speech – Move to Bermuda House
http://www.gov.ky/portal/page?_pageid=1142,6902933&_dad=portal&_schema=PORTAL



1.3 Classes of Information

A Class of Information is a way of collecting together similar types of information. The Office of the Director of Public Prosecutions has grouped its Classes of Information into broad categories (or functions) which reflect the Office's output. If you are intending to make a request, the grouping of information found in the link should give you an indication of where the information may be found.

When fully operational, this site will offer links to our records. While those interactive facilities are being developed for launch in the near future, we trust that you will use the site in its present static phase to find useful information about our records.

Classes of Information held:

- Criminal Files;
- International Co-operation Files ;
- Human Resources/Administration Files; and
- General Written Memoranda to Government Departments.

This website forms the Office of the Director of Public Prosecutions e-publication scheme, developed in compliance with Section 5 of the FOI Law.

1.4 Making a Request

We want to help you find the information you are interested in.

If you want to request information from the Office of the Director of Public Prosecutions, you should initially look at the [document library](#) and the [disclosure log](#) to see if the information you seek has already been published.

If you wish to make a request for information then you should contact the [Information Manager](#) or submit a request on-line at the [FOI Unit website](#).

Requests must be in writing (letter, email or facsimile) and must include your address (either postal or e-mail) and can include your name. Please be as specific as possible about the information you would like, as this will help us to respond promptly. Where possible, please include a contact telephone number so we can call to discuss your request if necessary.

We will respond to your request promptly. The Law requires public authorities to respond within 30 calendar days, allowing an extension of an additional 30 calendar days if needed.

We will always acknowledge receipt of FOI requests made to the above address and we will let you know if we need to extend the deadline. For detailed advice on what sorts of information is exempt please see the [FOI Unit website](#).

This website has been developed in preparation for implementation of the FOI Law, 2007 which came into effect on 5th January 2009; consequently, public authorities cannot guarantee that requests for information prior to that time will be handled in accordance with new FOI procedures..

Fees associated with a Request for Information

There is no application fee and no fee for going to a public authority and looking at a record requested by FOI. However, a requester may be required to pay copying or change of format fees. Details concerning costs and payment are contained in the FOI Regulations which are available on the [FOI Unit website](#).

This website forms the Office of the Director of Public Prosecutions e-publication scheme, developed in compliance with Section 5 of the FOI Law.

1.5 Appeals

Internal Review

If you make a request under the Freedom of Information Law and are not satisfied with our response, you are entitled to an internal review. If you believe you are entitled to an internal review, please put your appeal in writing and either e-mail or post it to the [Information Manager](#). Include your name (where applicable), address, telephone number and the reference number at the top of our letter or e-mail to you. You have 30 calendar days from the date of receipt of a refusal to request an internal review. Please explain why you would like us to review our original response.

Under section 33 of the FOI Law, you may ask for an Internal Review of a response to your request for any of the following reasons:

- a. If you were refused access;
- b. If you were granted partial access to the record(s) specified in your application;
- c. If your request was deferred;
- d. If there was a refusal to amend or annotate an official document containing personal information; or
- e. If a fee was charged for action taken or if you disagree with the amount of the fee charged;

where the decision was taken by a person other than the responsible Minister, Chief Officer or Principal Officer of the public authority.

Appeal to the Information Commissioner

If you are dissatisfied with the internal review of our decision, or an internal review was not available, you can seek an appeal from the Information Commissioner.

Name of Public Authority: Office of the Director of Public Prosecutions (ODPP)

The ODPP is solely comprised of the Office of the Director of Public Prosecutions.

Name & Title of Chief Officer/Principal Officer/HoD:

Head of the Office of the Director of Public Prosecutions:

Ms. Cheryll M. Richards Q.C.

Deputy Director of Public Prosecutions:

Mr. Trevor M. Ward

Functions of Public Authority

Criminal Matters

The Office of the Director of Public Prosecutions prosecutes all matters in the Summary Court and the Grand Court. It is also responsible for criminal appeals which are heard by the Court of Appeal of the Cayman Islands. The Office has also become more involved in prosecutions brought by other bodies such as the Department of Labour, Planning, Immigration and Superintendent of Pensions. In June 2010 the Office took over responsibility for prosecutions of cases in the Traffic Court.

Further the Office also provides advice as to charges that are to be laid in criminal matters and makes decisions as to whether individuals should be prosecuted. Additionally, Crown Counsel also provides advice to law enforcement officers on law and procedure, as well as assists in the training of new recruits.

International Division

In 2004, the International Division was formally implemented with the advent of the Criminal Justice (International Cooperation) Law (2004 Revision) (CJICL). This new law enables mutual legal assistance to be provided at the investigative stage of a matter where the conduct would constitute an offence in the Cayman Islands. The Office of the Director of Public Prosecutions may provide assistance to those countries that are party to the Vienna Convention as well as countries which are listed in the Schedule to the Law. The nature of the assistance offered may be in the form of restraint/confiscation and forfeiture applications as well as gathering of evidence and extradition.

Governing Legislation and Regulations:

The Office of the Director of Public Prosecutions is constituted by section 57 of the Cayman Islands (Constitution) Order (2010).

Financial Management

- Public Management and Finance Law (2010 Revision) and Regulations
- Annual Salary Scale for Salaried Staff (September 1, 2012)

Administration & Human Resource Management

- Public Service Management Law (2011 Revision) Complete set of laws for Cayman Islands Civil Service and Personnel Regulations (2011 Revision)
- Schedule One of the Personnel Regulations: A document describing Employment Terms and conditions (2011 Revision)
- Public Servant Code of Conduct Code of Conduct for Civil Servants 05-Dec-2007

Records Management

- Chief Secretary's Code of Practice on Record Management
- Freedom of Information Law 2007
- National Archive and Public Records Law

Address Office of the Director of Public Prosecutions

Physical Address: 2nd Floor, Bermuda House, Cayman Financial Centre, George Town Grand Cayman

Mailing Address: P.O. Box 2328, Grand Cayman KY1- 1106, Cayman Islands

Tel: 1-345-949-7712

Fax: 1-345-949-7183

Email: foi.dpp@gov.ky

Website

www.judicial.ky

Hours of Work:

The Office of the Director of Public Prosecutions is open from 8.30am to 5.00pm.

Information already published

These manuals relate to the Office of the Director of Public Prosecutions;

1. Hurricane Preparedness Plan;

2. Policy & Procedures Manual.

The Office of the Director of Public Prosecutions does not issue work permits but hires employees on a contractual basis. Caymanian employees employed to the Chambers are employed on open ended contracts.

List of Employees - Office of the Director of Public Prosecutions

- Ms. Cheryll M. Richards – Director of Public Prosecutions
- Mr. Trevor M. Ward – Deputy Director of Public Prosecutions
- Ms. Tricia N. Hutchinson – Senior Crown Counsel (Grand Court)
- Mrs. Tanya Lobban – Jackson– Senior Crown Counsel – Summary Court
- Ms. Elisabeth Lees –Senior Crown Counsel – (International Co-operation)
- Mr. Michael Snape – Crown Counsel I
- Mrs. Nicole Tyson-Petit – Crown Counsel
- Mr. Kenneth Ferguson – Crown Counsel
- Ms. Laura Manson – Crown Counsel
- Ms. Candia James – Crown Counsel
- Mrs. Jenesha N. Bhoorasingh – Simpson – Crown Counsel
- Mrs. Marilyn Brandt – Crown Counsel
- Mr. Matthew Coles – Crown Counsel (Traffic) –
- Mrs. Aaliyah McCarthy – Crown Counsel (Traffic)

Administrative Staff

- Mrs. Angella Bent – Thomas – Human Resource Manager
- Mrs. Tenda Kelly – Administrative Assistant
- Mrs. Beverly Speirs – Librarian
- Ms. Evita Dixon – Summary Court Clerk
- Mrs. D. Kim Chin – Summary Court Clerk
- Ms. Shaneil Brown– Grand Court Clerk
- Ms. Michelle Taylor – Assistant Grand Court and Traffic Clerk
- Mr. Simeon Stewartson – Office Assistant

Budget Allocated to the Public Authority:

[Link to Budget](#)

The budget allocated to the Office of the Director of Public Prosecutions for the year 2011/12 is
CI\$2,569,550.00

The budget allocated to the Office of the Director of Public Prosecutions for the year 2012/13 is
CI\$2,723,981.

[Link to Annual Report](#)

http://www.gov.ky/portal/page?_pageid=1142,1591697&_dad=portal&_schema=PORTAL

Internal Complaints Procedure:

Members of the public who wish to make a complaint may do so:

- in person at the office of the Director of Public Prosecutions (1st Floor, dms House, #20 Genesis Close, George Town, Grand Cayman.)
- by telephone
- in writing by way of letter

You should expect to receive a reply to your complaint within 7 working days from the date your complaint was received in writing.

The letter should be addressed to:

Mrs. Angella Bent-Thomas
Human Resources Officer
Office of the Director of Public Prosecutions
P.O. Box 2328
Grand Cayman – KY1-1106
Cayman Islands

By e-mail: Angella.bent-thomas@gov.ky

OR

Mrs. Tenda Kelly

Personal Assistant to the Director of Public Prosecutions

Office of the Director of Public Prosecutions

P.O. Box 2328

Grand Cayman – KY1-1106

Cayman Islands

By e-mail: trenda.kelly@gov.ky

Dpp.complaints@gov.ky

Please ensure that you:

- Provide your name, address and contact details so that we can respond to your complaint;
- explain clearly the nature of your complaint;
- what service, policy or aspect of the office you are complaining about;
- describe any facts and events relating to your complaint;
- include the date, time and location where an incident may have taken place and who may have been affected;
- include the name of the member of staff involved;
- state any expectations you had in relation to the services provided by the office;
- Anything else which you believe would be helpful to us when carrying out an investigation into your complaint.

Classes of Information held:

Criminal Files

International Co-Operation Files;

Human Resources/Administration Files; and

General Written Memoranda to Government Departments in particular the RCIPS.

Frequently Asked Questions:

Does the DPP provide advice to members of the public?

No. The Office of the DPP provides advice only to the RCIPS and other Government Departments/Authorities on Criminal Prosecutions and related matters.

Is the Crown Counsel my attorney?

The role of the Crown Counsel is to prosecute matters on behalf of all Complainants/Victims in criminal proceedings instituted by the State.

The Crown Counsel is not your personal lawyer but is there as a representative of the Director of Public Prosecutions. Crown Counsel will however ensure that you are advised as to the dates for Court and that you understand the Court process.

What is the procedure if I no longer wish to give evidence?

If a Complainant or witness is of the view that he no longer wishes to proceed to trial in a matter he should advise the Investigating Officer of this and provide a statement setting out his new position and the reason for it. He will also be required to attend Court to state his position from the witness box. It should be noted that threats from the accused or persons connected to him/her are not usually a sufficient basis to withdraw a charge as measures can be taken to protect witnesses. The DPP's office will review the case and determine whether or not the matter should proceed. A decision may be made that the matter will proceed even where a witness indicates he no longer wishes to give evidence.

Are witnesses permitted to ask that the Court room be cleared of the accused and the public when they give evidence?

The Criminal Procedure Code provides that all witnesses for the Crown must give their evidence in the presence of the Accused unless he has consented to be absent or as permitted by another Law. It also provides that the Court/Judge if it thinks fit at any stage of the proceedings relating to any particular case may order that the public generally or any particular person shall not have access to or remain in the room or building used by the Court. There are also provisions for a witness, in certain circumstances, to give their evidence via video link or behind a screen.

Do I have a say in what I believe the Defendant should be charged with?

While the statement given by a Complainant or Witness forms the basis of whatever charge is subsequently laid, the decision of what charges should be laid is ultimately that of the Director of Public Prosecutions who will take into account all the available evidence.

Will I be required to give evidence in Court in a matter where I am not the Complainant?

Statements given in respect of a crime are reviewed by the Prosecutor and served on the Defence. The Prosecutor may be of the view that even though you are not a Complainant or Victim, your evidence is important and requires your attendance. It is possible however that the

Prosecutor and Defence Attorney may agree to read your statement into evidence in which case you would not be required to attend.

Does the Prosecutor need to meet with me before I go to Court?

The Prosecutor having reviewed the file may form the view that it is necessary to meet with a witness before a trial. This allows for questions to be asked by him/her to clarify issues. It is also useful for witnesses as it allows them to ask their own questions and ventilate concerns.

Can the Prosecutor accept a plea from the Defendant to a less serious charge without my agreement?

All prosecutorial decisions are taken after a full review of the evidence available. A Crown Counsel may meet with you in order to advise you of his proposed course of action. While your agreement is not required the Prosecutor takes into account concerns expressed and consequences for the Complainant/Victim.

Do I get to address the Court on Sentencing in matters where I am the Complainant or Family to the Victim?

During the sentencing phase the Complainant or Family of a Victim are permitted to submit a Victim Impact Statement to the Court. This statement details how the crime has affected the parties physically, emotionally and financially. The Crown Counsel may, in reviewing sentencing precedents, make recommendations on the sentence type (community service, fine, prison) or range (time period).

The Court has the final decision on the sentence that the crime merits, and passes sentences accordingly.

FOI contacts:

The Information Manager for the Office is:

Jenesha N. Bhoorasingh-Simpson
P.O. Box 2328
Grand Cayman – KY1-1106
Cayman Islands
Tel: 1-345-949-7712
Fax: 1-345-949-7183
e-mail: Jenesha.bhoorasingh@gov.ky

The designate to the Information Manager for the Portfolio is:

Marilyn Brandt
P.O. Box 2328

Grand Cayman – KY1-1106
Cayman Islands
Tel: 1-345-949-7712
Fax: 1-345-949-7183
e-mail: marilyn.brandt@gov.ky

OR

Foi.dpp@gov.ky

• Link to FOI Website: www.foi.gov.ky/

How to make an FOI request: [FOI Online Application](#)

Section 7 of the Freedom of Information Law outlines the process by which an application is to be made:

(1) A person who wishes to obtain access to a record shall make an application to the public authority which holds that record.

(2) An application under subsection (1)-

(a) may be made in writing or transmitted by electronic means other than telephone;

(b) shall provide such information concerning the record as is reasonably necessary to enable the public authority to identify it..

(3) A public authority to which an application is made shall-

(a) upon request, assist the applicant in identifying the records to which the application relates;

(b) acknowledge receipt of every application made in the prescribed manner;

(c) grant to the applicant access to the record specified in the application if it is not an exempt record.

(4) A public authority shall respond to an application as soon as practicable but not later than-

(a) thirty calendar days after the date of receipt of the application; or

(b) in the case of an application transferred to it by another authority pursuant to section 8, thirty calendar days after the date of the receipt by that authority, so, however, that an authority may, for good cause, extend the period of thirty calendar days for a further period, not exceeding one period of thirty calendar days, in any case where there is reasonable cause for such extension.

(5) The response of the public authority shall state its decision on the application, and where the authority or body decides to refuse or defer access or to extend the period of thirty calendar days, it shall state the reasons therefore, and the options available to an applicant.



Office of the Complaints Commissioner

Publication Schemes

Produced in accordance with the Deputy Governor's Code of Practice on Publishing

CONTENTS:

1. About the Publication Scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information
 - About Us
 - Strategic Management
 - Finance & Administration
 - Policies & Procedures
 - Lists & Registers
 - Our Services

1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public.

The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Office of the Complaints Commissioner to making information available to the public as part of its normal business activities.

The Office of the Complaints Commissioner will:

- specify the information held by the authority, which falls within the seven (7) categories below;

- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The Office of the Complaints Commissioner will generally not publish:

- information in draft form;
- information that is not held by the Office of the Complaints Commissioner, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Office of the Complaints Commissioner's (or another organisation's) commercial interests, or endanger the protection of the environment.

Please note that under the Complaints Commissioner Law (2006 Revision) s.14(2), all investigations shall be conducted in private, and the procedure is determined by the Commissioner.

Section 16(1) of the Law notes that “[i]nformation obtained by the Commissioner or his officers in the course of or for the purposes of an investigation shall not be disclosed except (a) for the purposes of the investigation and of any report to be made on the investigation; (b) for the purposes of proceedings (or possible proceedings) for an offence of perjury connected with an investigation; or (c) for the purposes of any proceedings under section 15”. It may be helpful to also note that section 3(7) of The Freedom of Information Law, 2007 notes that “[n]othing in this Law shall be read as abrogating the provisions of any other Law that restricts access to records.”

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at www.occ.gov.ky. If you are still having trouble locating information listed under our scheme, please contact the Office of the Complaints Commissioner on 345-943-2220.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at governmentcomplaints@occ.gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call 345-943-2220 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

4th Floor Anderson Square
Shedden Road
P.O. Box 2252
Grand Cayman KY1-1107
Cayman Islands

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact the OCC's Information Manager at 345-943-2220.

The Office of the Complaints Commissioner will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Office of the Complaints Commissioner is legally required to translate any information, it will do so.

Any and all information listed on our website can be obtained by contacting the Information Manager by telephone on 345-943-2220 or by email at governmentcomplaints@occ.gov.ky. The Office of the Complaints Commissioner would be pleased to provide you with copies of all documents in the format of your choice.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Office of the Complaints Commissioner strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

There is no application fee for requesting documents from the Office of the Complaints Commissioner. Nor are there fees charged for coming to view documents at our premises. However a requestor may be required to pay copying or change of format fees. Details concerning costs are set out in the FOI (General) Regulations, Schedule 3, a copy of which is available on the FOI Website.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Office of the Complaints Commissioner has received your payment.

The most common fees are set out below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The Office of the Complaints Commissioner will pass on to the requester the actual costs of postage or courier delivery.

If a fee applies, you will be advised of the amount and how it has been calculated.

5. Requests for information outside the Publication Scheme

Information held by the Office of the Complaints Commissioner that is not published under this scheme can be requested in writing by contacting us via our postal address, or by using our

email address. Your request will be considered in accordance with the provisions of the FOI Law.

6. Complaints

The Office of the Complaints Commissioner aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact the Office of the Complaints Commissioner at our postal address

4th Floor Anderson Square, Shedden Road, P.O. Box 2252, Grand Cayman KY1-1107

Cayman Islands, or by email at governmentcomplaints@occ.gov.ky, and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from our website (www.occ.gov.ky) under “Publications”.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 1375,
Grand Cayman KY1-1108
CAYMAN ISLANDS
Telephone: +1 345 747 5402
email: info@infocomm.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Name of public authority

Office of the Complaints Commissioner

Reports to

As stated in the Constitution, "In the exercise of his functions, the Complaints Commissioner shall not be subject to the direction or control of any other person or authority."

Principle Officer

Complaints Commissioner, Ms. Nicola Williams

Information Manager

Mr. Sonji Myles of the Office of the Complaints Commissioner, P.O. Box 2252, Grand Cayman KY1-1107, 345-943-2220 foi.occ@gov.ky. Ms. Julie Faulkner-Grant will act as proxy in Mr. Myles' absence.

Organisation and functions

The aim of the Office of the Complaints Commissioner is to investigate in a fair and independent manner complaints against government to ascertain whether injustice has been caused by improper, unreasonable or inadequate government administrative conduct and to ascertain the inequitable or unreasonable nature or operation of any enactment or rule of law.

Physical Address: 4th Floor, Anderson Square, Shedden Road
Postal Address: P.O. Box 2252, Grand Cayman KY1-1107
Telephone: 345-943-2220
Fax: 345-943-2221
Email: governmentcomplaints@occ.gov.ky

Location and hours	Matters handled
<i>The Office of the Complaints Commissioner is open to the public from 10:00 a.m. to 3:00 p.m. Monday through Friday or by appointment at 4th Floor, Anderson Square, Shedden Road, George Town Grand Cayman</i>	<i>The OCC has jurisdiction over any government Ministry, Company, Department, Portfolio, Statutory Board or Authority. The Complaints Commissioner does not take a side in the dispute but provides an evaluation of the circumstances involved. The Office can assist in resolving the dispute, recommend improvements in procedures and rules and highlight what is already good in government service.</i>

Boards and committees

Name	Meetings	Minutes
<i>There are no Boards or committees associated with the Office of the Complaints Commissioner</i>		

Frequently asked questions

Listed below are some of the frequently asked questions about the Office of the Complaints Commissioner. A more detailed list is available at on our website www.occ.gov.ky under "FAQs".

- **What authority does the Complaints Commissioner's Office (OCC) have to deal with complaints?**

The OCC was established pursuant to the Complaints Commissioner Law, 2003 with the power and authority to investigate in a fair and independent manner written complaints to ascertain whether injustice has been caused by improper, unreasonable or inadequate government administrative conduct. That Law was later revised by the Complaints Commissioner's Law, 2006 Revision. The Role of the Complaints Commissioner is also enshrined in the Cayman Islands 2009 Constitution.

- **Can the OCC investigate authorities such as the Water Authority, Civil Aviation, Port Authority or, Cayman Airways?**

Yes, the OCC has jurisdiction over any government ministry, company, department, portfolio, statutory board or authority.

- **Where do I go to complain?**

Residents can come to the Complaints Commissioner's office to register their complaint or they can make arrangements to have someone from the office meet with them.

- **How long does it take to solve a complaint?**

Depending on the nature of the complaint the OCC strives to reach a conclusion within a three-week period. Due to the complexity of some cases the period can be extended by many weeks.

- **Are complainant's details made public?**

Investigations are conducted in private. Confidentiality is maintained in the course of the OCC investigation. The Government department involved will know the name of the complainant, as they will need to produce the relevant files and answer questions.

- **What is done with anonymous complaints?**

The OCC does not act on anonymous complaints. However these complaints are read to determine if a pattern of misconduct can be found. If so, an own motion investigation can be commenced.

- **What is an Own Motion Investigation?**

An Own Motion Investigation or "OMI" is a self-initiated investigation where there are reasons of special importance which makes an investigation by the Commissioner desirable in the public's interest. Usually this is where there is belief and or evidence of systemic maladministration within a particular public authority.

- **Is the Complaints Commissioner's Office part of the Cayman Islands Government?**

The OCC is funded by the Legislative Assembly but does not answer to the governing party or any minister. It has been established in such a way as to protect the independence of this office.

STRATEGIC MANAGEMENT

The Office of the Complaints Commissioner has no strategic management documents.

Governance

- Complaints Commissioner Law (2006 Revision)
- Public Service Management Law
- Public Service Management Law (2007 Revision) and Personnel Regulations (2006 Revision)
- National Archive and Public Records Law 2007
- Freedom of Information Law 2007
- Freedom of Information Regulations 2008
- Public Management and Finance Law (2005 Revision) and (Regulations 2007 Revision)

Corporate management

- Policy and Procedures Manual
- Hazard Management Plan
- Organisational Chart
- Annual reports
- Records management file plan and disposal plan (once approved by CINA)
- FOI disclosure log

FINANCE & ADMINISTRATION

Administering our internal functions and managing our resources efficiently and effectively. Includes the management of monetary resources, material resources, human resources, information resources, and relationships with clients; the public and other government agencies. The following documents are available on our website:

- Press articles
- Job vacancies; career opportunities
- Quarterly newsletter
- Internal Complaints Process
- Guidelines
- Annual budget statement
- Fixed Asset register

INVESTIGATIVE

Investigating as the result of a signed complaint form from the public or through an own motion investigation, potential maladministration by government entities and monitoring any recommendations made to those entities. Complaints Commissioner's Own motion reports, special reports and extraordinary reports, summaries and statistics on our investigations are all available in our Annual Reports, all available on our website www.occ.gov.ky.

Own Motion Reports

- OM Report Number 16 – Safety in the Construction industry
- OM Report Number 15 – Penny Pinching Pensions
- OM Report Number 14 – Legislation and the Individual's Right to Privacy
- OM Report Number 13 – Appropriate Disposal of Electronic Data Storage Containers
- OM Report Number 12 – Public Service Pension Board
- OM Report Number 11 – Do Government Entities hear their customers
- OM Report Number 10 – Sunrise Adult Training Centre
- OM Report Number 9 – Cayman Turtle Farm and Waste Discharge into the Marine Environment
- OM Report Number 8 – Allegations against Cayman Airways in the wake of Hurricane Dean
- OM Report Number 7 – Historic Public Service Pension Entitlement Concerns
- OM Report Number 6 – Discipline for Inmates in Her Majesty's Prisons
- OM Report Number 5 – Safety of Small Commercial Vessels
- OM Report Number 4 – Inmates HM Prisons - Privileges
- OM Report Number 3 – Immigration English Test
- OM Report Number 2 - GIS
- OM Report Number 1 – Department of Vehicle Licensing

Special Reports

- Special Report - Mental Health and Place of Safety C0809-11042
- Special Report – Written Complaints number C0708-11041
- Special Report – Written Complaints number C0708-10917
- Special Report – Written Complaints number C0708-10859
- The Existence of Internal Complaints Processes in Government Entities in 2008
- Extraordinary Report – Liquor Licensing Board – Written complaint number 60

- Special Report – 10344 – Immigration Department and Refused Entry
- Special Report – Existence of Internal Complaints Processes in Government Entities in 2007
- Special Report – Existence of Internal Complaints Processes in Government Entities in 2006
- Special Report – Immigration Computer Alert System
- Special Report – Immigration Customer service

POLICIES & PROCEDURES

See administrative documents listed above.

LISTS & REGISTERS

Register of Interest

OUR SERVICES

The aim of the Office of the Complaints Commissioner is to investigate in a fair and independent manner complaints against government to ascertain whether injustice has been caused by improper, unreasonable or inadequate government administrative conduct and to ascertain the inequitable or unreasonable nature or operation of any enactment or rule of law.

If you wish to lodge a complaint, a complaint form is available on our website or can be obtained by contacting us on 943-2220.

Complaint Form

All documents used by this office have been listed under either the administrative or investigative categories above.

Portfolio Of Legal Affairs

Freedom of Information

1. Introduction

As a public authority, the Portfolio of Legal Affairs is committed to openness, transparency and serving the public interest in compliance with the Freedom of Information Law, 2007. The Freedom of Information (FOI) Law was passed on 19th October 2007 and came into effect in January 2009. It gives the public a right of access to all types of records held by public authorities, but also sets out some exemptions from that right.

Publication Schemes

Each public authority covered by the Freedom of Information Law has a legal duty to adopt and maintain a publication scheme in accordance with s. 5 of the FOI Law. The main purpose of a publication scheme is to make information readily available without the need for specific written requests. E-Publication Schemes are intended to encourage organisations to publish proactively, and develop a greater culture of openness.

The Law states that Information to be published by public authorities includes:-

- the [departments and agencies](#) of the authority.
- the [functions of the authority](#), what work it does and how it sets about its tasks.
- the [name and title](#) of the Principal Officer and other key officers within the authority and their [business addresses](#).
- [Classes of records held](#).
- the [subjects handled by each department or authority](#), with the [locations](#) of the departments and agencies and the [opening hours of all offices](#).
- [Manuals](#), interpretations, rules, guidelines, practices or precedents.

Please check our [document library](#) and [disclosure log](#) to see if the information you would like is already available.

FOI Contact

Information Manager

Jenesha N. Bhoorasingh-Simpson (Information Manager)
Marilyn Brandt (Designate)

Please click the following link for information relating to [Information Manager and Designate](#).

This website forms the Portfolio of Legal Affairs e-publication scheme, developed in compliance with Section 5 of the FOI Law.

1.1 Document Library

This section contains documents published by the Portfolio of Legal Affairs.

This includes:-

- Reports published as a result of normal day-to-day activity
- Reports commissioned by the Portfolio of Legal Affairs
- Forms & leaflets published for use by the Public
- Manuals, Procedures & Guidelines

The Portfolio of Legal Affairs publishes the following information:

Recruitment Forms for positions with the Cayman Islands Government

[Government Application Form](#) - Updated 30th January 2008

[Government Application Form Guidance Notes](#) - Updated 5th December 2007

[Information for Perspective Students](#) – Law School

[General Application Form PPC](#) – Law School

[PPC Student Handbook 2008/9](#) – Law School

[CILS Examination Code of Practice 2007/8](#) – Law School

[Mature Entrance Exam Form](#) – Law School

[CILS Admission Policy](#) – Law School

[Attorney General's Annual Review 2006/7](#)

[Hurricane Preparedness Plan](#)

This website forms the Portfolio of Legal Affairs e-publication scheme, developed in compliance with Section 5 of the FOI Law.

1.2 Disclosure Log

This website forms the Portfolio of Legal Affairs e-publication scheme, developed in compliance with Section 5 of the FOI Law.

The disclosure log is updated regularly and provides details of FOI requests that we feel may have a wider public interest.

Please note that the disclosure log does not list everything that has been released under FOI. Some responses consist of large numbers of documents that are not held in electronic format. Where practical, the documents concerned have been scanned and made available online via our website.

In addition to a summary of the original request, the log indicates whether or not the information was released and what exemptions, if any, were applied.

Where the actual reply has been reproduced, the applicant's name and other personal details were deleted.

(Please note that prior to 5th January 2009; no requests have been received as the Freedom Information Law had not come into effect).

Please be advised that as of the 1st July 2011 the "Legal Department" has been divided into two separate entities, the Office of the Director of Public Prosecutions and the Attorney General's Chambers. Consequently, the "Government Legal Department" no longer exists.

Request Number	Request Details	Outcome
#44039/11 & #34548/10	Request for disclosure of legal advice rendered by the Attorney General's Chambers to Government Ministry.	Records exempt from disclosure pursuant to sections 17(a) and 20(c) of the Freedom of Information Law.
#41394/11	Please provide " <i>structure chart for the legal Department including staff job titles and pay band.</i> "	Request granted in full – 1. The pay bands for the various posts in the Legal Department are as follows: Solicitor General C, Deputy Solicitor General E, Assistant Solicitor General F, Senior Crown Counsel (International) F, Senior Crown Counsel (Civil) F, Senior Crown Counsel (Grand Court) F, Senior Crown Counsel (Summary Court) F, Senior Crown Counsel (Treaties) F, Crown Counsel H, Crown Counsel I G, Crown Counsel II J, Crown Counsel I (Traffic) I, Office Assistant/Bearer Q, Grand Court Clerk P, Office Assistant Q, Summary Court Clerk P, Legal Secretary N, Executive Officer/Records Officer O, Personal Assistant L, Legal Executive M and Human Resource Manager J. 2. The salary bands are in the public domain as they have been publish as part of the Public Service Management Regulations, 2006. 3. See below for structure chart.
#40340/11	Request for disclosure of " <i>the numbers for 2010 in respect of appeals made by the Legal Department to the Grand Court and the Court of Appeal.</i> "	Access to records granted at Internal Review stage: Total Appeals to Court of Appeal – 33 Appeals by Attorney General's Chambers to Court of Appeal – 8 Total Appeals to Grand Court 46 Appeals by Attorney General's Chambers to Grand Court – 8 [This is not an exhaustive List]
#39762/11	Request for disclosure of " <i>number of persons extradited to the Cayman Islands specifying country for 2005, 2006, 2007, 2008 and 2009. Name of persons extradited to the Cayman Islands for 2005, 2006,</i>	Access to records granted in respect of item 1: According to our records one (1) person from extradited from Jamaica to the Cayman Islands in 2005. In respect of item 2, the records were exempt from disclosure pursuant to section 23(1) of the Freedom of Information Law.

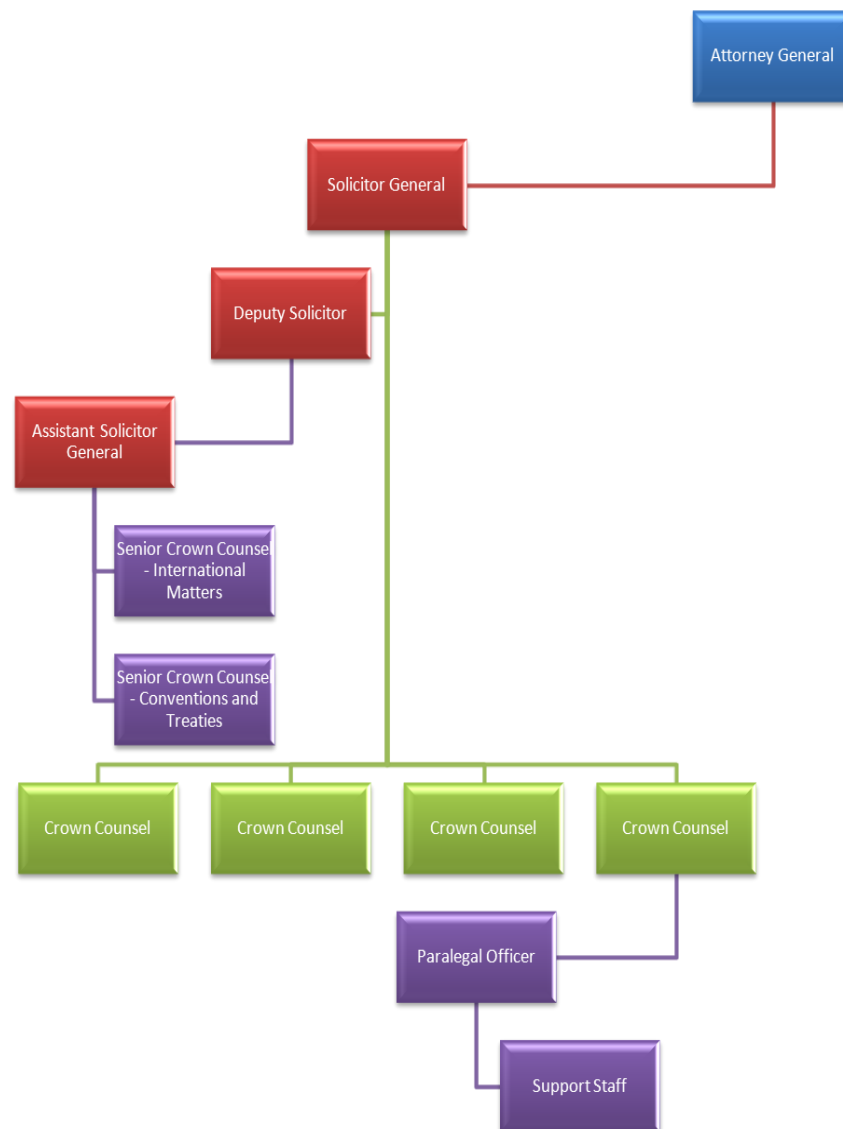
	<i>2007, 2008 and 2009."</i>	
#39005/10	Request for disclosure of: 1. <i>"Number of qualified lawyers working for Legal Department in 2007, 2008, 2009.</i> 2. <i>Number of Crown Counsel specifying civil and criminal designation working for Legal Department in 2007, 2008, 2009 including the Solicitor-General."</i>	Access to records granted: 2007 – 17 2008 – 20 2009 – 22 2007 – 11 (Crim) 6 (Civil) 2008 – 12 (Crim) 8 (Civil) 2009 – 13 (Crim) 9 (Civil)
#38667/10	Request for disclosure of <i>"any audit, survey or review of Legal Department of any kind in the last five years."</i>	Access to records granted: 1. Human Resources Audit Reviews 2007 and 2010. 2. Financial Statement Audit Report – in public domain www.legislativeassembly.ky 3. Internal Audit – Portfolio of Legal Affairs is not the custodian of the records requested – Applicant referred to Ministry of Financial Services, Tourism and Development.
#38176/10	Request for disclosure of 1. <i>"Number of case files submitted to Legal by the RCIPS</i> 2009 <i>Number of case files ruled on by Legal Dept.</i> <i>for the years 2007, 2008 and 2009."</i>	Access to records granted: Item 1: 2007 – 1,365 2008 – 1,358 2009 – 1,183 Item 2: 2007 – 1,365 2008 – 1,358 2009 – 1,183
#50525/12	Nationalities of those employed by the Attorney General's Chambers/Office of the Solicitor General (as at 9 th November 2012)	Caymanians – 2 Trinidadians – 3 Jamaicans – 3 Canadian – 1 Guyanese – 1 Vincentian – 1 Filipino – 1
#48263/12	<i>How many exemptions have been granted by the Cabinet in the last five years to allow foreign</i>	During the period specified there were ten successful applications by non-Caymanians to register articles which exemptions were granted to Applicants with strong family connections to the Cayman Islands. In addition to the

	<i>students to do their articles with local law firms.</i>	aforementioned exemptions, consent was given in one instance to an Applicant to attend the Professional Practice Course only. Notwithstanding the above exemptions, the Portfolio has been advised that a number of these students have not been successful in securing articles.
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Other Matters

1. Request for disclosure of report prepared for presentation to Cabinet exempt from disclosure pursuant to section 19(1)(a) of Freedom of Information Law.
2. Government Annual Report - http://www.gov.ky/portal/page?_pageid=1142,1591697&_dad=portal&_schema=PORTAL
3. Judicial Statistics – [http://www.caymanjudicial-legalinfo.ky/publications/Court%20Statistics%20\(revised%202010\)%20\(3\).pdf](http://www.caymanjudicial-legalinfo.ky/publications/Court%20Statistics%20(revised%202010)%20(3).pdf)
4. The latest approved Salary Scale, listing the salary grades, and the salary points within grades. [July 2008 - Annual Salary Scale for Salaried Staff](#)

Attorney General's Chambers Structure Chart



1.3 Classes of Information

A Class of Information is a way of collecting together similar types of information. The Portfolio of Legal Affairs has grouped its Classes of Information into broad categories (or functions) which reflect the Portfolio of Legal Affairs' outputs. If you are intending to make a request, the grouping of information found in the link should give you an indication of where the information may be found.

This website forms the Portfolio of Legal Affairs e-publication scheme, developed in compliance with Section 5 of the FOI Law.

1.4 Making a Request

We want to help you find the information you are interested in.

If you want to request information from the Portfolio of Legal Affairs, you should initially look at the [document library](#) and the [disclosure log](#) to see if the information you seek has already been published.

If you wish to make a request for information then you should contact the [Information Manager](#) or submit a request on-line at the [FOI Unit website](#).

Requests must be in writing (letter, email or facsimile) and must include your address (either postal or e-mail) and can include your name. Please be as specific as possible about the information you would like, as this will help us to respond promptly. Where possible, please include a contact telephone number so we can call to discuss your request if necessary.

We will respond to your request promptly. The Law requires public authorities to respond within 30 calendar days, allowing an extension of an additional 30 calendar days if needed. We will always acknowledge receipt of FOI requests made to the above address and we will let you know if we need to extend the deadline. For detailed advice on what sorts of information is exempt please see the [FOI Unit website](#).

This website has been developed in preparation for implementation of the FOI Law, 2007 which came into effect in January 2009; consequently, public authorities cannot guarantee that requests for information prior to that time will be handled in accordance with new FOI procedures, which are currently being developed.

Fees associated with a Request for Information

There is no application fee and no fee for going to a public authority and looking at a record requested by FOI. However, a requestor may be required to pay copying or change of format fees. Details concerning costs and payment are contained in the FOI Regulations which are available on the [FOI Unit website](#).

This website forms the Portfolio of Legal Affairs e-publication scheme, developed in compliance with Section 5 of the FOI Law.

1.5 Appeals

Internal Review If you make a request under the Freedom of Information Law and are not satisfied with our response, you are entitled to an internal review. If you believe you are entitled to an internal review, please put your appeal in writing and either e-mail or post it to the [Information Manager](#). Include your name (where applicable), address, telephone number and the reference number at the top of our letter or e-mail to you. You have 30 calendar days from the date of receipt of a refusal to request an internal review. Please explain why you would like us to review our original response.

Under section 33 of the FOI Law, you may ask for an Internal Review of a response to your request for any of the following reasons:

- a. If you were refused access;
- b. If you were granted partial access to the record(s) specified in your application;
- c. If your request was deferred;
- d. If there was a refusal to amend or annotate an official document containing personal information; or
- e. If a fee was charged for action taken or if you disagree with the amount of the fee charged;

where the decision was taken by a person other than the responsible Minister, Chief Officer or Principal Officer of the public authority.

Appeal to the Information Commissioner

If you are dissatisfied with the internal review of our decision, or an internal review was not available, you can seek an appeal from the Information Commissioner.

Name of Public Authority: Portfolio of Legal Affairs

The Portfolio of Legal Affairs is comprised of the following Departments/Chambers:

- Office of the Attorney General
- Attorney General's Chambers (Office of the Solicitor General)
- Legislative Drafting Department
- Law Reform Commission
- Law Revision Commission
- Financial Reporting Authority
- Cayman Islands Law School

Functions of Public Authority:

Office of the Attorney General

Many of the responsibilities of the Office have been assumed by practice and convention, and have become part of the common law of the Cayman Islands. As well as constitutional authority and other

customary responsibilities, specific statutes also give particular powers to the Attorney General. However, briefly stated, the Attorney General's role and function entail the following:

- Ex-officio member of the Legislative Assembly, where he is the spokesperson for all legal matters, and for the Chief Justice on behalf of the Judiciary;
- Ex-officio head of the Legal Profession and advisor to all departments of government, including Legal Affairs, and advisor on the observance of Human Rights;
- Chairman of the Anti-Money Laundering Steering Group which is a statutory agency charged with responsibility of the oversight of government's anti-money laundering policies;
- Member of the Grand Court Rules Committee and the Legal Advisory Council;
- Overall responsibility for law reform;
- Member of Legal Advisory Council wherein he assists with implementing the Professional Practice Course, employment of Article Clerks and the compulsory legal system and skills course in the Law School curriculum; and
- Central Authority under Criminal Justice International Cooperation Law for the Cayman Islands and assists the Chief Justice who is the Central Authority under the Mutual Legal Assistance Treaty.

Legal Portfolio Accounts

The Chief Financial Officer falls under the Attorney General's Chambers. The Chief Financial Officer is responsible to the chief officers for the financial and budgetary management of the Portfolio of Legal Affairs. The financial management initiative which was implemented in 1999 moved the cash based system to an accrual budgeting and reporting system.

Attorney General's Chambers

Office of the Solicitor General

In 1990, the post of Solicitor General of the Cayman Islands was created specifically to support the Attorney General in the daily management of the Legal Department, and to take over certain statutory responsibilities associated with cases concerning minors and persons under disability, amongst others. The Solicitor General is also appointed to act as Attorney General in his absence from the Islands or during periods of disability or unavailability. The principal function of the Office of Solicitor General includes:

- Day-to-day management of the Attorney General's Chambers;
- Chief Officer of the Portfolio of Legal Affairs;
- Provide Legal Advice to all Government Agencies;
- Appearances on behalf of the Attorney General and other bodies in important civil cases;
- Acting for the Attorney General during his absence, including attending Cabinet and the Legislative Assembly; and,
- Guardian ad litem for persons under disability under Grand Court Rules.

In addition, the holder of the Office of Solicitor General is also the designated Chief Officer of the Legal Portfolio for the purposes of the Public Management and Finance Law (2003 Revision).

Legislative Drafting Department

The Legislative Drafting Department provides legislative drafting support to the Government by researching, analysing and drafting both primary and subordinate legislation to complement the implementation of Government policies.

The Department is responsible to the Attorney-General and through him to the Governor, for the provision of an efficient legislative drafting service, including related legislative advice for the Government.

Law Reform Commission

The principle functions of the Law reform Commission are:

- (a) the modification of any branch of the law as far as that is practicable;
- (b) the elimination of anomalies in the law, the repeal of obsolete and unnecessary enactments and the simplification and modernisation of the law;
- (c) the development of new areas in the law with the aim of making them more responsive to the changing needs of Cayman Islands society;
- (d) the adoption of new or more effective methods for the administration of the law and the dispensation of justice; and
- (e) the codification of the unwritten laws of the Cayman Islands.

Law Revision Commission

The role of the Law Revision Commission is to annually update the List of current Laws and Subsidiary legislation of the Cayman Islands titled "The Consolidated Index".

It also incorporates new Amendments of Laws and Subsidiary legislation into current Laws and Subsidiary legislation thereafter calling such consolidations Revisions.

Financial Reporting Authority

The Financial reporting Authority receives, analyses and disseminates suspicious activities reports, which provide timely and high quality financial intelligence to local and overseas law enforcement agencies in keeping with the statutory requirements of the Proceeds of Crime Law. Financial intelligence is the end product of analysing one or several related reports that the FRA is mandated to receive from Financial Services Providers and other reporting entities.

Cayman Islands Law School

The Law School provides tuition for both full and part-time programmes leading to the Bachelor of Laws (Honours) Degree of the University of Liverpool and the qualification of Attorney-at-Law of the Cayman Islands, which follows successful completion of the postgraduate Professional Practice Course. In addition, the Law School offers its own part-time qualification, the Diploma in Legal Studies. It is also possible to enrol as a general student studying individual courses, with or without taking examinations at conclusion. Students may register with the University of Liverpool for individual courses with university course certification resulting from successful completion of all elements of assessment.

The aim of the Law School is to provide students with a standard of tertiary level legal education equivalent to that prevailing in the United Kingdom. In 2002, degree programmes taught through the Cayman Islands Law School were awarded Qualifying Law Degree status by the English Law Society and the English Bar Council. This means that students successful in the honours degree programmes are eligible to pursue further postgraduate professional legal studies in England and Wales, as well as any other common law jurisdiction recognizing English law degrees. Such students are also eligible to attend academic postgraduate law programmes across the common-law world.

Name & Title of Chief Officer/Principal Officer/HoD:

Head of the Portfolio and the Attorney General's Chambers

Honourable Attorney General Samuel Bulgin, QC, JP, MLA

Chief Financial Officer

Ms. Kim France – Chief Financial Officer

Office of the Solicitor General and Chief Officer of the Portfolio

Ms. Jacqueline Wilson – Solicitor General & Chief Officer

Head of Legislative Drafting Department

Mrs. Myrtle Brandt – First Legislative Counsel

Head of Law Reform Commission

Ms. Cheryl Ann Neblett – Senior Legislative Counsel & Law Reform Administrator

Head of Law Revision Commission

Mr. Stephen Miller – Law Revision Commissioner

Head of Financial Reporting Authority

Mr. Lindsay Cacho – Director

Head of the Cayman Islands Law School

Mr. Mitchell Davies – Director of Legal Studies

Subject Matters handled:

Attorney General's Chambers

Office of the Solicitor General

- Legal advice to the Government and Statutory Bodies.
- Constitutional responsibility for the initiation and conduct of criminal proceedings brought by the Crown and be party to civil proceedings brought by and against the Government.
- Proceedings pursuant to a number of Treaties, Conventions and Laws which have been brought into force in the Islands, for the obtaining of evidence and restraining orders in relation to all matters constituting criminal conduct.

- Central Authority under the Child Abduction & Custody Order, The Criminal Justice (International Cooperation) Law & Proceeds of Criminal Conduct Law.
- Act as amicus curiae when requested to do so by the Grand Court and Court of Appeal;
- Civil Law; and
- International Law.

Civil Matters

The Deputy Solicitor General, Assistant Solicitor General as well as Senior Crown Counsel (Civil) and Crown Counsel (Civil), under the day-to-day management of the Solicitor General, provide the Governor, Official Members, Cabinet Ministers, government departments and other administrative entities and statutory authorities, with the following legal outputs:

- General written memoranda of advice;
- Oral advice in meetings or telephone conferences in urgent cases;
- Drafting of contracts and legally important correspondence;
- Preparation of pre-hearing or pre-trial litigation documents; and,
- Advocacy before the Courts and Tribunals within the jurisdiction.

Civil Crown Counsel are also responsible for all aspects of the litigation process from the drafting of interlocutory application, affidavits and pleadings through to advocacy at the appeal level.

International Division

In 2004, the International Division was formally implemented with the advent of the Criminal Justice (International Cooperation) Law (2004 Revision) (CJICL). This new law enables mutual legal assistance to be provided at the investigative stage of a matter where the conduct would constitute an offence in the Cayman Islands. The Attorney General, as the Central Authority under the Law, may provide assistance to those countries that are party to the Vienna Convention as well as countries which are listed in the Schedule to the Law. The nature of the assistance offered may include assistance in the form of restraint/confiscation and forfeiture applications as well as gathering of evidence and extradition. The Attorney General's Chambers, under its international remit, also provides assistance in child abduction matters under the relevant Hague Convention.

Legislative Drafting Department

The Legislative Drafting Department has three main categories of work -

- drafting primary legislation – Laws
- drafting subordinate legislation – Regulations, Orders, Directions, Rules, etc.
- advising on proposals for legislation and statutory interpretation.

Law Reform Commission

The functions of the Law Reform Commission include:

- (a) reviewing and considering any proposals for the reform of the law which may be referred by any person or authority;
- (b) preparing and submitting to the Attorney-General from time to time, a programme for the study and examination of any branch of the law with a view to making recommendations for its improvement, modernisation and reform;
- (c) initiating and carrying out or directing the initiation and carrying out of, studies and research necessary for the improvement and modernisation of the law;

(d) undertaking, pursuant to any such recommendation approved by the Attorney-General, the formulation and preparation of drafts in the form of Bills or other instruments for consideration by the Governor and the Legislative Assembly;

(e) providing, at the instance of Government departments and other authorities concerned, advice, information and proposals for reform or amendment of any branch of the law; and

(f) with the approval of the Attorney-General, appointing or empanelling committees, whether from among members of the Commission or from among persons outside the Commission or both, to study and make recommendations to the Commission on any aspect of the law referred to it by the Commission.

Law Revision Commission

Ongoing Revisions of all Law and Subsidiary legislation.

Financial Reporting Authority

Suspicious Activities Reports

Cayman Islands Law School

All aspects of Legal Education within the Cayman Islands (Diploma Course, Degree & Professional Practice Course); Ad Hoc Training Courses; Teach A' Level and AS Level Law at St. Ignatius & Provide Consultancy Services to other Government entities.

Governing Legislation and Regulations:

Office of the Attorney General

The Office of the Attorney General is constituted by section 53 of the Cayman Islands (Constitution) Order (1992 as amended). By Order in Council, the Attorney General is appointed as an Official Member of the Governor-in-Cabinet and the Legislative Assembly.

Attorney General's Chambers

Office of the Solicitor General

None

Legislative Drafting Department

None

Law Reform Commission

The Law Reform Commission Law (2007 Revision)

Law Revision Commission

Law Revision Law (1999 Revision)

Financial Reporting Authority

Proceeds of Crime Law
Money Laundering Regulations

Cayman Islands Law School

The Legal Practitioners Law (2007 Revision)
The Legal Practitioners (Student) Regulations (2007)

Generally

Financial Management

- Public Management and Finance Law (2010 Revision) and Regulations
- Annual Salary Scale for Salaried Staff (September 1, 2012)

Administration & Human Resource Management

- Public Service Management Law (2011 Revision) Complete set of laws for Cayman Islands Civil Service and Personnel Regulations (2011 Revision)
- Schedule One of the Personnel Regulations: A document describing Employment Terms and conditions (2011 Revision)
- Public Servant Code of Conduct Code of Conduct for Civil Servants 05-Dec-2007

Records Management

- Chief Secretary's Code of Practice on Record Management
- Freedom of Information Law 2007
- National Archive and Public Records Law

Address:

Office of the Attorney General

Physical Address: 4th Floor, Government Administration Building Elgin Avenue George Town Grand Cayman

Mailing Address: 4th Floor, Government Administration Building Elgin Avenue George Town Grand Cayman

Tel: 1-345-244-2405
Fax: 1-345-949-6079

Attorney General's Chambers

Office of the Solicitor General

Physical Address:
1st Floor, dms House
#20 Genesis Close
George Town
Grand Cayman
Cayman Islands

Mailing Address:
P.O. Box 907
Grand Cayman – KY1-1103
Cayman Islands

Tel: 1-345-946-0022
Fax: 1-345-946-0019

Legislative Drafting Department

Physical Address:
1st Floor, dms House
#20 Genesis Close
George Town
Grand Cayman
Cayman Islands

Mailing Address:
P.O. Box 907
Grand Cayman – KY1-1103
Cayman Islands

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Grand Cayman – KY1-1103
Cayman Islands

Tel: 1-345-946-0022
Fax: 1-345-946-0019

Law Revision Commission

Physical Address:
1st Floor, dms House
#20 Genesis Close
George Town
Grand Cayman
Cayman Islands

Mailing Address:
P.O. Box 907
Grand Cayman – KY1-1103
Cayman Islands

Tel: 1-345-946-0022
Fax: 1-345-946-0019

Financial Reporting Authority

Physical Address:
3rd Floor Elizabethan Square (Phase IV)
80E Shedden Road
George Town
Grand Cayman
Cayman Islands

Mailing Address:
P.O. Box 1054
Grand Cayman – KY1-1102
Cayman Islands

Tel: 1-345-945-6267
Fax: 1-345-945-6268

Cayman Islands Law School

Physical Address:
CNB Building
Dr. Roy's Drive
George Town
Grand Cayman
Cayman Islands

Mailing Address:
P.O. Box 1568
Grand Cayman – KY1-1110
Cayman Islands

Tel: 1-345-945-0077
Fax: 1-345-946-1845

Email:

Office of the Attorney General

Tesia.Scott@gov.ky

Attorney General's Chambers

Office of the Solicitor General

Audreyb.bennett@gov.ky

Legislative Drafting Department

Darrah.Jervis@gov.ky

Law Reform Commission

Cheryl.Neblett@gov.ky

Law Revision Commission

Patricia.Sutherland@gov.ky

Financial Reporting Authority

Sharon.dhamalie@gov.ky

Cayman Islands Law School

Lisa.morales-levy@gov.ky

Website:

All Departments within the Portfolio of Legal Affairs are featured on the website – www.caymanjudicial-legalinfo.ky however there are Departments which have their own websites as well.

Portfolio of Legal Affairs

<http://www.judicial.ky/>

Financial Reporting Authority

www.fra.gov.ky

Cayman Islands Law School

www.lawschool.gov.ky

Hours of Work:

All Departments within the Portfolio of Legal Affairs are open from 8.30am to 5.00pm – the Law School has extended Library Hours during exam periods.

List of Committees, Boards, Councils, Associations, Trusts, Foundations etc that the Public Authority holds membership:

Office of the Attorney General

National Hazard Management Committee;
Court Rules Committee;
Legal Advisory Council;
Anti-Money Laundering Steering Committee Group; and
Hurricane Committee.

Attorney General's Chambers

Office of the Solicitor General

Medical & Dental Council;
Pensions Board;

Health Practise Board;
Child Abuse Prevention Board;
Water Authority; and
Health Services Authority.

Legislative Drafting Department

None

Law Reform Commission

None

Law Revision Commission

None

Financial Reporting Authority

Guidance Note Committee

Cayman Islands Law School

Employment Appeals Tribunal

Information already published

These manuals relate to all Departments within the Portfolio of Legal Affairs:

1. Attorney General's Annual Review;
2. Hurricane Preparedness Plan;
3. Policy & Procedures Manual.

The Law School however has several other publications which include:

1. Student Handbook;
2. Examinations Code of Practice.

Law Revision

Consolidated Index

Financial Reporting Authority

The Financial Reporting Authority also has information published on the website www.fra.gov.ky

List of Employees (where currently required):

The Portfolio of Legal Affairs does not issue work permits but hire employees on a contractual basis.

Office of the Attorney General

Mr. Samuel W. Bulgin QC, JP, MLA – Attorney General
Ms. Reshma Sharma – Senior Crown Counsel (Treaties)
Ms. Tesia Scott – Executive Officer

Chief Financial Officer

Ms. Kim France – Chief Financial Officer
Ms. Vicki Robinson – Financial Administrator

Attorney General's Chambers

Office of the Solicitor General

Ms. Jacqueline Wilson – Solicitor General & Chief Officer
Mr. Douglas Schofield – Assistant Solicitor General
Mrs. Suzanne Bothwell – Senior Crown Counsel
Mr. Wayde Bardswell – Crown Counsel I (Civil)
Ms. Dawn Lewis – Crown Counsel (Civil)
Ms. Anne-Marie Rambarran – Crown Counsel (Civil)
Ms. Joan Mattis – Crown Counsel

Mrs. Christine Cooke - Paralegal

Administrative Staff

Mrs. Angella Bent – Human Resource Manager
Mrs. Beverly Speirs - Librarian

Ms. Audrey Bennett – Executive Officer / Senior Records Officer
Mrs. May Douglas – Legal Secretary (Civil)

Legislative Drafting Department

Mrs. Myrtle Brandt – First Legislative Counsel
Mr. Stephen Miller – Senior Legislative Counsel
Mr. Bilika Simamba – Senior Legislative Counsel
Ms. Maureen Benjamin – Legislative Counsel
Ms. Bethea Christian – Crown Counsel

Administration Staff

Ms. Darrah Jervis – Administration Secretary

Law Reform Commission

Ms. Cheryl Ann Neblett – Director
Mr. Jose Griffith – Legislative Council

Administration Staff

Ms. Kimberly Ebanks – Office Assistant 1

Law Revision Commission

Mr. Stephen Miller – Law Revision Commissioner
Mrs. Patricia Sutherland – Administrative Secretary

Financial Reporting Authority

Mr. Lindsey Cacho - Director
Mr. Adam Roberts – Legal Advisor
Mr. Roman Reyes – Senior Accountant/IT
Mr. Julian Hurlston – Financial Analyst
Mrs. Elena Jacob – Financial Analyst

Administrative Staff

Ms. Sharon Dhamalie - Administrative Manager

Cayman Islands Law School

Mr. Mitchell C. Davies – Director of Legal Studies
Mrs. Deborah Barker-Royce – Assistant Director of Legal Studies
Mr. Andrew Woodcock – Professional Practice Course Leader
Mr. Matthew Rollinson – Senior Lecturer
Ms. Rhian Minty – Senior Lecturer
Ms. Leyla Jackson – Lecturer
Ms. Lilly Lee –Suslitz – Lecturer
Ms. Catherine O’Sullivan - Lecturer

Administrative Staff

Mrs. Beverly Speirs – Librarian
Ms. Lourdes Pacheco – Library Assistant
Mrs. Lisa Morales-Levy – Administrative Assistant
Mrs. Lovisa Vernon-Hamilton – Receptionist

Annual Report:

Attorney General's Annual Review

Law Reform

Annual report 2005/6

Annual report 2006/7

Annual report 2007/8

Budget Allocated to the Public Authority: (An option is to provide a link to the Budget)

The budgeted expenditures for 2008/9 for the Portfolio of Legal Affairs are \$10,479,000.

2009/10 Budget -

http://www.gov.ky/portal/page?_pageid=1142,3475831&_dad=portal&_schema=PORTAL

2010/11 Budget -

http://www.gov.ky/portal/page?_pageid=1142,5022548&_dad=portal&_schema=PORTAL

2012/13 Budget -

The budgeted expenditures for 2012/13 for the Portfolio of Legal Affairs are \$5,193,930.

Internal Complaints Procedure:

Members of the public who wish to make a complaint may do so:

- in person at the office of the Chief Officer for the Portfolio of Legal Affairs (1st Floor, dms House, #20 Genesis Close, George Town, Grand Cayman.)
- by telephone to the office where the problem arose.
- in writing by way of letter

You should expect to receive a reply to your complaint within 7 working days from the date your complaint was received in writing.

The letter should be addressed to:

Mrs. Angella Bent-Thomas
Human Resources Officer
Portfolio of Legal Affairs
P.O. Box 907
Grand Cayman – KY1-1103
Cayman Islands

By e-mail: Angella.bent-thomas@gov.ky

Please ensure that you:

- Provide your name, address and contact details so that we can respond to your complaint;
- explain clearly the nature of your complaint;
- what service, policy or aspect of the office you are complaining about;
- describe any facts and events relating to your complaint;
- include the date, time and location where an incident may have taken place and who may have been affected;
- include the name of the member of staff involved;
- state any expectations you had in relation to the services provided by the office;
- Anything else which you believe would be helpful to us when carrying out an investigation into your complaint.

Classes of Information held: (attach list of classes of files held):

Office of the Attorney General

The majority of the matters handled by the Honourable Attorney General are highly confidential opinions and advice to the Government of the Cayman Islands and the Statutory Authorities.

Attorney General's Chambers

Office of the Solicitor General

Civil Files;

Advice;

Litigation;

Draft Contract & Leases;

International Co-Operation Files including Child Abduction Matters;

Staff Files; and

General Written Memoranda to all Government Departments and Authorities.

Legislative Drafting Department

Drafting Instructions relating to all legislation

Drafts of all legislation (Bills, Regulations, Orders, Notices, Rules, etc.)

Copies of Laws bearing the signature of H. E. The Governor

Legislation that has been published in the Official Gazette (Bills, Laws, Regulations, Orders, Notices, Rules, etc.)

Law Reform Commission

Administrative files;

Operational files- main file; research material files;

Law Reform Commission Reports- annual reports; and

Final reports

Law Revision Commission

Gazettes

Financial Reporting Authority

Suspicious Activity Report Form

Cayman Islands Law School

Student Records; Staff Records; and Administrative Files

Frequently Asked Questions:

Office of the Attorney General

Question:

What is the procedure to be followed when applying to become a Notary Public?

Answer:

Section 3 of Notaries Public Law.

Question

How do practising attorneys/barristers get admitted to practice in the Cayman Islands?

Answer

Subject to the Legal Practitioners Law , a judge may admit to practice as an attorney-at-law in the Islands any person who –

- (a) (i) is entitled to practice at the Bar of England and Wales or the Bar of Northern Ireland; and
(ii) having received a certificate of call from either of those Bars, has either-
(A) served twelve months pupillage in England, Wales or Northern Ireland; or
(B) served the term of articles in the Islands required by the Third Schedule of the Legal Practitioners (Students) Regulations (2007 Revision);
(iii) is a member of the Faculty of Advocates of Scotland or a solicitor of the Supreme Court of Judicature of England, Scotland or Northern Ireland;
(iv) is an attorney-at-law of the Supreme Court of Jamaica;
(v) is a Writer to the Signet of Scotland or a solicitor admitted to practise in Scotland; or
(b) satisfies a judge that he is entitled to practice in any court of any of the Commonwealth and possesses a qualification comparable as to standard law, practice and procedure with those specified in paragraph (a); or
(c) is qualified to practice as an attorney-at-law under regulations made under section 20.

(2) Whoever is qualified under subsection (1) may apply for admission to practice as an attorney-at-law and such application shall be made in writing addressed to a judge and be filed in the office of the Clerk of Court together with-

(a) the certificate of the applicant's call to the Bar or, as the case may be, of his admission to the Faculty of Advocates or of his admission as solicitor, Writer to the Signet or Law Agent aforesaid, or the corresponding certificate relating to any qualification referred to in paragraph (b) or (c) of subsection (1); and

(b) an affidavit signed by him in the presence of the Clerk of Court, who shall subscribe his name as a witness thereto, verifying that the certificate is a true certificate and that the applicant is the person named therein and that he is qualified as prescribed by subsection (1) (hereinafter referred to as "the prescribed qualification"): Provided that a judge may exempt any such person from producing the said certificate and from verifying the same if he is otherwise satisfied that the applicant possesses the prescribed qualification

(3) A judge may, for due cause, refuse to admit any applicant to practice as an attorney-at-law notwithstanding that he may possess the prescribed qualification unless such person is being admitted to practise as an attorney-at-law under paragraph (c) of section 3(1).

Question

What are the requirements to become a recognised body or incorporated as a company?

Answer

The requirements are: 1) a certificate of incorporation of the Company issued under Regulations 9 and 10 of the Legal Practitioners (Incorporated Practice) Regulations 2006, 2) Memorandum and Articles of Association, 3) Register of Directors, 4) Register of Officers, 5) Register of

Members and Register of Shareholders, 6) Copy of insurance Coverage, and 7) a Cheque made out in the amount of CI\$2,000.00 payable to the Cayman Islands Government.

Attorney General's Chambers

Office of the Solicitor General

Question

Do you advise the Public?

Answer

No. We provide services to our clients which are the Government and Authorities.

Legislative Drafting Department

Question

What is the process relating to a Bill after it has been passed by the Legislative Assembly?

Answer

1. The Clerk of the Legislative Assembly sends to the Legislative Drafting Department, a copy of the Bill that has been passed by the Legislative Assembly, together with any amendments to the Bill that have been made by the Legislative Assembly.
2. The Legislative Drafting Department makes any necessary changes and sends bound copies of the Bill to the Clerk of the Legislative Assembly, for signing.
3. The Clerk of the Legislative Assembly returns the signed Bill to the Legislative Drafting Department and the Bill is then forwarded to the Attorney-General for his Legal Report.
4. The Attorney-General sends his signed Legal Report and the Bill to H. E. The Governor, for Assent.
5. The Governor signs the Bill (making it a Law) and sends the Law to the Clerk of Cabinet, for sealing.
6. The Governor sends the sealed Law to the Legislative Drafting Department, for publication in the Official Gazette.

Question

From members of the public: "What Law governs?"

Answer

The Legislative Drafting Department does not give legal advice to members of the public.

Law Reform Commission

None

Law Revision Commission

Question

Where can a copy of a law incorporated in a Revision be found?

Answer

Copy of law either provided by the Law Revision Commission or through the Archives.

Financial Reporting Authority

None

Cayman Islands Law School

Question

How do I gain admission to the Cayman Islands Law School?

Answer

Entry requirements for the full and part-time degrees are laid down in the Legal Practitioners (Students) Regulations (2007 Revision). Generally, the academic entry requirement for students who are under 21 years of age on 1st May in the year they start their course is at least two General

Certificate of Education Advanced Level passes in addition to three General Certificate of Secondary Education (GCSE) passes of Grade C or higher standard. The GCSE subjects must include English Language and one of Mathematics or a Natural Science subject or Geography or Economics. Other prescribed combinations of passes may be acceptable (but proof of attainment of an acceptably high English Language standard is essential) as may other prescribed qualifications recognized as being of a comparable standard, such as an Associates Degree with a sufficiently high GPA. Students who are over 21 years of age on 1st June in the year of intended entry who do not possess formal qualifications may take the University of Liverpool Mature Students' Entrance Examination. Further particulars of the Law School's admission requirements, together with a copy of the Application Form, can be obtained from our Admissions Policy which can be downloaded from the CILS website: www.gov.ky/lawschool.

Question

What are the Immigration requirements?

Answer

Following receipt of an unconditional written offer from CILS, international applicants must apply for a student visa from the Cayman Islands Immigration Department. Details of this procedure will be supplied by CILS following the making of an unconditional offer. If English is not your first language, then you must demonstrate your English Language competence either on the basis of the qualification you are offering (i.e. English being a main component of it) or by successfully undertaking the Mature Students Entrance Examination. For further guidance please contact the Department of Immigration 1345-949-8344 or visit their website at www.immigration.gov.ky.

Question

Does the Law School provide Halls of Residence?

Answer

The Law School does not have Hall of Residence. Students are responsible for arranging their own accommodations on Islands. Information relating to accommodations can be found in the classified sections of the local newspapers or arrangements can be made through a real estate company.

Question

How do practising attorneys/barristers get admitted to practice in the Cayman Islands?

Answer

Subject to the Legal Practitioners Law , a judge may admit to practice as an attorney-at-law in the Islands any person who –

- (b) (i) is entitled to practice at the Bar of England and Wales or the Bar of Northern Ireland; and
- (ii) having received a certificate of call from either of those Bars, has either-
 - (A) served twelve months pupillage in England, Wales or Northern Ireland; or
 - (B) served the term of articles in the Islands required by the Third Schedule of the Legal Practitioners (Students) Regulations (2007 Revision);
- (iii) is a member of the Faculty of Advocates of Scotland or a solicitor of the Supreme Court of Judicature of England, Scotland or Northern Ireland;
- (iv) is an attorney-at-law of the Supreme Court of Jamaica;
- (v) is a Writer to the Signet of Scotland or a solicitor admitted to practise in Scotland; or
- (b) satisfies a judge that he is entitled to practice in any court of any of the Commonwealth and possesses a qualification comparable as to standard law, practice and procedure with those specified in paragraph (a); or
- (c) is qualified to practice as an attorney-at-law under regulations made under section 20.

(2) Whoever is qualified under subsection (1) may apply for admission to practice as an attorney-at-law and such application shall be made in writing addressed to a judge and be filed in the office of the Clerk of Court together with-

- (a) the certificate of the applicant's call to the Bar or, as the case may be, of his admission to the Faculty of Advocates or of his admission as solicitor, Writer to the Signet or Law Agent aforesaid, or the corresponding certificate relating to any qualification referred to in paragraph (b) or (c) of subsection (1); and
- (b) an affidavit signed by him in the presence of the Clerk of Court, who shall subscribe his name as

a witness thereto, verifying that the certificate is a true certificate and that the applicant is the person named therein and that he is qualified as prescribed by subsection (1) (hereinafter referred to as "the prescribed qualification"):

Provided that a judge may exempt any such person from producing the said certificate and from verifying the same if he is otherwise satisfied that the applicant possesses the prescribed qualification

(3) A judge may, for due cause, refuse to admit any applicant to practice as an attorney-at-law notwithstanding that he may possess the prescribed qualification unless such person is being admitted to practise as an attorney-at-law under paragraph (c) of section 3(1).

Forms in Use:

Law School
Admission Application Form;
Registration and Timetable; and
Mature Entrance Exam Form

Press Releases:

"Ethics, Integrity & Accountability"

<http://www.gov.ky/pls/portal/docs/PAGE/CIGHOME/FIND/ORGANISATIONS/AZAGENCIES/PLG/DOCUMENTS/ADDRESS%20TO%20MINISTERS%202-6-09.PDF>

FOI contacts:

- **Public Authority Information Manager email:**

The Information Manager for the Portfolio is:

Jenesha N. Bhoorasingh-Simpson
P.O. Box 2328
Grand Cayman – KY1-1106
Cayman Islands
Tel: 1-345-949-7712
Fax: 1-345-949-7183
e-mail: Jenesha.bhoorasingh@gov.ky

The designate to the Information Manager for the Portfolio is:

Marilyn Brandt
P.O. Box 2328
Grand Cayman – KY1-1106
Cayman Islands
Tel: 1-345-949-7712
Fax: 1-345-949-7183
e-mail: marilyn.brandt@gov.ky

FOI.plg@gov.ky

- **Link to FOI Website:**

www.judicial.ky

- **How to make an FOI request: (provide a link to the request process on the FOI website):**

Section 7 of the Freedom of Information Law outlines the process by which an application is to be made:

(1) A person who wishes to obtain access to a record shall make an application to the public authority which holds that record.

(2) An application under subsection (1)-

(a) may be made in writing or transmitted by electronic means other than telephone;

(b) shall provide such information concerning the record as is reasonably necessary to enable the public authority to identify it..

(3) A public authority to which an application is made shall-

(a) upon request, assist the applicant in identifying the records to which the application relates;

(b) acknowledge receipt of every application made in the prescribed manner;

(c) grant to the applicant access to the record specified in the application if it is not an exempt record.

(4) A public authority shall respond to an application as soon as practicable but not later than-

(a) thirty calendar days after the date of receipt of the application; or

(b) in the case of an application transferred to it by another authority pursuant to section 8, thirty calendar days after the date of the receipt by that authority, so, however, that an authority may, for good cause, extend the period of thirty calendar days for a further period, not exceeding one period of thirty calendar days, in any case where there is reasonable cause for such extension.

(5) The response of the public authority shall state its decision on the application, and where the authority or body decides to refuse or defer access or to extend the period of thirty calendar days, it shall state the reasons therefore, and the options available to an applicant.

Cayman Islands National Archive

Publication Scheme

Produced in accordance with the Deputy Governor's Code of Practice on Publishing

CONTENTS:

1. About the publication scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information
 - About Us
 - Strategic Management
 - Finance & Administration
 - Policies & Procedures
 - Decisions & Recommendations
 - Lists & Registers
 - Our Services

1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different Categories of Information, to help you find the documents you are looking for.

This publication scheme commits CINA to making information available to the public as part of its normal business activities.

CINA will:

- specify the information held by the authority, which falls within the seven (7) Categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;

- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

CINA will generally **not** publish:

- information in draft form;
- information that is not held by CINA, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law (available on www.foi.gov.ky and www.gazettes.gov.ky) , or otherwise protected from disclosure – for example: personal information; or commercially sensitive information
- records containing exempt matter will be published in a redacted form, wherever it is practical to do so, indicating which exemptions apply.
- the private archival records of CINA, as referenced in the FOI Law, Section 5(e): *(5) This Law does not apply to-*
 - (e) private holdings of the National Archives where the contract or other arrangements under which the holdings are held do not allow disclosure in the circumstances prescribed under this Law.*

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the Categories of Information listed in *Section 7: Categories of Information*. Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm CINA's (or another organisation's) commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *Section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of Information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Documents are available electronically on our FOI website www.cina.gov.ky and can be downloaded in PDF format. Where information is available online, a link within *Section 7: Categories of Information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at www.cina.gov.ky. If you are still having trouble locating information listed under our scheme, please contact Tammi Selzer, Information Manager at foi.cna@gov.ky.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.cna@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please contact Tammi Selzer, Information Manager at foi.cna@gov.ky or on +1-345-949-9809 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Cayman Islands National Archive
P.O. Box 10160
Grand Cayman KY1-1002
CAYMAN ISLANDS

Tel: +1-345-949-9809
Fax: +1-345-949-9727
Email: cina@gov.ky
FOI Email: foi.cna@gov.ky
FOI Website: www.cina.gov.ky

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number and/or email address so that we can contact you to clarify details, if necessary. For

faster processing, please also include any applicable fee. (See *Section 4: Fees and charges* for further details.)

Personal visits

In some cases, you may be required to make an appointment to view information listed in the publication scheme. All information is to be accessed within CINA's Reading Room, which is open Monday – Friday, 9:00am – 4:30pm, with the last available appointment at 3:30pm. Please contact us via email at cina@gov.ky or call +1-345-949-9809 and ask to speak to the Archivist on Duty to make an appointment. This will be clearly stated in *Section 7: Categories of Information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Tammi Selzer, Information Manager at foi.cna@gov.ky.

CINA will adhere to its obligations under Section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where CINA is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. CINA strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc (CD). Charges will reflect the actual costs of reproduction and postage, as described below under *Reproduction costs*.

There are some publications which CINA offers for sale and they include books, maps and postcard sets. These publications are charged at the cover price, plus actual postage costs as charged by the Cayman Islands Postal Service at www.caymanpost.gov.ky. The list of publications is available online at CINA's FOI website www.cina.gov.ky

Reproduction costs

Where fees apply, copies of information will be charged at the standard rates detailed in the National Archive and Public Records Regulations (2007), which are also listed on www.cina.gov.ky as *CINA Reproduction Fees*. All prices are listed in CI\$. The fees for providing photocopies are as follows:-

PHOTOCOPY CHARGES			
Size		Black and white	Colour
8.5" x 11"	(letter)	\$0.25	\$0.50
8.5" x 14"	(legal)	\$0.25	\$0.50
11" x 17"	(ledger)	\$0.50	\$1.00

Postage costs

CINA will pass on to the requester the actual costs of postage or courier delivery as established by the Cayman Islands Postal Service at www.caymanpost.gov.ky.

Details of any individual charges which differ from the above policy are provided within *Section 7: Categories of Information*.

If a fee applies, you will be advised of the amount and how it has been calculated. The requested information will be provided once CINA has received your payment.

5. Requests for information outside the publication scheme

Information held by CINA that is **not** published under this scheme can be requested in writing as detailed below. In addition, please see the Making a Request section at www.cina.gov.ky. Your request will be considered in accordance with the provisions of the FOI Law.

FOI requests **must be submitted in writing** via email, postal mail, and fax or by submitting an FOI application form. The application form can be obtained from CINA's Reception Desk or by visiting the Making a Request section of the Freedom of Information Unit's website at www.foi.gov.ky

When making an FOI request, please be as specific as possible about the information you would like, as this will help us to provide a prompt response. In addition, it would be helpful to include a name and contact information (mailing address, telephone number and/or email address) so that you can be contacted if is necessary to further discuss your request.

6. Complaints

CINA aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact us using the information listed below and we will try to resolve your complaint as quickly as possible.

Cayman Islands National Archive
P.O. Box 10160
Grand Cayman KY1-1002
CAYMAN ISLANDS

Tel: +1-345-949-9809
Fax: +1-345-949-9727
Email: cina@gov.ky
FOI Email: foi.cna@gov.ky
Website: www.cina.gov.ky

Further information about our Complaints procedures and *Complaint Form* can be viewed on our website www.cina.gov.ky and/or by contacting us and requesting our *Internal Complaints Policy*, the *Internal Complaints Process* brochure and complaint form. This information is also listed in *Section 7: Categories of Information – Policies and Procedures*.

For information on CINA's FOI Internal Review procedure, please see the Right of Appeal page on our website www.cina.gov.ky, or contact us via the mailing address or telephone/fax information directly above or via email at foi.cna@gov.ky

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner at the contact information listed below, if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 1375
Grand Cayman KY1-1108
CAYMAN ISLANDS
Telephone: +1 345 747 5402
Email: appeals@ico.gov.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Lists & Registers
- Our Services

ABOUT US

Public authority

Cayman Islands National Archive (CINA)

Ministry

Ministry of Education, Training & Employment
Mary Rodrigues, Chief Officer

133 Elgin Avenue
Government Administration Building
Grand Cayman KY1-9000

CAYMAN ISLANDS

Tel: +1-345-244-2417
Fax: +1-345-949-9343
Email: education@gov.ky
Website: www.education.gov.ky

Principal Officer

J. Kimlon Lawrence, Director

P.O. Box 10160
Grand Cayman KY1-1002
CAYMAN ISLANDS

Tel: +1-345-949-9809
Fax: +1-345-949-9727
Email: cina@gov.ky
FOI Email: foi.cna@gov.ky
FOI Website: www.cina.gov.ky

Information Manager

Tammi Selzer, Information Manager
Charisse Morrison, Information Manager (Designate)

Cayman Islands National Archive
P.O. Box 10160
Grand Cayman KY1-1002
CAYMAN ISLANDS

Tel: +1-345-949-9809
Fax: +1-345-949-9727
Email: foi.cna@gov.ky
FOI Website: www.cina.gov.ky

Organisation and functions

CINA provides two sets of services: one to the public and one to government. For members of the public, the Archive acquires, preserves and gives access to the historical heritage of the Cayman Islands; for government departments it supports a modern records management service ensuring that official records are properly managed from the moment of their creation until they are transferred into the Historical Collections or destroyed. The two services are closely linked: today's records are tomorrow's archives. Only with sound records management and meticulous preservation can records be carefully maintained for future generations.

The work of CINA focuses on 2 major outcomes:

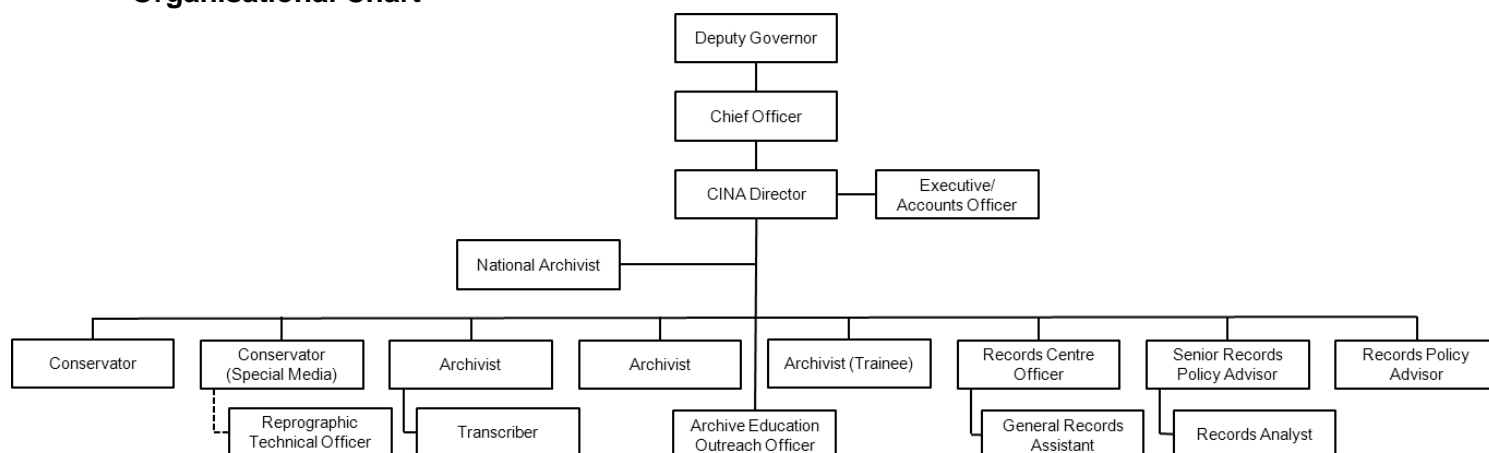
- To enable good recordkeeping practices across the Cayman Islands public sector, in support of Government accountability and efficiency; and
- To manage, preserve and provide access to the documentary heritage of the Cayman Islands through its Historical Collections.

CINA comprises the following sections:

- Administration
- Archive
- Preservation
- Records Management

The three main functions of CINA are Archival Management, Government Records Management and Preservation Management; please see the Classes of Information section of our FOI website www.cina.gov.ky. Also, see *Section 7: Categories of Information* in this publication scheme.

Organisational Chart



Staff Directory

- Brenda Ebanks, Executive/Accounts Officer
- Carol Mascarenhas, Archive Education Outreach Officer
- Charisse Morrison, Archivist
- Charlena Nunez Garro, Records Centre Officer
- Dennis Denton, Conservator (Special Media)
- Elizabeth Scholefield, Transcriber, Oral History
- Hamid Charles, Reprographic Technical Officer (Micrographics)
- Maylen Eden, Conservator
- Paul Robinson-Troake, Senior Records Policy Advisor
- Tammi Selzer, National Archivist
- Tricia Bodden, Archivist
- Tyrone Yen, Records Assistant
- Yulu Griffith-Klein, Records Policy Analyst

Location and hours	Matters handled
CINA is open Monday-Friday, 8:30am - 5:00pm and is located at 37 Archive Lane, Shedden Road.	All matters and work processes relating to CINA are managed and performed at the one location.
CINA's Reading Room is open Monday-Friday, 9:00am - 4:30pm. We take our	The viewing of information listed in this publication scheme or records requested via FOI

last appointment at 3:30pm. Appointments are recommended to ensure that time and space in the Reading Room is available.	Requests to CINA, takes place in the Reading Room. To access the Historical Collections at CINA, a Reading Room visit is necessary. An Archivist will assist you by providing the resources needed to help answer your questions.
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Boards and committees

Name	Meetings	Minutes
<p>Records Advisory Committee, which in accordance with Section 5 of the National Archive and Public Records Law (2010 Revision) makes recommendations to the Governor in Cabinet concerning disposal schedules, any periods of public access restrictions to public records and the disposal of those records.</p> <p>The Committee consists of:-</p> <ul style="list-style-type: none"> • Chairman (appointed by Deputy Governor) • Secretary to the Cabinet* • Attorney-General or a legal practitioner employed in his portfolio and nominated by him • Minister of Finance* • Director of Internal Audit* • Chief Officer, Judicial Administration* • Clerk of Legislative Assembly* 	<p>In accordance with Section 3 (1) of the National Archive and Public Records Regulations, (2007), the Records Advisory Committee meets as often as may be required, but not less than twice a year.</p> <p>The meetings are held in the Reading Room at CINA and are closed to the public.</p> <p>Refer to the Boards & Committees section on CINA's FOI website www.cina.gov.ky</p>	<p>Minutes of the Records Advisory Committee can be obtained by visiting CINA's Reception Desk, or by contacting us via telephone, email at cina@gov.ky or via postal mail.</p>

* Or his/her nominee

Frequently asked questions - also listed on our FOI Website; FAQs on www.cina.gov.ky.

- **What sorts of records is CINA interested in acquiring?**

CINA is the official repository for records of the Cayman Islands Government that are deemed to be of enduring value. CINA also acquires private papers or business records by donation, or in exceptional circumstances by purchase. CINA's collections contain a myriad of records including textual documents, photographs, maps, films and oral histories. Potential donations undergo an archival appraisal to determine how it might complement the present holdings and benefit researchers. Please contact the Archive at cina@gov.ky regarding potential donations.

- **Do I have to pay an entry fee to enter CINA's Reading Room?**

No, use of the Reading Room and CINA's resources are open to the general public free of charge. Every user is required to register as a reader (see question 4), at which time presentation of identification may be requested. Certain fees do apply for reproduction and publication; see *Section 4: Fees and charges* of this scheme.

- **Can I see all records CINA holds?**

No, access restrictions can apply. Time-limited restrictions may relate to specific records, such as; the 100-year rule for Government census return forms. Secondly, some private donors have requested access restrictions to donated records. Other records may also be closed for conservation reasons. If a record has become too fragile to be handled by the general public, CINA will make an effort to provide an access copy as resources permit.

- **How does the CINA's Reading Room process work? What do I have to do to gain access to your historical resources?**

All of CINA's Historical Collections can be viewed in the Reading Room, however appointments are recommended; the Reading Room is open Monday to Friday, 9:00am until 4:30pm, with the last appointment at 3:30pm. To make an appointment, please telephone on +1-345-949-9809 and ask to speak to the Archivist on Duty or email cina@gov.ky.

On entering the Archive, you will be asked to sign in using the Visitor's Book. When you use the Reading Room for the first time, you will have to register as a new reader. This involves completing and signing a form with your personal data which indicates that you have read a copy of the Reading Room Rules. In return, you will receive a Reader's Ticket for future use. One of our reference Archivists will then assist you with finding the right sources for your research, however they do not conduct research on your behalf – see question 6.

Many of the records have been described on databases, some of which you will have access to, while others the Reference Archivist will consult on your behalf to find pertinent sources. Finding aids to many other records may require you having to look through printed catalogues, inventories, lists, etc. in order to find the records of interest. Be prepared to schedule sufficient time to carry out your research and if you are working to a tight time schedule, do not wait until the last possible moment to visit the Reading

Room with your questions. Please note that appointments may be necessary to view certain types of records, e.g. the records in CINA's Photographic Collection.

It is important to note that the normal processing time for all photographic orders (prints or scans) is 2-3 weeks. Processing can at times be longer or shorter dependent upon the complexity of the job and the number of orders submitted for processing.

▪ **Can I borrow books from CINA?**

No. Besides comprehensive archival collections, CINA houses the collections of the Reference Library, consisting of thousands of published titles dealing with Caymanian and Caribbean history, geography, sociology, economy, and many other topics of research. These are open for consultation by the general public, however, since many of the books and serials in the collections are rare or unique CINA does not allow original material out of the building. Reproduction services may be available for a fee and subject to copyright provisions. *Section 4: Fees and charges* of this scheme.

▪ **What do you mean by "CINA Staff are not authorised to conduct research on the researcher's behalf"?**

Archival sources are used for many different purposes, and readers approach CINA's holdings from a huge variety of research angles, not all of which Archive staff may be familiar with. Once the reader is in the Reading Room and has become aware of the many sources, a simple question often transforms into a very complex, detailed or extensive quest for information. Under these circumstances the Reference Archivist on duty can provide the reader with sources, but ought not to be part of the interpretation of these sources. Therefore, when you visit the Reading Room, you should schedule sufficient time to do your research. It may be a good idea to call or make a preliminary visit in order to find out exactly which sources are available.

History

Following is a timeline on the establishment of CINA:

1985	Discussions about the establishment of an archive, which began with a report by a British Executive Services Overseas advisor, John Cantewell
1987	Mr. Cantewell returned and summed up that it was the same as when he was here last only worse
1988	Government made the decision that there was to be an Archive
1988-1990	Dr Norman Reid – Archivist was hired as a consultant hired to set things up and establish the archive
1991	The Cayman Islands National Archive opened in the Tower Building with an Archivist and Conservator
1991	The Institute of Caymanian Heritage Law was created but never Gazetted
1992	CINA moved into its current building and additional records staff member was

hired. Initial focus was records management

1993/1994	Archive management work began
2007	The National Archive and Public Records Law enacted.
2010	The National Archive and Public Records Law revised.
2011	The Archive building renamed.

For more information on the development of CINA, please contact CINA to view a report entitled "Establishment of Cayman Islands Archive & Record Centre: Report of BESO Adviser", 24 October, 1987. BESO is British Executive Services Overseas and the Advisor was John Cantewell.

STRATEGIC MANAGEMENT

All items are (also) accessible by visiting CINA's Reception Desk, or by contacting us via telephone, email at foi.cna@gov.ky or via postal mail, unless otherwise noted.

Governance

Governing Legislation and Regulations

The Cayman Islands National Archive is established under The National Archive and Public Records Law (2010 Revision)*. The major responsibilities of the National Archive are defined in this Law and the accompanying Regulations*.

CINA's operation is also influenced by the following legalisation:-

- 1) The Cayman Islands Constitutional Order 2009 – accessible online at www.constitution.gov.ky
 - 2) Public Service Management Law (2011 Revision)*
 - 3) Public Service Management Law - Personnel Regulations (2011 Revision)*
 - 4) Public Management and Finance Law (2010 Revision)*
 - 5) The Public Management and Finance Law - Financial Regulations (2010 Revision)*
 - 6) The Freedom of Information Law (2007)*
 - 7) Evidence Law (2010 Revision)*
 - 8) Electronic Transactions Law (2003 Revision) – hardcopy accessible in CINA Reading Room (RR) and may be available for purchase from the Cayman Islands Legislative Assembly
 - 9) Limitations Law (1996 Revision) – hardcopy accessible in CINA RR and may be available for purchase from the Cayman Islands Legislative Assembly
- *Accessible online at www.gazettes.gov.ky

Corporate management

Work Plan

2012-2013 CINA Work Plan

Annual Reports

As CINA does not have its own published individual annual report, information is included under the Ministry of Education, Training and Employment's annual reports.

Hazard Management and Disaster Recovery

- 1) 2010 Departmental Disaster Control Database – holds information on vital records for all public authorities
- 2) Continuity of Operations Plan 2012
- 3) Guidelines to the 2012 Hazard Management Plan for Records*
- 4) 2012 Hazard Management Plan for Records template*
- 5) Hazard Management Planning for Records bulletin*

* Accessible online at www.cina.gov.ky

FINANCE & ADMINISTRATION

All items are (also) accessible by visiting CINA's Reception Desk, or by contacting us via telephone, email at foi.cna@gov.ky or via postal mail, unless otherwise noted.

Financial Management

Annual Budget – online at 2012/2013 Budget or by visiting www.gov.ky and includes the following:

- Annual Budget Statements
- The Annual Plan and Estimates
- Ownership Agreements
- Purchase Agreements
- CINA Output Evidence Guide 2012-2013

Administration

- CINA File Plan and Disposal Schedule - in draft form, not accessible until approved
- Insurance Policies – Certificate of Insurance that covers two government-owned vehicles
- Job Vacancies/Career Opportunities – online at www.recruitment.gov.ky
- Press Releases- online at www.cina.gov.ky
- Salary Scales - Annual and Monthly Salary Scale for Salaried Staff and Hourly Rate for Wage Workers, 2012 – online at www.pocs.gov.ky

POLICIES & PROCEDURES

All items are (also) accessible by visiting CINA's Reception Desk, or by contacting us via telephone, email at foi.cna@gov.ky or via postal mail, unless otherwise noted.

Complaint's Handling Procedures

- 1) Complaints Process – procedures for handling complaints
- 2) Complaints* section of CINA FOI website and Complaint Form*
- 3) Internal Complaints Policy
- 4) Internal Complaints Process (brochure)

Human Resources

- CINA Human Resource Management Policy and Procedures Manual: Work Place Rules

- The Public Servant's Code of Conduct
- CINA Leave Request Application
- CINA Working Hours & Lunch Hour Application

Information and Technology Management

- Administrative File Plans and Disposal Schedules – in draft form, not accessible until approved
 - Financial Management*
 - Human Resources*
 - Records of Boards and Committees
 - Buildings, Equipment and Vehicles Management*
 - Information and Technology Management (D)
 - Communications Management (D)
 - Fact Sheets
 - Legal Admissibility
 - CINA Record Keeping Responsibilities
 - Information Management Policy for the Cayman Islands National Archive(D)
 - List of Public Authorities* (updated monthly)
 - Help Desk Log – database used for tracking logs to Help Desk, Computer Services Department
 - CINA Memo – Thru
 - CINA Fact Sheet Template
 - CINA Guidelines Template
 - CINA Document Guide 2010
 - Continuation Sheet Template
 - File Minute Template
 - Administrative Appraisal Reports
 - Operational Appraisal Reports
 - Private Donation/Community Records Appraisal Reports
 - PowerPoint Presentation Slides
- *Accessible online at www.cina.gov.ky
 (D) – in draft form, not accessible until approved.

Operating Policies and Procedures

The policies and procedures listed below are used in carrying out functions, activities and the delivery of services as relating to the three functions of CINA.

Archive Management

- Appraisal Policy (D)
 - Appraisal Procedures – Operational (D)
 - Appraisal Procedures – Private donations/Community archives (D)
- (D) – in draft form, not accessible until approved.

Reading Room (RR)

- Policy on Photocopying
- Policy on Publication of Photographic Records
- Reading Room Rules*
- Procedures for Managing Reference Services

Oral History

- C.I. Memory Bank Transcribing Policy - hardcopy only
- Cayman Islands Memory Bank Handbook, 1990 – hardcopy only
- Cayman Islands National Archive Oral History Programme:
- Editing Guidelines for Transcribers
- Editing Policy

* Accessible online at www.cina.gov.ky

Government Records Management

All items are (also) accessible by visiting CINA's Reception Desk, or by contacting us via telephone, email at foi.cna@gov.ky or via postal mail, unless otherwise noted.

Internal Use

- Disposal scheduling based on operational file plans: Procedures for CINA staff
- Records Centre Procedures

For Public Authorities

- Conducting a Records Survey*
- Deputy Governor's Code of Practice on Records Management Pursuant to Section 52 of the Freedom of Information Law, 2007*
- Deputy Governor's Code of Practice on Publishing Pursuant to Section 51 of the Freedom of Information Law, 2007.
- Government Use of E-mail (Administrative Circular No. 2 of 2006)*
- Records Management Checklist for FOI and e-Government* – key RM tools required by public authorities to meet their legislative requirements and support the use of new technology
- Records Management Policy for the Cayman Islands Government
- Creation, Maintenance and Disposal Records Management Standard
- Guidelines
 - Destruction of Public Records
- Implementing the Financial Management File Plan and Disposal Schedule: An Explanatory Document*
- Implementing the Human Resources Management File Plan and Disposal Schedule: An Explanatory Document*
- Implementing the Buildings, Equipment and Vehicles Management File Plan and Disposal Schedule: An Explanatory Document*
- RM Mapping Tool Template*
- Preservation Survey: Digital materials creation and use in public agencies

*Accessible online at www.cina.gov.ky

Preservation Management

- The Cayman Islands National Archive Micrographics Programme – policy and procedures manual for the micrographics programme.
- Preservation Copying Policy (D)
- Mould Remediation
(D) – in draft form, not accessible until approved.

LISTS & REGISTERS

List of Public Authorities

The National Archive maintains a list of public authorities, responsible for managing records in accordance with the *National Archive and Public Records Law*, and responding to requests under the *Freedom of Information Law*. The List of Public Authorities can be viewed on the CINA's FOI website www.cina.gov.ky or by contacting Tammi Selzer, Information Manager at foi.cna@gov.ky or on +1-345-949-9809.

FOI Disclosure Log

Request Number	Request Details	Outcome
22934	Applicant was interested in the costs for CINA training developed for FOI Implementation	Granted in Full
27777	1) A comprehensive itemized list of your CINA's actual expenses for the Budget year ending June 2009 and the Budget year ending June 2008. 2) The total number of paid consultants on contract with CINA.	Granted in Full

Registers

Fixed Asset Register 2011/12 – accessible at Reception Desk.

OUR SERVICES

Following is a list of the forms, newsletters, bulletins, databases, documents, finding aids, guidance notes that provide detailed information about the services offered and activities carried out by CINA, to fulfill its three high-level functions and responsibilities.

All documents are accessible by visiting CINA's Reception Desk, (RR) and/or via email at foi.cna.@gov.ky, unless otherwise noted.

Archive Management

NB. * Accessible online at www.cina.gov.ky

Fee Schedules

- National Archive Publications: Retail and Student Price List (CI\$)*
- Reproduction Fees CI\$* and US\$ banks drafts – for photographs, audio-visual records, photocopies and microform.

Forms – For Public Use

- Application for Reader's Tickets* and Reader's Ticket – application and ticket to access CINA's Historical Collections; accessible in Reading Room
- Donation Agreement - agreement between CINA and private donors concerning donations into Historical Collection
- Reproduction Request Form - work order request form for copies of all records from CINA's Historical Collections; including photocopies, photographs, audiovisual, microfiche, etc.
- Photographic Publication Request Form* - application to publish photographic records & manage usage of images obtained from CINA's Photographic Collections; accessible in Reading Room
- Photographic Disclaimer labels – labels restricting further reproduction; provided with all photographic print orders
- Audiovisual Publication Request Form

Forms – Internal Use

- Accession Information Sheet - records detailed information of private donations upon receipt
- Microfiche Sale Log - records sale of microfiche
- Microfiche Order - order form to replenish microfiche stock for sale
- CINA Photographic Order Forms - work order forms for the reproduction of archival records, as follows
 - Photographic Order Form
 - Audiovisual Order Form
 - Photographic Order Form for Textual Materials
- CINA Transfer Form – for transferring Government records to CINA Historical Collections

Databases – For Public Use

- Class Description Database – links to Guide to Records Copied from The National Archives (England & Wales)
- Guide to Records Copied from The National Archives (England & Wales) - a catalogue describing copied information pertaining to the Cayman Islands
- Index to Laws 1865-1962 - a catalogue indexing CI Laws in CINA's Historical Collection
- Marriage Registrations - a catalogue listing the microfiche reference numbers of Marriage Registrations according to Marriage Officers, districts and dates
- Moving Image - a catalogue describing CINA's film (reel-to-reel, VHS and DVD collection)
- Newstar - a catalogue summarising the main articles Newstar magazines
- Nor'wester - a catalogue summarising the articles in the Nor'wester magazines
- Oral History - a catalogue summarising oral history interviews
- Published Moving Images – links to Moving Image
- Photographic Collections - a catalogue of CINA's Photographic Collections for public access only (copy)

Databases – Internal Use

- Accession Register - a catalogue briefly describing privately donated materials
- 2012-2013 Archival Acquisitions - statistical log of materials acquired into the Historical Collection of the Cayman Islands

- Central Registry - a catalogue describing Government's historical documentary pre-1980's
- Commissioner's Correspondence - a descriptive catalogue of letters to and from the Commissioners of the Cayman Islands
- Government Publications Listing - a catalogue listing published and non-published material from public authorities
- Government Notices - a catalogue indexing public notification of events by the CI Government; precursor to the Gazette
- Image - a catalogue of CINA's Photographic Collections
- Index to Collections - a catalogue indexing CINA's private Collections numerically
- Legislative Assembly Sound Recordings - a catalogue listing sound recordings from the Legislative Assembly meetings
- Maps - a catalogue describing CINA's Maps collection
- 2012-2013 Potential Acquisitions Log (D) – a descriptive and statistical log of potential materials that may be acquired into the Historical Collections
- Reference Library - a catalogue listing one-off publications relating to the Cayman Islands and the Caribbean
- Reference Library – Serials - a catalogue listing newspapers, magazines, journals, newsletters of the Cayman Islands primarily and the Caribbean
- 2012-2013 Reference Log - a statistical log of inquiries pertaining to access to historical information
- Shelf - an obsolete location listing of CINA's Historical Collections
- Staff Library - a catalogue of staff reference material

Electronic Finding Aids - For Public Use (PDF and Microsoft Word files; printed copies also available)

- Alphabetical Index to Laws 1865-1962 - alphabetical listing of Cayman Islands Laws found in CINA's Reference Library
- Birth Index – Microsoft Word files (also available on Microfiche) - partial alphabetical listing by district of birth registrations (also available by numerical certificate listing)
- Cayman Brac Cemeteries Index
- Chronological Index to Laws 1865-1962 - chronological listing of Cayman Islands Laws found in CINA's Reference Library
- Genealogical Records on Microfiche Available for Sale
- Grand Cayman Cemeteries Index
- Nor'wester - searchable electronic copies of Nor'wester magazine
- Summary of Public Recorder's Records 1778-1953

Electronic Finding Aids – Internal Use (Microsoft Word and Excel files; printed copies also available)

- Funeral Programmes - alphabetical listing
- Marriage Programmes - alphabetical listing
- Microfiche Collection by Holdings - a listing according to historical records of information available on microfiche
- National Trust Historic Site Inventory - detailed inventory of buildings (pre-1950) or sites recognized as having historical significance
 - Copy Negative Listing - a listing of inventory images
 - File List - a listing of historical sites in the Cayman Islands by district
- Oral History Narrators listing

Printed Finding Aids – For Public Use

- An Annotated Bibliography: The Presbyterian Church in the Cayman Islands - summary of copies of published sources from cultural institutions in Scotland
- Catalogue of Jamaica Original Correspondence 1831-1835 - a listing of copies of records from Jamaica relating to the Cayman Islands
- Catalogue of Memory Bank¹ Tapes (to March 17, 2005) - listing of narrators, (persons interviewed) district, interviewer, date of interview and main subjects.
- CINA. Oral History Programme: Narrator List to June 2008 - listing of narrators by district.
- Guide to Moving Images - a descriptive list of CINA's film (reel-to-reel, VHS and DVD) collection
- Guide to Records Copied from The National Archives (England & Wales)
- Index to Government Notices - catalogue indexing public notification of events by the CI Government; precursor to the Gazette
- Index to Laws - listing of all Cayman Islands Laws in the Reference Library
- Index to *Notes on the History of the Cayman Islands* by George S. S. Hirst – a name, subject and place index to the titled book
- Inventory to Selected Manuscripts of the Presbyterian Church in The Cayman Islands – summary of manuscript copies from cultural institutions in Scotland.
- Memory Bank¹ Glossary of Unfamiliar/Dialect Words as Used in Memory Bank Interviews: A work in progress

Printed Finding Aids – Internal Use

- National Trust Historic Site Inventory
 - Copy Negative Listing
 - File List
- Vertical Files - a list of the subject headings for the Vertical Files – miscellaneous information relating to the Cayman Islands donated by the public

Brochures, Pamphlets, Journals

- Genealogical Records: An aid to locating your ancestors - briefly describes the main genealogical records in the Historical Collections
- Our Nation's Memory: Preserving Today for Tomorrow - a synopsis of CINA, briefly describing the main functions
- CINA Vanguard Journal

Oral History Forms – Internal Use

- Interview Inventory - list of interviews by year includes reference code
- Narrator Agreement - agreement between CINA and interviewee
- Preservation of Tapes Removal - tracks movement of audio carriers during preservation work
- Transcribers Agreement - agreement between CINA and staff employed as transcribers transcribe oral history interviews
- Transcribing Record - records the progress of editing work on transcripts
- Videographer Agreement - agreement between CINA and staff employed to video oral history interviews
- Volunteer Work Sheet - records removal and return of oral history material
- Working Copy Removal - tracks movement of transcripts during editing process

¹ Renamed Oral History Programme

Government Records Management (RM)

All documents are accessible by visiting CINA's Reception Desk, (RR) and/or via email at recordscentre@gov.ky, unless otherwise noted as * which denotes that it is accessible online at www.cina.gov.ky

Forms – For Public Authorities

- File Plan and Disposal Schedule Template – used by Public Authorities to create their file plan and disposal schedule
- Proof of Destruction Form – to document the destruction of records that have passed their minimum retention period, as set out in the disposal schedule
- Records Management System (RMS) User Manual – a manual for all Records Officers in public authorities in using RMS, an electronic system for tracking the lifespan of government records
- Request for New RMS Username – Records Management System
- Using RMS – Registration Form (for staff of public authorities to register to attend CINA training session entitled “Using RMS”)
- Transfer Form – Template (template form for transferring records between Ministries)
- Transfer Form - Example (completed example)

Forms – Internal Use

- Verification Worksheet for Operational File Plan and Disposal Schedule - checklist

Databases – Internal Use

- Public Sector Provenance Database – historical and current information on the administrative structure of all public authorities
- 2012-2013 RM and RMS Inquiries Log – a statistical log of inquiries pertaining to RM and RMS
- Transfer Database – a descriptive summary of non-system (RMS) records obtained from public authorities

Tools – For Public Authorities

- General Guidance on the Migration of Records as Part of a Policy for the Disposal of Electronic Data Storage Containers
- Guidance on Implementing Email Policy*
- Guidance for Managing Electronic Records
- Managing Records During Administrative Change
- Records Management Bulletins*
- Records Management Glossary

Preservation Management

Forms – Internal Use

- CINA Preservation Site Visit Report template

Databases – Internal Use

- Conservation Treatment Database – records invasive/non-invasive treatment carried out on documents
- 2012-2013 Micrographics Stats Database – records the production of microfiche
- 2012-2013 Preservation Photographic Stats – records the production of photographic orders and scanning projects



Official Weather Source
of the Cayman Islands



Cayman Islands National Weather Service FOI Publication Scheme

CONTENTS:

1. **About the Publication Scheme**
2. **Information That May Be Withheld**
3. **Methods of Access**
4. **Fees and Charges**
5. **Complaints**
6. **Categories of Information**
 - About Us
 - About the Organization and Its functions
 - Weather Observations
 - Terminal Aerodrome Forecast (TAF)
 - Public Forecast and National Warnings
 - Pilot Briefings
 - Public Relations & Outreach
 - Relevant Global Issues
 - Strategic Planning & Policy Advice
 - Educational Research & Technological Advancement
7. **Laws and Other Helpful Information**

1. **About the Publication Scheme**

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Cayman Islands National Weather Service to allow the public information that is available to the public as part of its normal business activities.

The Cayman Islands National Weather Service will:

- specify the information held by the authority, which falls within the seven (7) categories below;

- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- Regularly review and update the information made available under this scheme.

2. Information That May Be Withheld

The Cayman Islands National Weather Service will generally not publish:

- information that is not held by the CINWS, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage;
- Information which is exempt under the FOI Law or otherwise protected from disclosure – for example: personal information; commercially sensitive information; and information that would prejudice the effective conduct of public affairs. Records containing exempt matter will be published in a redacted form, where ever it is practical to do so, indicating which exemptions apply;

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, or harm the CINWS customer's commercial interests.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of Access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on this website and can be downloaded in PDF format from www.weather.ky. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If you are still having trouble locating information listed under our scheme, please contact us by email at foi.met@gov.ky or Shakira Gregory at Shakira.Gregory@gov.ky.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at **foi.nws@gov.ky** to request information. Please provide a telephone number so that we may contact if further details are required in order to provide the FOI request.

Phone

Documents listed in the publication scheme can be requested by telephone. Please call Information Manager Designate Kerry Powery or Information Manager Shakira Gregory (345) 945-5773 to request information.

Post

Information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to the Information Manager at our mailing address:

P. O. Box 10022
Grand Cayman, KY1-1001
Cayman Islands

In your request, please provide a name and address, full details of the information or documents you would like to receive. A telephone number can be provided so that if necessary, clarification of the request could be rectified.

Appointments

Appointments are to be made to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Where a request for inspection of records under the Freedom of Information (FOI) Law has been made, the Department's Information Manager Designate or Information Manager will liaise with the requester to arrange a suitable inspection date and time (in accordance with FOI legislation) at the CINWS.

Physical Address:

General Aviation Terminal
Owen Roberts Drive
Building # 88A
Grand Cayman
Cayman Islands

Advice and Assistance

If you experience any difficulty identifying the information you want to access, please contact Information Manager Designate Kerry Powery via email at kerry.powery@gov.ky or Information Manager Shakira Gregory via email at Shakira.gregory@gov.ky or at (345) 945-5773.

<u>Section or Unit</u>	<u>Contact</u>
Forecasters	(345) 945-5773
Observers	(345) 949-4528

The CINWS will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required.

4. Fees and Charges

For the delivery of daily forecast to a specific fax number or email (s), 1 year of service - \$200.00KYD.

For the preparation and delivery of Meteorological data or reports of a specific nature/ Cost is estimated based on type of request.

FREEDOM OF INFORMATION APPLICATION FEES

Schedule 3 (Regulation 14) of the Freedom of Information (General) Regulations, 2008
(Fees are to be tabulated by the Information Manager or Chief Meteorologist)

This Schedule prescribes the fees for standard formats, which shall be supported (as applicable) by all public authorities providing copies of records under the Freedom of Information Law.

Copies may be made available in non-standard formats, at a price to be determined by the public authority, not exceeding the actual material and labour costs incurred to produce the copy.

1. Photocopy:

- (a) Black and white copy (all sizes) - \$1.00 per page;
- (b) Color copy (all sizes) - \$1.50 per page.

2. Photographs:

- (a) Black and white / colour (digital photographic print from digital file, scanned hardcopy or existing negative);
 - (i) 8 ½ x 11 (or smaller) - \$5.00;
 - (ii) 8 ½ x 14 - \$7.50;
 - (iii) 11 x 17 - \$10.00;

3. Conversion of an analogue audio or video record (e.g. tape or reel-to-reel) into digital MP3 or DivX file format: an amount that does not exceed the actual costs incurred by the authority, based on hourly rates of staff undertaking the conversion, plus the purchase cost of any carrier medium (compact disc or DVD).

4. Microfilm duplication 35 mm (\$ 1, 500.00 per roll of 1, 000 ft microfilm; minimum order of 10ft at a cost of \$ 150.00. Microfilm duplication 16 mm (\$380.00 per roll of 100 ft microfilm. A minimum order of 10ft at a cost of \$ 38.00. Microfilm print-out Black and white copy (all sizes) - \$1.00 per page.
5. Transcripts - an amount that does not exceed the actual costs incurred by the authority, based on hourly rates of staff undertaking the transcription.
6. Conversion of a microfilm record into digital JPEG file format: an amount that does not exceed the actual costs incurred by the authority, based on hourly rates of staff undertaking the conversion, plus the purchase cost of any carrier medium (compact disc or DVD).
7. Blue print reproduction (\$3.00 per sheet).
8. Maps and plans (\$5.00 per page).
9. Print-out of a digital document or database report Black and White copy (all sizes) - \$1.00 per page.
10. Provision of a digital record (text or image) in standard PDF, JPEG or TIF file format:
(a) by email -no charge;
(b) on compact disc or DVD - \$2.00.
11. Conversion of a paper record (text or image) into digital PDF, JPEG or TIF file format: the actual costs incurred by the authority, based on hourly rates of staff undertaking the conversion, plus the purchase cost of any carrier medium (compact disc or DVD).
12. Digital text files converted to audio formats for visually impaired the actual costs incurred by the Computer Services Department, based on hourly rates of staff undertaking the conversion, plus the purchase cost of any carrier medium.
13. Posting of record: Where access to the record to which the request relates is to be given in the form of the provision of a copy of the record and the copy provided is, at the request of the applicant, to be sent by post or courier, a charge in respect of the posting or delivery of the copy not exceeding the actual cost of post or delivery.
14. Shipping cost (actual cost of shipping method chosen by applicant and a preparation charge of \$20.00).
15. Expedited service: \$ 50.00 payable on making the application.

For more on Fee Structures please see 'Section 4. Fees and Charges' above.

5. Complaints

The CINWS aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to make an official complaint about any aspect of this publication scheme, please contact the Cayman Islands National Weather Service by any of our contact information listed. The complaint would be acknowledged in and revised. Complaints will be expeditiously resolved.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 1375,
Grand Cayman, KY1-1108,
CAYMAN ISLANDS
Telephone: +1 345 747 5402
Email: appeals@ico.gov.ky

6. **Categories of Information**

- About Us
- About the Organization and Its Functions
- Weather Observations
- Terminal Aerodrome Forecast (TAF)
- Public Forecast and National Warnings
- Pilot Briefings
- Public Relations (Public Education & Outreach)
- Relevant Global Issues
- Strategic Planning & Policy Advice

About US

The Cayman Islands National Weather Service is recognized as the authority for all weather, climate, seismic and other meteorological matters in the Cayman Islands.

Name of Public Authority

Cayman Islands National Weather Service

Ministry

Ministry of District Administration, Works, Lands, and Agriculture

Principle Officer [or Key staff]

Fred Sambula (Director General) Tel. 345-943-7070 Ext 5828

John Tibbetts (Chief Meteorologist) Tel. 345-945-5773

Information Manager

Information Manager: Shakira Gregory (shakira.gregory@gov.ky); 345-945-5773

Information Manager Designate: Kerry Powery (Kerry.power@gov.ky); 345-945-5773)

Freedom of Information (FOI) matters from the FOI Unit's website at www.foi.gov.ky

About the Organisation and Its Functions

In June 1997 what was the Met Department under the Cayman Islands Airport Authority became the official agency responsible for issuing hurricane and severe weather warnings for the Cayman Islands, a task that was formerly performed by the Jamaican National Meteorological Service. In December 1997 the then Meteorological Department became responsible for providing forecast and weather warnings for the Cayman Island under the WMO (World Meteorological Organization) World Area Forecast System.

The Cayman Islands National Weather Service (CINWS) became an official Government Department, in the Ministry of DAWL&A, as of June 1st 2010.

Supported by the National Weather service Law, 2010, "Section 3 (1) The Cayman Islands National Weather Service shall be recognized as the authority for all weather, climate, seismic and other meteorological matters in the Islands."

Along the theme of this legislation, the CINWS Vision is: "To Be Cayman's Calm Voice of Authority and Source of the Most Reliable Information for our Daily Activities as well as for Planning, Preparation & Protection during Climate & Weather Related Threats."

The Mission therefore states: "The Cayman Islands National Weather Service (CINWS) is involved in a four-fold mission: monitoring; research; service provision and international cooperation.

WE ARE OBLIGATED TO:

- Observe, understand and predict the weather and climate of the Cayman Islands.
- Provide Meteorological, Seismic and related services in support of national and international obligations"

Weather Observations

Weather observers of the CINWS take hourly weather observations for the creation, recording and archiving of Meteorological Aviation Reports, to prescribed International Standards of the World Meteorological Organization (WMO) & the International Civil Aviation Organization (ICAO), from 6 a.m. until 10 p.m. at the Owen Roberts International Airport, GAT Terminal. Similarly, weather observations are taken from 7 a.m. through 7 p.m. at the Charles Kirkconnell International Airport in Cayman Brac by qualified aeronautical observers from the Cayman Islands Airports Authority. The CINWS office in Grand Cayman oversees all weather observations in Cayman Brac for quality control. The reports are transmitted worldwide via the

WMO Global Telecommunications Network. Additionally, during these times, special observations are taken as needed. These observations are critical to the operation of aviation, but are also used by other socio-economic sectors nationally & internationally.

Terminal Aerodrome Forecast (TAF)

The weather forecasters of the National Weather Service produce 24 hour aviation forecasts 4 times per day for both the Owen Roberts International Airport and the Gerrard Smith Airport. These forecasts fulfill international obligations of our standard and recommended practices, as dictated by ICAO & WMO, and are critical to safety and security of aviation coming to and going from the Cayman Islands.

Public Forecast & National Warnings

The National Weather Service produces 24 hour public forecasts 3 times per day for the entire Cayman Islands. These public forecasts are disseminated to the media for public consumption and to some paying customers who require this information for daily planning of their activities, which start long before the times of release of weather reports by the media. In addition the Cayman Islands National Website maintains two websites that are updated daily.

- Visit www.weather.ky or www.gov.ky

As soon as they are updated, weather forecasts are immediately converted from text to speech for broadcast on the weather radio at 107.9 FM.

In the area of disaster preparedness and warnings, the CINWS is the official authority that advises the government in collaboration with Hazard Management, Cayman Islands (HMCI), on times for issuing watches and warnings for hydro-meteorological hazards such as Tropical Cyclones, Tsunamis and other Climate related disasters. As such, the CINWS plays a major role in contributing to policy formation and implementation in the areas of Disaster Risk Reduction and Disaster Risk Management.

Pilot's Briefing

The staff of the National Weather Service provides pilots with meteorological information critical when traveling to and from the Cayman Islands. The briefings include weather conditions at the local airports in the Cayman Islands, weather conditions along their routes to their destinations and weather conditions at their destinations.

Public Relations & Outreach

The United Kingdom Meteorological Office donated a Lightning Detection System to the Cayman Islands National Weather Service. A representative from their office visited Grand Cayman March 16-23, 2011 to install the equipment. The United Kingdom Meteorological

Office is working with the Cayman Islands National Weather Service in determining the best way to transmit the output to the Cayman Islands.

The ongoing EU funded Radar project is in the last stages with the construction of the radar building complete. Experts from the radar manufacturer are now in the process of installing the radar.

Schools located in Grand Cayman visit our office several times a year to learn about the weather service.

Relevant Global Issues

Many new global developments are going to impact the CINWS as well as all National Weather Services in the region through the next few years of the 21st century. These developments will include the following:

1. Quality Management (QMS) – The International Civil Aviation Organization (ICAO) in collaboration with the WMO will require that all National Weather Service's implement a Quality Management System that will be regularly audited from November, 2012. WMO Congress XVI, in June, 2011 recalled the working arrangements between WMO and ICAO which recognize the ICAO Council as the decision-making body on the requirement for meteorological services for international civil air navigation. Consistent with these arrangements, all meteorological service providers are required to implement a recognized quality management system as a Standard with applicability date of 15 November 2012, and the recommendation is to obtain a certification according to the ISO 9001:2008 Standard for Quality Management Systems (QMS).
2. Competency - Congress was informed that the WMO Executive Council (EC-LXII, June 2010) had approved the inclusion of Competence Standards for Aviation Meteorological Forecasting and Observing Personnel. The Standards were developed and endorsed by the WMO Commission for Aeronautical Meteorology (CAeM) and respond directly to the requirement listed in ICAO Annex 3, paragraph 2.1.5, which states "Each contracting State shall ensure that the designated meteorological authority complies with the requirements of the World Meteorological Organization in respect of qualifications and training of meteorological personnel providing service for international air navigation". Congress thus endorsed the relevant text in Resolution 11.6/1 (Cg-XVI), while some Members noted that on a national level they required a university degree as entry level qualification, and encouraged Members to follow this example.
3. Doppler Weather Radar – The EU funded Radar Project for the Cayman Islands will play an important role within our Early Warning System for the protection of life, property and livelihoods. In addition, this tool will also play a major role in the areas of Disaster Risk Reduction (DRR) and Disaster Risk Management (DRM). The long-term objective of the our DRR Programme will be to contribute to the strengthening of institutional

capacities with respect to the provision of meteorological, hydrological and climate services and cooperation in supporting disaster risk assessment, risk reduction and risk transfer for the protection of lives, livelihoods and property, and contributing to policy formulation and implementation for sustainable development.

4. 24/7 operations - Ultimately, the mission of any weather service is continuous monitoring & observation of the environment. Thus National Meteorological & Hydro-meteorological Services are required, by International Agreement, to run 24/7 operations. Under the CINWS law, we are responsible for climate, weather, water and geophysical monitoring and observations.

Strategic Planning & Policy Advice

The role of our NWS is to provide sound, timely, scientific, weather & climate information to key social & economic sectors as well as to national policy makers. Therefore, in its strategic planning, the CINWS is obligated to develop its human resources as well as to acquire relevant and adequate financial and infrastructural resources that will facilitate excellent service delivery, to customers, through the development of products and services that enable:

- a) Development of strategies that will guarantee enhanced quality of life of Citizens
- b) Protection of lives & livelihoods during threats from hydro-meteorological disasters
- c) Development & Implementation of Policy that seeks to ensure long-term sustainable development
- d) Participation in the Global Frame Work for Climate Services (GFCS) to deliver climate forecasts and services that will enable medium to long-term planning in areas such as food production, water resource management, transportation, tourism and energy production etc.

Educational Research and Technological Advancement

The fast pace of knowledge & technology evolution, within the field of meteorology, dictates that personnel should be continuously exposed to the latest advances in educational research and technologies that will serve to further enhance our national operations. The Cayman Islands National Weather Service will continue to monitor; research and deliver a sound service to the Cayman Islands in cooperation with the international standards.

7. Laws and Other Helpful Information

Supplement No. 6 published with Gazette No. 16 dated 2nd of August, 2010.
THE NATIONAL WEATHER SERVICE LAW, 2010
(LAW 26 OF 2010)

Financial Management

- Public Management and Finance Law (2005 Revision) and Regulations (2010 Revision)
- Annual Salary Scale for Salaried Staff (September 1, 2012)

Administration & Human Resource Management

- Public Service Management Law (2011 Revision) Complete set of laws for Cayman Islands Civil Service and Personnel Regulations (2011 Revision)
- Schedule One of the Personnel Regulations: A document describing Employment Terms and conditions (2011 Revision)
- Public Servant Code of Conduct Code of Conduct for Civil Servants 05-Dec-2007

Records Management

- Chief Secretary's Code of Practice on Record Management
- Freedom of Information Law 2007
- National Archive and Public Records Law (2010 Revision)

See Website: www.weather.ky or visit our office during normal working hours.

FOI: Disclosure Log

This is a web page that contains a **disclosure log** detailing all the CINWS FOI requests, including outcomes. If you have any questions about this material please contact the CINWS FOI Information Manager.

Jade is the FOI decision and correspondence database which allows for the processing and documenting of FOI applications and is therefore not public information except where allowable under the FOI Law.

FOI applications forms can be found on www.weather.ky or at the Cayman Islands National Weather Service.

Helpful Links:

<http://www.weather.ky/>

http://www.foi.gov.ky/portal/page?_pageid=3481,1&_dad=portal&_schema=PORTAL

<http://www.infocomm.ky/>

http://www.gov.ky/portal/page?_pageid=1142,1&_dad=portal&_schema=PORTAL

<http://gov.ky/services/public-relations-and-marketing/releases>

http://www.pocs.gov.ky/portal/page?_pageid=2721,1&_dad=portal&_schema=PORTAL



Lands & Survey Department

Publication Scheme

Produced in accordance with the Deputy Governor's Code of Practice

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2. Information that may be withheld
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 - About Us
 - Strategic Management
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 - Policies & Procedures
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1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Lands & Survey Department to making information available to the public as part of its normal business activities.

The Lands & Survey Department will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;

- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public; and
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The Lands & Survey Department will generally not publish:

- information in draft form;
- information that is not held by the Lands & Survey Department or which has been disposed of in accordance with a legally authorized disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, wherever it is practical to do so, indicating which exemptions apply.
- Information that is sold on a commercial basis as part of the Department's business operations

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Lands & Survey Department's (or another organization's) commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on www.caymanlandinfo.ky and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility. If you are still having trouble locating information listed under our scheme, please contact us on +1 345 244 6642 or Caymanlandinfo@gov.ky

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.lsu@gov.ky or landsurv.info@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call +1 345 244 3420 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy (for a fee). Requests may be addressed to:

The Director
Lands & Survey Department
PO Box 120
Grand Cayman
KY1-9000
Cayman Islands

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact us on +1 345 244 3420.

The Lands & Survey Department will adhere to its obligations under section 10 of the FOI Law and any requirements relating to disability or discrimination when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Lands & Survey Department is legally required to translate any information it will do so.

In certain circumstances published information may only be available for viewing in-person. Inspection rooms are available during the operating hours of our counter service, 9.30am-4pm on business days.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Lands & Survey Department strives to ensure that fees and charges are clearly explained and kept to a minimum.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

There are some publications which the Lands & Survey Department offers for sale. These publications are charged at the price indicated in Appendix 1, plus actual postage costs as charged by the Cayman Islands Postal Service.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (color; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The Lands & Survey Department will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *Section 7: Categories of information*.

5. Requests for information outside the Publication Scheme

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Lands & Survey Department has received your payment.

Information held by the Lands & Survey Department that is not published under this scheme can be requested in writing by letter, by email to foi.lsu@gov.ky or completion on an FOI Request Form. Your request will be considered in accordance with the provisions of the FOI Law.

6. Complaints

The Lands & Survey Department aims to make our publication scheme easy to use and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme please contact the Information Manager and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from our leaflet 'Providing Feedback', or on our website.

You have legal rights to access information under the Freedom of Information Law and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 1375
Grand Cayman KY1-1108
Cayman Islands
Telephone: +1 345 747 5402
Email: appeals@ico.gov.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Name of Public Authority

Lands & Survey Department

Ministry

Ministry of District Administration, Works, Lands & Agriculture (DAWLA)

Principle officers

Permanent Secretary/Chief Officer, Ministry of District Administration, Works, Lands & Agriculture Alan Jones, MRICS

Acting Director, Lands & Survey Department – Rupert Vasquez, MRICS

Deputy Director, Lands & Survey Department – Rupert Vasquez MRICS

Chief Surveyor - Rupert Vasquez MRICS

Chief Valuation Officer - Jon Hall MRICS

Registrar of Lands - Rupert Vasquez MRICS

Information Manager

Mr Uche Obi, FRICS

uche.obi@gov.ky

Tel: +1 345 244-3558

Fax: +1 345 949-2187

Miss Judith Witter (Deputy)

Judith.witter@gov.ky

Tel: +1 345 244-3416

Fax: +1 345 949-2187

Mr Rupert Vasquez (Second Deputy)

Rupert.vasquez@gov.ky

Tel: +1 345 244-3419

Fax: +1 345 949-2187

Organization and functions

The Lands & Survey Department is part of the Ministry of District Administration, Works, Lands and Agriculture in the Cayman Islands Government. It comprises several sections linked by a common dealing and involvement in land and is staffed by over 60 people.

Finance & Administration

The Administration & Finance Section provides administrative and financial support for all the other sections including Survey, Valuation & Estates, Land Registry and GIS.

- **Receptionist Duties** - Provides daily receptionist and customer service duties. We are committed to providing our customers with an exceptional customer service experience during visits to our offices to conduct business.
- **Administrative Sub-section** - Provides prompt administrative duties for Lands & Survey Sections, thus providing them quality time to research, develop and market new and innovative products to the public.
- **Finance Section** - Provides essential services to ensure that all financial businesses are completed, including the daily collection of registry fees, document fees, and payment for myriad products, documents and services as well as daily lodgments.

Collating and reporting of daily, monthly, quarterly and annual financials are submitted and disseminated to The Director, Heads of Section, Chief Financial Officer (CFO), Budget

Management Unit (BMU) and the Legislative Assembly to assist them in making informed and effective decisions.

GIS Development & Production

The GIS Section comprises two teams of trained GIS professionals with combined expertise in analysis, programming, database administration, cartography, application development and data maintenance.

The GIS Development team is responsible for developing new and innovative methods for delivering the department's GIS and data services to government and the private sector. The team builds GIS, land information systems and information technology-related solutions, tools, services and applications for both web and desktop environments.

Underpinning the day-to-day work of the department, the GIS Production team maintains the wide array of databases necessary for map production and database query. One of the key roles performed is parcel database maintenance based on daily input from the Land Registry. The database comprises over 27,000 parcels and undergoes constant updates and edits to ensure that the latest land information is always available for map products, registry document services and data-driven applications.

The GIS Section offers many products and services, including:

- Creation and maintenance of the National GIS for the Cayman Islands
- Delivery of interactive mapping, data and document services via the web
- Producing standard and customized cartography
- Programming customized GIS & Land Information software
- Consultancy for a variety of clients to leverage GIS for their individual needs
- Listing parcels and owners for planning applications
- Street address location
- Modeling hurricane storm surge data used in evaluating potential flood zones
- Spatial data creation, manipulation and maintenance for the public and private sectors
- GIS training

Land Registry

The Cayman Islands Land Registry records the details of all land ownership information in the Cayman Islands. The Registrar of Lands, Mr Rupert Vasquez is responsible for the maintenance of Land Registers and Registry Maps, both of which are governed by the Registered Land Law, Registered Land Rules, and Registered Land Regulations. All Land Registers and associated documents are public records, allowing full transparency in the ownership transactions. Viewing and printing of Land Registers and Registry Map information together with the inspection of parcel files all attract a statutory fee.

In addition to the Registration of land transactions, the Land Registry also undertakes the following services, for which a fee may be payable:

- Provision of Land Registry information to the general public, including copies of the Land Register and Registry Maps, and supporting documentation;
- Maintenance of an Application Book of all documents presented for Registration;
- Maintenance of an Index of Owners, allowing for the public to establish the properties owned by a particular person or entity;

- Maintenance of a Register of Powers of Attorneys appointed to act in property transactions;
- Maintenance of a Strata Plan Registry, including the By-Laws (if any) of a Strata;
- Issuance of Land and Lease Certificates (now broadly obsolete);
- Preparation and Witnessing of Land Registration Documentation.

Lands Office (Cayman Brac)

The Lands & Survey Department has a satellite office on Cayman Brac, staffed with a Land Registry Officer and a land survey team. This office provides Land Registry and surveying services for Cayman Brac and Little Cayman. Surveys for the private sector are also undertaken in the Sister Islands on a normal fee basis.

Survey

The Chief Surveyor heads the Survey Section and holds statutory powers that empower him to direct, supervise and control all surveys, including the authentication of legal cadastral surveys. He regulates the land surveying practice and is the authority for the preparation and publication of the official maps of the Cayman Islands.

Cadastral surveying is the process of mapping property boundaries to provide an unambiguous definition of the parcel extent and to maintain the Registry Maps. A legal requirement in the registration process, they can only be undertaken by Licensed Land Surveyors and Government Surveyors in accordance with the Land Surveyors Law and Land Survey Regulations for the purposes of the Registered Land Law.

In addition to legal surveys, the Survey Section carries out other types of surveys such as: Control Densification, Topographical, Engineering, Road, Volumetric and Hydrographic. The Cayman Islands is a coordinate-based, not a measurement-based system. Technological advancement in survey instrumentation, computer processing power and software developments have effectively positioned the Department as a leader in surveying expertise and consultancy.

Valuation & Estates Office

The Valuation & Estates Office (VEO) provides a comprehensive range of professional valuation and real estate services to Government. It comprises a small professional team of Chartered (Valuation) Surveyors who are members of the Royal Institution of Chartered Surveyors (RICS).

The VEO undertakes the following functions:

- **Stamp Duty** - The assessment and adjudication of land and buildings for Stamp Duty purposes under the Stamp Duty Law and Land Holding Companies Share Transfer Tax Law.
- **Valuation** - All valuations on behalf of CIG, the acquisition or disposal of property under The Governor (Vesting of Lands) Law & The Lands Acquisition Act, or for accounting purposes.
- **Compulsory Acquisition & Compensation** - The VEO, acting as agent for the National Roads Authority, provides compensation estimates for road schemes. In accordance with the Provisions of the Roads Law (2005 Revision), the VEO negotiates and settles claims with land owners affected by new road schemes.
- **Acquisition of Property and Leases** - The VEO acquires land and buildings for the government by way of negotiated agreement and also procures all rented accommodation for government departments.

- **Disposal and Letting of Crown Land** - All Crown property that is surplus to government requirements is sold or let by the VEO to the private sector.
- **Management** - The VEO manages the Crown Estate of owned and leased properties, carrying out lease renewals and rent reviews for other government departments, Ministries & Portfolios and deals with licenses, rights of way & easements.
- **General Property Advice** - The VEO is responsible for providing general professional property advice to Government Departments, the Statutory Authorities, Ministries and Portfolios.

Contact Information

Mail:	PO Box 120 Grand Cayman KY1-9000 Cayman Islands	
Phone:	+1 (345) 244 3420	
Fax:	+1 (345) 949 2187	
Department E-mails:	General Enquiries Land Registry Survey Valuation & Estates Office Mapping/GIS	landsurv.info@gov.ky registry.info@gov.ky survey.info@gov.ky valuation.info@gov.ky mapping.info@gov.ky
Website:	www.caymanlandinfo.ky caymanlandinfo@gov.ky	

Location and hours	Matters handled
<p>Lands & Survey Department Government Administrative Building 133 Elgin Avenue George Town Grand Cayman Cayman Islands</p> <p>Opening Hours: Office 8.30am – 5pm, Monday – Friday</p> <p>Land Registry & Map Counter 9.30am – 4pm, Monday - Friday</p>	All matters
<p>Lands Office District Administration Building Stake Bay Cayman Brac Cayman Islands Opening Hours: Office 8.30am – 5pm, Monday – Friday</p>	Land Registry & Survey. Limited Mapping sales.

Land Registry Counter 9.00am – 4.30pm, Monday - Friday	
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Boards and committees

Land Surveyors Board	Meetings	Minutes
Chairman Rupert Vasquez MRICS Secretary Courtney Young Members Patrick Broderick Snr Kenross Conolly	Meetings held 3-4 times a year, not open to the public.	Not currently available

Frequently asked questions

A full list of Frequently Asked Questions can be found at www.caymanlandinfo.ky.

▪ Can a Company own or lease land/property?

The ownership of Land or Property is permitted subject to restrictions on ownership under the Companies Law.

Land or Property may not be purchased or leased if;

- ⇒ The articles of association for the company (or by right of another law) allow for the issuance of bearer shares, certificates or coupons*
- ⇒ The company is incorporated outside of the Cayman Islands**

* Exempt companies who have never issued bearer shares, certificates or coupons may be exempted from this restriction (and therefore be permitted to purchase/lease land) upon application to the Financial Secretary. The exemption would apply so long as bearer shares, certificates or coupons are not issued.

** Unless the company has registered as a 'Foreign Company' under section 204 of the Companies Law.

If a company is subsequently struck off the Companies Register (for non payment of dues or in breach of other Companies requirements), then property held will be vested (transferred) to the Financial Secretary for the benefit (through sale or management) of the Cayman Islands Government.

▪ How can I find out who owns a property?

If you know the Block and Parcel number of the property, you can obtain ownership information by requesting a copy of the Land Register from our offices, with fees starting from CI \$5.

If you do not know the Block and Parcel number you can identify the property on the Registry Map which is available at our offices. From this a Block and Parcel number can be established, and ownership details can be established as detailed above.

- **How quickly after signing must I submit my documents?**

Documents should be submitted to the Lands & Survey Department immediately after completion of the transaction and no later than 45 days after the date of first signature. If a document has been signed overseas, the 45 day submission period commences when the document is received in the Cayman Islands. Applicants should ensure that proof of arrival of the documentation is retained.

Late Submission penalties will apply for both the payment of Stamp Duty and Registration if submitted late.

- **Is Stamp Duty payable on the amount I have paid for a property or the Market Value?**

Stamp Duty is payable on the higher of the consideration (the amount you pay) or the Market Value. The Lands & Survey Department has a team of experienced Chartered Valuation Surveyors who automatically assess the Market Value of all property sales within the Cayman Islands. Should your property be worth more than you are paying for it one of our Surveyors will contact you to request further information, or notify you of the re-assessment value.

- **My Company is Caymanian owned, will my company benefit from the Stamp Duty discounts & waivers?**

Interests in property held in the name of a Company do not qualify for reduced rates of Stamp Duty, regardless of the ownership of the company.

- **I am a Caymanian first time buyer. Am I entitled to a waiver of Stamp Duty?**

You may qualify for a reduced rate of Stamp Duty, but only when the property is for your first owner-occupied dwelling and providing that the Market Value is below certain CI\$ thresholds. To benefit from the waiver you need to apply to the Financial Secretary's office at the Government Administration Building ?before purchasing the property.

- **The Government has taken part of my land to build a road. Am I entitled to any compensation?**

You will be entitled to compensation, providing any increase in value to the remaining land (attributable to the new road) does not exceed the value of the land taken.

- **Who can claim compensation**

Any person having an interest in any portion of land affected by the Government's intention

- **How do I make a claim for compensation?**

The letter from Lands & Survey sent to your registered address after Gazettement of the requisite plan (Boundary Plan or Prescribed Composite Map) will include two compensation forms. The first form (Part A) is to notify the Lands & Survey Department that you intend to make a claim, and the second (Part B) is to make the actual claim. These forms are also available online on the Road Compensation pages.

- **When can I make a claim**

The Notice of intention to make a claim for compensation (Form A) must be submitted within 90 days from the publication of the Section 3 declaration stating the Government's intention to construct the road.

The claim for compensation (Form B) must be submitted any time after the Section 3 declaration is published but no later than one year after the proposed road is declared as a public road in accordance with the Law.

- **When am I entitled to the compensation**

You are entitled to the compensation once the Governor authorises the commencement of the road construction and the National Roads Authority (NRA) enters the land to begin construction which must be 15 days after the Governor's approval.

Please contact a Valuation Officer at the Lands & Survey Department and we will be pleased to advise you how to obtain professional representation and how to recover reasonable costs.

STRATEGIC MANAGEMENT

Administering the Lands & Survey Department's operations at the organizational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the Department's functions and responsibilities; obtaining legal advice from external sources.

Governance

The following laws govern the Lands & Survey Department. Due to restrictions on reproduction, we are only able to provide electronic links to laws published since 2005. All other laws are available to purchase from the Legislative Assembly.

- Companies Law (2009 Revision)
- Development & Planning Law (2008 Revision)
- Development & Planning Regulations (2006 Revision)s

- Freedom of Information Law (2007)
- Freedom of Information Regulations (2008)
- Government Fees Law (2007 Revision)
- Governor Vesting of Lands Law (2005 Revision)
- Land Acquisition Law (1995 Revision)
- Land Adjudication Law (1997 Revision)
- Land Holding Companies Share Transfer Tax Law (2007 Revision)
- Land Holding Companies Share Transfer Tax Regulations
- Landlord & Tenant Law (1998 Revision)
- Land Surveyors Law (1996 Revision)
- Land Surveyors Regulations (Revised)
- Land Title Settlement Law (1979)
- Limitation Law (1996 Revision)
- Money Laundering Regulations (2008 Revision)
- Prescription Law (1997 Revision)
- Registered Land Law (2004 Revision)
- Registered Land Rules (2003 Revision)
- Residential Tenancies Law (not yet enacted)
- Roads Law (2005 Revision)
- Roads Naming & Numbering Law (1997)
- Roads Regulations (1998 Revision)
- Settled Land Law (1998 Revision)
- Stamp Duty Law (2007 Revision)
- Stamp Duty Regulations (2006 Revision)
- Strata Title Registration Law (2005 Revision)
- Strata Title Registration Regulations (2006 Revision)
- Succession Law (2004 Revision)

Case Law from the Roads Assessment Committee and Grand Court on land related matters is selectivity published on www.caymanlandinfo.ky.

Corporate management

High-level documents that plan and evaluate the work of the Lands & Survey Department

- 2002 Auditor General's Value for Money Report on Road Compensation
- 2003 Internal Audit Report on Stamp Duty on Transfers of Land
- 2006 Internal Audit Follow Up Report (on 2003 Audit)
- Statistics 2006-2012
- PoCS HR Audit 2010
- 2010 Internal Audit of Cash handling

FINANCE & ADMINISTRATION

Administering the Lands & Survey Department's internal functions and managing its resources efficiently and effectively. Includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies.

Financial management

Documents relating to the administration of the Lands & Survey Department's monetary resources – including projected and actual income and expenditure; tendering; procurement; and contracts.

- 2012/2013 departmental budget
- Tenders & recently awarded contracts

Administration

Documents relating to other administrative functions carried out within the Lands & Survey Department – including buildings, equipment & vehicles; communications; human resources; information & technology management.

- Job Vacancies
- Organisational Chart
- Press releases
- Staff pay and grading structures

POLICIES & PROCEDURES

Current written protocols used by the Lands & Survey Department for carrying out functions, activities and delivering services.

General

- Complaints-handling procedure

Land Registry

- Land Registry Procedure Manual (published 2010)

Valuation & Estates Office

- Office Space Benchmarking Policy (2009)
- Procedural Guidelines – Crown Estate Matters; Land Valuation, Acquisition, Compensation, Disposal & Exchange (including Leasing) (2003)
- Stamp Duty Policy – Caymanian Purchasers
- Stamp Duty Policy – Chattels (2006/2009)
- Stamp Duty Policy – Interest on Late Submission (2009)
- Valuation – Lease Extension Guidelines (2006)

LISTS & REGISTERS

Information held in registers required by law and other lists or registers relating to the functions of the Lands & Survey Department.

- Land Register. Fees apply for inspection of the Register.
- Strata Register. Fees apply for inspection of the Register.

- Power of Attorney Register. Fees apply for inspection of the Register.
- Letters of Administration Register. Fees apply for inspection of the Register.
- Licensed Land Surveyors
- 2001 Real Estate Asset Valuation
- FOI disclosure log

OUR SERVICES

This category provides detailed information about the services offered and activities carried out by Lands & Survey, to fulfil its high-level functions and responsibilities.

GIS

- Map Request Form – Buffer Map
- Map Request Form – Custom Map
- Map Request Form – Standard Map
- Services Brochure
- Street Naming – Change Form
- Street Naming – Request Form
- Web Subscriber License Agreement
- Web Subscriber Sign-up Form

Land Registry

- Prescribed Land Registration Forms

Valuation & Estates Office

- Land Holding Companies Share Transfer Tax Return
- Roads Law - Form A - Notice of Intention to Claim Compensation
- Roads Law - Form B – Claim for Compensation
- Roads Law - Guide to compensation
- Roads Law - Roads Assessment Committee Decisions (1984 – 2011)
- Stamp Duty – Application for First Time Caymanian purchasers

Appendix 1 – Schedule of Fees, Services & Duties

Schedule of Fees, Services & Duties

Finance

Type	Sub Type	Amount (CI \$)	Amount (US \$)
Attested copies of Instruments		\$2.00	\$2.44
Certified copies of Instruments		\$2.00	\$2.44
Counterpart copies of Instruments		\$2.00	\$2.44
Deed		\$25.00	\$0.00
Duplicate copies of Instruments		\$2.00	\$2.44
Inventory or Affidavit for Probate		\$0.50	\$0.61
Letters of Administration		\$10.00	\$12.20
Mortgage - Collateral Security		\$30.00	\$36.59
Mortgage - Property	Sum secured of CI \$300,000 or less	1% of sum secured	1% of sum secured
Mortgage - Property	Sum secured of more than CI \$300,000	1.5% of sum secured	1.5% of sum secured
Mortgage – Release / Discharge of Charge		\$50.00	\$60.98
Oath or Administrator, Executor or Witness		\$1.50	\$1.83
Power of Attorney		\$25.00	\$30.49
Probate Letters		\$10.00	\$12.20
Release of Property		\$6.00	\$7.32
Stamp Duty: Mortgage - Vehicle or Boat		1.5% of sum secured	1.5% of sum secured
Withdrawal of Caution		\$50.00	\$60.98

GIS

Type	Sub Type	Amount (CI \$)	Amount (US \$)
1958 Aerial Photography (Digital)	N/A	N/A	N/A
1958 Aerial Photography Copy (9x9 contact print original)	Black and white only	\$30.00	\$36.59
1958 Aerial Photography print (11x17)	Black and white only	\$40.00	\$48.78
1958 Aerial Photography print (24x36)	Black and white only	\$75.00	\$91.46
1958 Aerial Photography print (36x48)	Black and white only	\$100.00	\$121.95
1958 Aerial Photography print (36x60)	Black and white only	\$125.00	\$152.44
1958 Aerial Photography print (8.5x11)	Black and white only	\$35.00	\$42.68
1968 Aerial Photography (Digital)	N/A	N/A	N/A
1968 Aerial Photography Copy (9x9 contact print original)	Black and white only	\$30.00	\$36.59
1968 Aerial Photography print (11x17)	SMB/Black and white Only	\$40.00	\$48.78
1968 Aerial Photography print (24x36)	SMB/Black and white Only	\$75.00	\$91.46
1968 Aerial Photography print (36x48)	SMB/Black and white Only	\$100.00	\$121.95
1968 Aerial Photography print (36x60)	SMB/Black and white Only	\$125.00	\$152.44
1968 Aerial Photography print (8.5x11)	SMB/Black and white Only	\$35.00	\$42.68
1971 Aerial Photography (Digital, Zone A)	per sq km	\$200.00	\$243.90
1971 Aerial Photography (Digital, Zone B)	per sq km	\$150.00	\$182.93
1971 Aerial Photography (Digital, Zone C)	per sq km	\$125.00	\$152.44
1971 Aerial Photography (Digital, Zone D)	per sq km	\$100.00	\$121.95
1971 Aerial Photography Copy (12x12 contact print original)	Black and white only	\$35.00	\$42.68
1971 Aerial Photography Copy (24x24 contact print original)	Black and white only	\$45.00	\$54.88
1971 Aerial Photography print (11x17)	combination pricings available - see chart	\$45.00	\$54.88
1971 Aerial Photography print (24x36)	combination pricings available - see chart	\$55.00	\$67.07
1971 Aerial Photography print (36x48)	combination pricings available - see chart	\$65.00	\$79.27
1971 Aerial Photography print (36x60)	combination pricings available - see chart	\$75.00	\$91.46
1971 Aerial Photography print (8.5x11)	combination pricings available - see chart	\$40.00	\$48.78
1977 Aerial Photography (Digital)	N/A	N/A	N/A
1977 Aerial Photography Copy (9x9)		\$30.00	\$36.59

contact print original)			
1977 Aerial Photography print (11x17)		\$40.00	\$48.78
1977 Aerial Photography print (24x36)		\$75.00	\$91.46
1977 Aerial Photography print (36x48)		\$100.00	\$121.95
1977 Aerial Photography print (36x60)		\$125.00	\$152.44
1977 Aerial Photography print (8.5x11)		\$35.00	\$42.68
1985 Aerial Photography (Digital)	N/A	N/A	N/A
1985 Aerial Photography Copy (9x9 contact print original)		\$30.00	\$36.59
1985 Aerial Photography print (11x17)		\$40.00	\$48.78
1985 Aerial Photography print (24x36)		\$75.00	\$91.46
1985 Aerial Photography print (36x48)		\$100.00	\$121.95
1985 Aerial Photography print (36x60)		\$125.00	\$152.44
1985 Aerial Photography print (8.5x11)		\$35.00	\$42.68
1992 Aerial Photography (Digital)	N/A	N/A	N/A
1992 Aerial Photography Copy (9x9 contact print original)		\$30.00	\$36.59
1992 Aerial Photography print (11x17)		\$40.00	\$48.78
1992 Aerial Photography print (24x36)		\$75.00	\$91.46
1992 Aerial Photography print (36x48)		\$100.00	\$121.95
1992 Aerial Photography print (36x60)		\$125.00	\$152.44
1992 Aerial Photography print (8.5x11)		\$35.00	\$42.68
1994 Aerial Photography (Digital, Zone A)	per sq km	\$200.00	\$243.90
1994 Aerial Photography (Digital, Zone B)	per sq km	\$150.00	\$182.93
1994 Aerial Photography (Digital, Zone C)	per sq km	\$125.00	\$152.44
1994 Aerial Photography (Digital, Zone D)	per sq km	\$100.00	\$121.95
1994 Aerial Photography Copy (9x9 contact print original)		\$30.00	\$36.59
1994 Aerial Photography print (11x17)	combination pricings available - see chart	\$45.00	\$54.88
1994 Aerial Photography print (24x36)	combination pricings available - see chart	\$55.00	\$67.07
1994 Aerial Photography print (36x48)	combination pricings available - see chart	\$65.00	\$79.27
1994 Aerial Photography print (36x60)	combination pricings available - see chart	\$75.00	\$91.46
1994 Aerial Photography print (8.5x11)	combination pricings available - see chart	\$40.00	\$48.78
1999 Aerial Photography (Digital, Zone A)	per sq km	\$200.00	\$243.90
1999 Aerial Photography (Digital, Zone B)	per sq km	\$150.00	\$182.93

1999 Aerial Photography (Digital, Zone C)	per sq km	\$125.00	\$152.44
1999 Aerial Photography (Digital, Zone D)	per sq km	\$100.00	\$121.95
1999 Aerial Photography Copy (9x9 contact print original)		\$30.00	\$36.59
1999 Aerial Photography print (11x17)	combination pricings available - see chart	\$45.00	\$54.88
1999 Aerial Photography print (24x36)	combination pricings available - see chart	\$55.00	\$67.07
1999 Aerial Photography print (36x48)	combination pricings available - see chart	\$65.00	\$79.27
1999 Aerial Photography print (36x60)	combination pricings available - see chart	\$75.00	\$91.46
1999 Aerial Photography print (8.5x11)	combination pricings available - see chart	\$40.00	\$48.78
2004 Aerial Photography (Digital, Zone A)	per sq km	\$200.00	\$243.90
2004 Aerial Photography (Digital, Zone B)	per sq km	\$150.00	\$182.93
2004 Aerial Photography (Digital, Zone C)	per sq km	\$125.00	\$152.44
2004 Aerial Photography (Digital, Zone D)	per sq km	\$100.00	\$121.95
2004 Aerial Photography Copy (9x9 contact print original)		\$30.00	\$36.59
2004 Aerial Photography print (11x17)	combination pricings available - see chart	\$45.00	\$54.88
2004 Aerial Photography print (24x36)	combination pricings available - see chart	\$55.00	\$67.07
2004 Aerial Photography print (36x48)	combination pricings available - see chart	\$65.00	\$79.27
2004 Aerial Photography print (36x60)	combination pricings available - see chart	\$75.00	\$91.46
2004 Aerial Photography print (8.5x11)	combination pricings available - see chart	\$40.00	\$48.78
2004 Satellite Imagery (Post Ivan, GC only) (Digital)	per sq km	\$150.00	\$182.93
2004 Satellite Imagery print (Post Ivan) (11x17) (GC only)	combination pricings available - see chart	\$45.00	\$54.88
2004 Satellite Imagery print (Post Ivan) (24x36) (GC only)	combination pricings available - see chart	\$55.00	\$67.07
2004 Satellite Imagery print (Post Ivan) (36x48) (GC only)	combination pricings available - see chart	\$65.00	\$79.27
2004 Satellite Imagery print (Post Ivan) (36x60) (GC only)	combination pricings available - see chart	\$75.00	\$91.46
2004 Satellite Imagery print (Post Ivan) (8.5x11) (GC only)	combination pricings available - see chart	\$40.00	\$48.78
2008 Aerial Photography (Digital, Ortho, Zone A)	per sq km	\$200.00	\$243.90

2008 Aerial Photography (Digital, Ortho, Zone B)	per sq km	\$150.00	\$182.93
2008 Aerial Photography (Digital, Ortho, Zone C)	per sq km	\$125.00	\$152.44
2008 Aerial Photography (Digital, Ortho, Zone D)	per sq km	\$100.00	\$121.95
2008 Aerial Photography print (11x17)	combination pricings available - see chart	\$45.00	\$54.88
2008 Aerial Photography print (24x36)	combination pricings available - see chart	\$55.00	\$67.07
2008 Aerial Photography print (36x48)	combination pricings available - see chart	\$65.00	\$79.27
2008 Aerial Photography print (36x60)	combination pricings available - see chart	\$75.00	\$91.46
2008 Aerial Photography print (8.5x11)	combination pricings available - see chart	\$40.00	\$48.78
2008 Pictometry (Digital, Oblique, Zone A)	each perspective view	\$225.00	\$274.39
2008 Pictometry (Digital, Oblique, Zone B)	each perspective view	\$200.00	\$243.90
2008 Pictometry (Digital, Oblique, Zone C)	each perspective view	\$175.00	\$213.41
2008 Pictometry (Digital, Oblique, Zone D)	each perspective view	\$150.00	\$182.93
2008 Pictometry print (11x17)		\$30.00	\$36.59
2008 Pictometry print (24x36)		\$60.00	\$73.17
2008 Pictometry print (36x48)		\$150.00	\$182.93
2008 Pictometry print (36x60)		\$200.00	\$243.90
2008 Pictometry print (8.5x11)		\$40.00	\$48.78
2010 Aerial Calendar - 1 View (11x17)		\$15.00	\$18.29
2010 Aerial Calendar - 1 View (8.5x11)		\$10.00	\$12.20
2010 Aerial Calendar - 4 Views (11x17)		\$20.00	\$24.39
2010 Aerial Calendar - 4 Views (8.5x11)		\$12.00	\$14.63
2010 Aerial Calendar add company logo		\$10.00	\$12.20
2010 Aerial Calendar add personalized inscription		\$10.00	\$12.20
2010 Aerial Calendar add personal digital photo		\$5.00	\$6.10
2010 Aerial Calendar 25 -Pak (8.5x11)	Additional to base costs	\$75.00	\$91.46
2010 Aerial Calendar 25 -Pak (11x17)	Additional to base costs	\$125.00	\$152.44
2010 Aerial Greeting Cards - 1 View (8.5x11)		\$10.00	\$12.20
2010 Aerial Greeting Cards - 4 Views (8.5x11)		\$12.00	\$14.63

2010 Aerial Greeting Cards add company logo		\$10.00	\$12.20
2010 Aerial Greeting Cards add personalized inscription		\$10.00	\$12.20
2010 Aerial Greeting Cards add personal digital photo		\$5.00	\$6.10
2010 Aerial Greeting Cards 25 -Pak (8.5x11)	Additional to base costs	\$75.00	\$91.46
2010 Aerial Greeting Cards 25 -Pak (11x17)	Additional to base costs	\$125.00	\$152.44
3D Building Image		Custom Pricing	Custom Pricing
3D Video	1 Minute	\$800.00	\$975.61
3D Video	2 Minute	\$2,050.00	\$2,500.00
3D Video	3 Minute	\$3,300.00	\$4,024.39
3D Video	Additional minutes after 3 minutes (per minute)	Custom Pricing	Custom Pricing
Admiralty Charts (where available)	each	\$50.00	\$60.98
Aerial Photography - Cayman Brac (24x36)		\$50.00	\$60.98
Aerial Photography - Cayman Islands (36x48)		\$100.00	\$121.95
Aerial Photography - Grand Cayman (36x48)		\$75.00	\$91.46
Aerial Photography - Little Cayman (24x36)		\$50.00	\$60.98
Aerial Photography - Western Grand Cayman (36x60)		\$50.00	\$60.98
Atlantic Hurricane Tracking Map (17x22)		\$15.00	\$18.29
Aviation Map (size)		Custom Pricing	Custom Pricing
Bathymetric Map (11x17)	pending QA verification/validation	\$90.00	\$109.76
Bathymetric Map (24x36)	pending QA verification/validation	\$125.00	\$152.44
Bathymetric Map (36x48)	pending QA verification/validation	\$150.00	\$182.93
Bathymetric Map (36x60)	pending QA verification/validation	\$175.00	\$213.41
Bathymetric Map (8.5x11)	pending QA verification/validation	\$85.00	\$103.66
Beach Access Map (8.5x11)		\$50.00	\$60.98
Boundary Plan Map		\$10.00	\$12.20
Buffer Map (.jpeg file)		\$60.00	\$73.17
Buffer Map (11x17)		\$30.00	\$36.59
Buffer Map Notification Forms	per owner	\$1.00	\$1.22
Buffer Map Notification Labels	per label	\$1.00	\$1.22
Buffer Map Parcel Owners (emailed)		\$25.00	\$30.49

.xls file)			
Buffer Map Parcel Owners Information	per owner	\$5.00	\$6.10
Buildings Map (11x17)	combination pricings available - see chart	\$25.00	\$30.49
Buildings Map (24x36)	combination pricings available - see chart	\$35.00	\$42.68
Buildings Map (36x48)	combination pricings available - see chart	\$45.00	\$54.88
Buildings Map (36x60)	combination pricings available - see chart	\$55.00	\$67.07
Buildings Map (8.5x11)	combination pricings available - see chart	\$20.00	\$24.39
Bus Route Map (size)		Custom Pricing	Custom Pricing
Cadastral Map - Cayman Brac (24x36)		\$50.00	\$60.98
Cadastral Map - Cayman Islands (36x60)		\$100.00	\$121.95
Cadastral Map - Grand Cayman (24x36)		\$75.00	\$91.46
Cadastral Map - Little Cayman (24x36)		\$50.00	\$60.98
Caribbean Basin Relief Map (24x36)		\$65.00	\$79.27
Caribbean Hurricane Tracking Map (17x22)		\$15.00	\$18.29
Cayman Islands Antique Map		\$50.00	\$60.98
Caymap Silver Subscription	per annum	\$4,500.00	\$5,487.80
Caymap Survey Subscription	per annum	\$5,500.00	\$6,707.32
Caymap Bronze Additional Subscription	per annum	\$750.00	\$914.63
Caymap Bronze Subscription	per annum	\$3,000.00	\$3,658.54
Caymap Gold Additional Subscription	per annum	\$1,625.00	\$1,981.71
Caymap Gold Subscription	per annum	\$6,500.00	\$7,926.83
Caymap Platinum Additional Subscription	per annum	\$3,850.00	\$4,695.12
Caymap Platinum Subscription	per annum	\$11,000.00	\$13,414.63
Caymap Silver Additional Subscription	per annum	\$1,125.00	\$1,371.95
Caymap Survey Additional Subscription	per annum	\$1,375.00	\$1,676.83
Copies of Street Naming & Numbering Records	per page, min \$5	\$0.20	\$0.24
Corporate Data Subscription	per annum	\$23,000.00	\$28,048.78
Digital Data		Custom Pricing	Custom Pricing
Digital Maps (excludes Buffer Maps, Registry Maps & Registry Map Extracts)	Non Printable PDF	50% of Paper copy cost	50% of Paper copy cost
Digital Maps (excludes Buffer Maps, Registry Maps & Registry Map Extracts)	Printable PDF	150% of Paper copy	150% of Paper copy

Extracts		cost	cost
Electoral Division Map (11x17)		\$45.00	\$54.88
Electoral Division Map (24x36)		\$60.00	\$73.17
Electoral Division Map (36x48)		\$100.00	\$121.95
Electoral Division Map (36x60)		\$125.00	\$152.44
Electoral Division Map (8.5x11)		\$40.00	\$48.78
Emergency Management Mapping Analysis (EMMA)		Custom Pricing	Custom Pricing
Enumeration Area Map (11x17)	one off request - not ESO	\$45.00	\$54.88
Enumeration Area Map (24x36)	one off request - not ESO	\$60.00	\$73.17
Enumeration Area Map (36x48)	one off request - not ESO	\$100.00	\$121.95
Enumeration Area Map (36x60)	one off request - not ESO	\$125.00	\$152.44
Enumeration Area Map (8.5x11)	one off request - not ESO	\$40.00	\$48.78
Evacuation Map (size)		Custom Pricing	Custom Pricing
Fixed Boundary Survey		\$10.00	\$12.20
Framed Pictometry (11x17)		\$112.00	\$136.59
Framed Pictometry (24x36)		\$240.00	\$292.68
General Boundary Survey		\$50.00	\$60.98
General Map - Cayman Brac (24x36)		\$50.00	\$60.98
General Map - Cayman Islands (60x36)		\$100.00	\$121.95
General Map - Grand Cayman (60x36)		\$75.00	\$91.46
General Map - Little Cayman (24x36)		\$50.00	\$60.98
General Map - Western Grand Cayman (36x60)		\$50.00	\$60.98
Historical Hurricane Tracks around the Cayman Islands (36x48)		\$50.00	\$60.98
Hurricane Atlas (11x17)	Book only/per copy	\$1,000.00	\$1,219.51
Hurricane Tracking Map (11x17)		\$45.00	\$54.88
Hurricane Tracking Map (24x36)		\$60.00	\$73.17
Hurricane Tracking Map (36x48)		\$100.00	\$121.95
Hurricane Tracking Map (36x60)		\$125.00	\$152.44
Hurricane Tracking Map (8.5x11)		\$40.00	\$48.78
Inspection of Street Naming & Numbering Records	per hour inspection fee	\$50.00	\$60.98
Ivan Flooding Map - Grand Cayman (40x28)		\$30.00	\$36.59
Ivan Flooding Map - Grand Cayman (42x60)		\$50.00	\$60.98
Labeled Contour Map (11x17)	combination pricings available - see chart	\$25.00	\$30.49

Labeled Contour Map (24x36)	combination pricings available - see chart	\$35.00	\$42.68
Labeled Contour Map (36x48)	combination pricings available - see chart	\$45.00	\$54.88
Labeled Contour Map (36x60)	combination pricings available - see chart	\$55.00	\$67.07
Labeled Contour Map (8.5x11)	combination pricings available - see chart	\$20.00	\$24.39
Labeled Parcels Map (11x17)	combination pricings available - see chart	\$25.00	\$30.49
Labeled Parcels Map (24x36)	combination pricings available - see chart	\$35.00	\$42.68
Labeled Parcels Map (36x48)	combination pricings available - see chart	\$45.00	\$54.88
Labeled Parcels Map (36x60)	combination pricings available - see chart	\$55.00	\$67.07
Labeled Parcels Map (8.5x11)	combination pricings available - see chart	\$20.00	\$24.39
Land Registers Online Additional Subscription	per annum	\$750.00	\$914.63
Land Registers Online Subscription	per annum	\$3,000.00	\$3,658.54
Map Lamination (11x17)		\$10.00	\$12.20
Map Lamination (24x36)		\$20.00	\$24.39
Map Lamination (36x48)		\$30.00	\$36.59
Map Lamination (36x60)		\$40.00	\$48.78
Map Lamination (8.5x11)		\$5.00	\$6.10
Map Lamination (larger sizes)		Custom Pricing	Custom Pricing
Misc Geography Map (11x17)	combination pricings available - see chart	\$25.00	\$30.49
Misc Geography Map (24x36)	combination pricings available - see chart	\$35.00	\$42.68
Misc Geography Map (36x48)	combination pricings available - see chart	\$45.00	\$54.88
Misc Geography Map (36x60)	combination pricings available - see chart	\$55.00	\$67.07
Misc Geography Map (8.5x11)	combination pricings available - see chart	\$20.00	\$24.39
Multiple Additional Custom Map Copies - 51+ copies		10% discount	10% discount
Multiple Custom Map Copies (larger than 11x17)		50% original cost	50% original cost
Multiple Custom Map Copies (up to 11x17)		\$10.00	\$12.20
Nations of the Caribbean (36x48)		\$50.00	\$60.98
Nations of the Caribbean & Central America Map (36x48)		\$50.00	\$60.98
Picture This Frame with Glass (11x17)		\$112.00	\$136.59
Picture This Frame without Glass (11x17)		\$100.80	\$122.93

Picture This Frame with Glass (17x22)		\$156.00	\$190.24
Picture This Frame without Glass (17x22)		\$140.40	\$171.22
Picture This Frame with Glass (24x36)		\$240.00	\$292.68
Picture This Frame without Glass (24x36)		\$216.00	\$263.41
Picture This Frame with Glass (28x40)		\$272.00	\$331.71
Picture This Frame without Glass (28x40)		\$244.80	\$298.54
Picture This Frame with Glass (36x48)		\$336.00	\$409.76
Picture This Frame without Glass (36x48)		\$302.40	\$368.78
Picture This Frame with Glass (34x60)		\$376.00	\$458.54
Picture This Frame without Glass (34x60)		\$338.40	\$412.68
Picture This Frame with Glass (36x60)		\$384.00	\$468.29
Picture This Frame without Glass (36x60)		\$345.60	\$421.46
Pink Mealy Bug Map (Size)		Custom Pricing	Custom Pricing
Planning Zone Map	Planning Department	Planning Department	Planning Department
Prescribed Composite Map		\$10.00	\$12.20
Protected Areas Map - Cayman Brac		\$50.00	\$60.98
Protected Areas Map - Grand Cayman		\$100.00	\$121.95
Protected Areas Map - Little Cayman		\$50.00	\$60.98
Reduced Registry Maps Online Additional Subscription	per annum	\$187.00	\$228.05
Reduced Registry Maps Online Subscription	per annum	\$750.00	\$914.63
Registry Map (11x17)	Uncertified	\$10.00	\$12.20
Registry Map (11x17)	Certified	\$20.00	\$24.39
Registry Map (36x40 or 24x36)	Uncertified	\$15.00	\$18.29
Registry Map (36x40 or 24x36)	Certified	\$30.00	\$36.59
Registry Map Block (AutoCAD DXF file)		\$250.00	\$304.88
Registry Map Parcel (AutoCAD DXF file)		\$150.00	\$182.93
Registry Map Extract	Uncertified	\$5.00	\$6.10
Registry Map Extract	Certified	\$10.00	\$12.20
Registry Map Extract Online Additional Subscription	per annum	\$250.00	\$304.88
Registry Map Extract Online Subscription	per annum	\$1,000.00	\$1,219.51
Rights of Way Map (11x17)	combination pricings available - see chart	\$25.00	\$30.49
Rights of Way Map (24x36)	combination pricings available - see chart	\$35.00	\$42.68

Rights of Way Map (36x48)	combination pricings available - see chart	\$45.00	\$54.88
Rights of Way Map (36x60)	combination pricings available - see chart	\$55.00	\$67.07
Rights of Way Map (8.5x11)	combination pricings available - see chart	\$20.00	\$24.39
Road Names Map (11x17)	combination pricings available - see chart	\$25.00	\$30.49
Road Names Map (24x36)	combination pricings available - see chart	\$35.00	\$42.68
Road Names Map (36x48)	combination pricings available - see chart	\$45.00	\$54.88
Road Names Map (36x60)	combination pricings available - see chart	\$55.00	\$67.07
Road Names Map (8.5x11)	combination pricings available - see chart	\$20.00	\$24.39
Scan and print of existing map print (11x17)	Printed sheet - currently not digital	\$55.00	\$67.07
Scan and print of existing map print (24x36)	Printed sheet - currently not digital	\$90.00	\$109.76
Scan and print of existing map print (36x48)	Printed sheet - currently not digital	\$115.00	\$140.24
Scan and print of existing map print (36x60)	Printed sheet - currently not digital	\$140.00	\$170.73
Scan and print of existing map print (8.5x11)	Printed sheet - currently not digital	\$50.00	\$60.98
Scan of existing map print (11x17)	Supplied as JPEG	\$65.00	\$79.26
Scan of existing map print (11x17)	Supplied as PDF	\$120.00	\$146.34
Scan of existing map print (24x36)	Supplied as JPEG	\$100.00	\$121.95
Scan of existing map print (24x36)	Supplied as PDF	\$155.00	\$189.02
Scan of existing map print (36x48)	Supplied as JPEG	\$125.00	\$152.44
Scan of existing map print (36x48)	Supplied as PDF	\$180.00	\$219.51
Scan of existing map print (36x60)	Supplied as JPEG	\$150.00	\$182.93
Scan of existing map print (36x60)	Supplied as PDF	\$205.00	\$250.00
Scan of existing map print (8.5x11)	Supplied as JPEG	\$60.00	\$73.17
Scan of existing map print (8.5x11)	Supplied as PDF	\$100.00	\$121.95
Sea Level Rise Presentation video	Windows Media player format	\$200.00	\$243.90
Shaded Relief Map (11x17)	combination pricings available - see chart	\$25.00	\$30.49
Shaded Relief Map (24x36)	combination pricings available - see chart	\$35.00	\$42.68
Shaded Relief Map (36x48)	combination pricings available - see chart	\$45.00	\$54.88
Shaded Relief Map (36x60)	combination pricings available - see chart	\$55.00	\$67.07
Shaded Relief Map (8.5x11)	combination pricings available - see chart	\$20.00	\$24.39
Shallow Marine & Substrates Map -	2 sheets, each sheet	\$50.00	\$60.98

Grand Cayman (1988)			
Shipping/Packaging	Market rates + 10% Handling	Market Rates + 10%	Market Rates + 10%
Site Map (24x36)		\$25.00	\$30.49
SMB Erosion Map (8.5x11)		\$100.00	\$121.95
Soil Map - Cayman Brac		\$50.00	\$60.98
Soil Map - Grand Cayman		\$50.00	\$60.98
Soil Map - Little Cayman		\$50.00	\$60.98
Stamp Duty 7.5% Rate Map (34x60)		\$50.00	\$60.98
Street Atlas (2nd Edition)		\$42.95	\$42.95
Street Map - Cayman Brac & Little Cayman (24x36)		\$50.00	\$60.98
Street Map - Cayman Brac (11x17)		\$50.00	\$60.98
Street Map - Grand Cayman (96x48)	Available from February 2009	\$100.00	\$548.78
Street Map - Little Cayman (24x36)		\$50.00	\$60.98
Summary Islands Maps (Yellow Pages)	per building in Image	\$2.00	\$2.45
Survey Plan	per sheet	\$10.00	\$12.20
Terrain & Bathymetry Map - Grand Cayman (36x48)		\$50.00	\$60.98
Topo Drawing		\$50.00	\$60.98
Utilities Map (size)		Custom Pricing	Custom Pricing

Land Registry

Type	Sub Type	Amount (CI \$)	Amount (US \$)
All Other Matters		\$50.00	\$60.98
Amendment to Strata By Laws		\$25.00	\$30.49
Amendment to Strata Plan	per amendment	\$10.00	\$12.20
Copy of Instrument (per sheet)	Uncertified	\$7.00	\$8.54
Copy of Instrument (per sheet)	Certified	\$20.00	\$24.39
Copy of Land Register (per sheet)	Uncertified	\$14.00	\$17.07
Copy of Land Register (per sheet)	Certified	\$20.00	\$24.39
Copy of Schedules, Documents or Maps appended to Instruments (per page)	Uncertified	\$1.00	\$1.22
Copy of Schedules, Documents or Maps appended to Instruments (per sheet)	Certified	\$10.00	\$12.20
Declaration of lost Land or Lease Certificate		\$50.00	\$60.98
Destruction to Strata Building		\$50.00	\$60.98
Electronic Land Registry Application (ELRA)		Custom Pricing	Custom Pricing
Filed Plan (per sheet)	Uncertified	\$10.00	\$12.20
Filed Plan (per sheet)	Certified	\$20.00	\$24.39
Fixing of Parcel Boundary by Hearing	per hour, plus expenses	\$100.00	\$121.95
Inspection of Land Register		\$5.00	\$6.10
Land or Lease Certificate		\$50.00	\$60.98
Land Registers Online Additional Subscription	per annum	\$750.00	\$914.63
Land Registers Online Subscription	per annum	\$3,000.00	\$3,658.54
Land Registry Manual	Hardcopy	\$100.00	\$121.95
Opening of New Land Register (per parcel)		\$50.00	\$60.98
Opening of Strata Registers	per strata parcel opened	\$50.00	\$60.98
Preparation of Land Registry Instrument	See exception below	\$50.00	\$60.98
Preparation of Land Registry Instrument where substantial addition or variation to standard document is required	Not to exceed	\$150.00	\$182.93
Reduced Registry Maps Online Subscription	per annum	\$750.00	\$914.63
Registration of Document	Caution	\$50.00	\$60.98
Registration of Document	Withdrawal of Caution	\$50.00	\$60.98
Registration of Document	Auxiliary Charge	\$50.00	\$60.98
Registration of Document	Charge	\$50.00	\$60.98

Registration of Document	Collateral Security Charge	\$50.00	\$60.98
Registration of Document	Discharge of Charge	\$50.00	\$60.98
Registration of Document	Spread Charge	\$50.00	\$60.98
Registration of Document	Substituted Security Charge	\$50.00	\$60.98
Registration of Document	Transfer of Charge	\$50.00	\$60.98
Registration of Document	Variation of Charge	\$50.00	\$60.98
Registration of Document	Conversion of Title	\$50.00	\$60.98
Registration of Document	Easement	\$50.00	\$60.98
Registration of Document	Inhibition	\$50.00	\$60.98
Registration of Document	Removal of Inhibition	\$50.00	\$60.98
Registration of Document	Power of Attorney	\$50.00	\$60.98
Registration of Document	Lease	\$50.00	\$60.98
Registration of Document	Surrender of Lease (for consideration)	\$50.00	\$60.98
Registration of Document	Transfer of Lease	\$50.00	\$60.98
Registration of Document	Official Search / Stay of Registration	\$50.00	\$60.98
Registration of Document	Partition	\$50.00	\$60.98
Registration of Document	Rectification of Register	\$50.00	\$60.98
Registration of Document	Removal of Restriction	\$50.00	\$60.98
Registration of Document	Restriction	\$50.00	\$60.98
Registration of Document	Proprietor by Transmission	\$50.00	\$60.98
Registration of Document	Transfer by Personal Representative	\$50.00	\$60.98
Registration of Document	Transfer of Land	\$50.00	\$60.98
Registration of Document	Transfer of Land (Natural Love & Affection)	\$50.00	\$60.98
Registry Map	Uncertified	\$15.00	\$18.29
Registry Map	Certified	\$30.00	\$36.59
Registry Map (11x17)	Uncertified	\$10.00	\$12.20
Registry Map (11x17)	Certified	\$20.00	\$24.39
Registry Map Extract	Uncertified	\$5.00	\$6.10
Registry Map Extract	Certified	\$10.00	\$12.20
Registry Map Extract Online Additional Subscription	per annum	\$250.00	\$304.88
Registry Map Extract Online Additional Subscription	per annum	\$250.00	\$304.88
Registry Map Extract Online Subscription	per annum	\$1,000.00	\$1,219.51
Search of Land Registry Owners Index	per owner	\$25.00	\$30.49
Strata Plan Registration	Strata Plan	\$50.00	\$60.98
Survey Plan	per sheet	\$10.00	\$12.20
Witnessing of Land Transaction		\$50.00	\$60.98

Survey

Type	Sub Type	Amount (CI \$)	Amount (US \$)
Authentication of Compiled Plan		50% of Authentication Cost	50% of Authentication Cost
Authentication of Easement		\$5.00	\$6.10
Authentication of Plans	where A is square root of area, per parcel on plan Min CI \$10 per parcel, rounded to nearest CI \$1	\$5A	\$6.10A
Computation Sheets	per foolscap sheet	\$0.75	\$0.91
Field Notes	per foolscap sheet	\$0.75	\$0.91
First Registration of Crown Land	Where A is square root of area, plus cost of expenses. Min CI \$100, rounded to nearest CI \$10	\$500A	\$609.76A
Inspection of Unpublished Plan	per sheet (deducted against purchase of copy)	\$1.00	\$1.22
Preparation of Special Plans, Maps or Documents	per hour staff time in preparation	CI \$150	CI \$150
Registry Map Amendments	per parcel	\$4.00	\$4.88
Survey Data	per approved scheme, up to 3 plans	\$25.00	\$30.49
Survey Data - additional plans	per square foot	\$0.50	\$0.61
Survey Plan	per sheet	\$10.00	\$12.20
Survey prints on dyeline paper - General Public	per square foot	\$0.50	\$0.61
Survey prints on dyeline paper - Licensed Land Surveyor	per square foot	\$0.30	\$0.37

Valuation & Estates Office

Type	Sub Type	Amount (CI \$)	Amount (US \$)
Adjudication of Stamp Duty Payable		1% (min CI \$1, max CI \$1,000)	1% (min US \$1.22, max US \$1,220)
Agreement or Memo of Agreement for any other document		\$2.00	\$2.44
Agreement or Memo of Agreement for purchase of land interest	No possession granted	\$100 or Duty on Conveyance	\$122 or Duty on Conveyance
Agreement or Memo of Agreement for purchase of land interest	Possession granted	Duty on Conveyance	Duty on Conveyance
Assent		\$0.00	\$0.00
Assenting to & Execution of documents relating to Crown land and property (for private beneficiaries)	per hour	\$160.00	\$195.12
Assignment of Agreement or Memo of Agreement	No premium and no possession granted	\$200 or Duty on Conveyance	\$243.90 or Duty on Conveyance
Assignment of Agreement or Memo of Agreement	Premium and no possession granted	\$200 or Duty on Conveyance	\$243.90 or Duty on Conveyance
Assignment of Agreement or Memo of Agreement	Possession granted	Duty on Conveyance	Duty on Conveyance
Conveyance or Transfer	Seven Mile Beach and other 'Prime' Areas	7.5% of Consideration or Market Value	7.5% of Consideration or Market Value
Conveyance or Transfer	Other Areas - Non Caymanian or Company purchaser	6% of Consideration or Market Value	6% of Consideration or Market Value
Conveyance or Transfer	Other Areas - Caymanian purchaser	4% of Consideration or Market Value	4% of Consideration or Market Value
Conveyance or Transfer	Natural Love & Affection	\$50.00	\$60.98
Conveyance or Transfer	First Time Caymanian - Consideration / Market Value less than CI \$200,000 (Dwelling) / CI \$50,000 land	\$0.00	\$0.00

Conveyance or Transfer	First Time Caymanian - Consideration / Market Value less than CI \$200,000 (Dwelling) / CI \$50,000 land	2% of Consideration or Market Value	4% of Consideration or Market Value
Lease	Term in excess of 30 years	Duty on Conveyance	Duty on Conveyance
Lease	Less than 30 years, premium payable	Duty on Conveyance based on Consideration / Market Value of Premium	Duty on Conveyance based on Consideration / Market Value of Premium
Lease	Term of 5 years or less	5% of Average Annual Rent or Market Rent	5% of Average Annual Rent or Market Rent
Lease	Term of less than 1 year	5% of aggregate rent payable	5% of aggregate rent payable
Lease	Term of 5-10 years	10% of Average Annual Rent or Market Rent	10% of Average Annual Rent or Market Rent
Lease	Terms of 10-30 years	20% of Average Annual Rent or Market Rent	20% of Average Annual Rent or Market Rent
Lease	Rent Review	Additional Duty to reflect new Average Annual Rent or Market Rent	Additional Duty to reflect new Average Annual Rent or Market Rent
Lease Abstracts	per lease	\$25.00	\$30.49
Stamp Duty Appeal - Filing of Documents	per folio of 72 words	\$2.00	\$2.44
Stamp Duty Appeal - Filing of Grounds		\$10.00	\$12.20
Stamp Duty Appeal - Filing of Notice		\$10.00	\$12.20



Department of Planning

Publication Scheme

Produced in accordance with the Chief Secretary's Code of Practice

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 - Finance & Administration
 - Policies & Procedures
 - Decisions & Recommendations
 - Lists & Registers
 - Our Services

1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Planning Department to making information available to the public as part of its normal business activities.

The Department of Planning will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;

- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The Department of Planning will generally not publish:

- information that is not held by the *Department of Planning*, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; commercially sensitive information; and information that would prejudice the effective conduct of public affairs. Records containing exempt matter will be published in a redacted form, where ever it is practical to do so, indicating which exemptions apply;

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, or harm the *Department of Planning* customer's commercial interests.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on this website and can be downloaded in PDF format from www.planning.gov.ky. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If you are still having trouble locating information listed under our scheme, please contact us by email at foi.pln@gov.ky or Charles Brown at Charles.Brown@gov.ky or 345-244-6537.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.pln@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call Information Manager Designate Mrs. Kristen Augustine (345-244-6542) or Information Manager Charles Brown (345-244-6537) to request information. The Department's telephone number is 345-769-7526, and its Fax is 345-769-2922. For information regarding the Sister Islands, contact Andrea Stevens (Andrea.Stevens@gov.ky), or Tel. 345-244-4422, or Fax 345-948-2422).

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to the Information Manager at our mailing address:

Department of Planning
P. O. Box 113
Grand Cayman KY1-9000
CAYMAN ISLANDS

Alternatively, for information regarding Cayman Brac or Little Cayman, requests may be addressed to:

Sister Islands Planning Office
P.O. Box 235
Cayman Brac KY2-2100
CAYMAN ISLANDS

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

The physical location of the Planning Department on Grand Cayman is:

Government Administration Building
4th Floor
133 Elgin Avenue
Grand Cayman
Cayman Islands

The physical location of the Sister Islands Planning Office is:

District Administration Building
19 Kirkconnell Street
Stake Bay
Cayman Brac
Cayman Islands

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Information Manager Designate Kristen Augustine (kristen.augustine@gov.ky or 345-244-6542), or Information Manager Charles Brown (charles.brown@gov.ky or 345-244-6537). If you require specific clarification from a section or Unit of the Department about information you want to access, please use the contact details below:

<u>Section or Unit</u>	<u>Contact</u>	
Building Control	Tel. 345-244-6528;	Fax. 345-769-2228
Policy Development (Zoning)	Tel. 345-244-6537;	Fax. 345-769-7525
Current Planning	Tel. 345-244-6542;	Fax. 345-769-2922
Administration	Tel. 345-244-6503;	Fax. 345-769-7525
Sister Island Planning Office	Tel. 345-244-4421;	Fax. 345-948-2422

The Department of Planning will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required.

Where a request for inspection of records under the Freedom of Information (FOI) Law has been made, the Department's Information Manager Designate or Information Manager will liaise with the requester to arrange a suitable inspection date and time (in accordance with FOI legislation) at the Planning Department. If the request for inspection is regarding records in the Department available for inspection outside the remit of FOI, please contact the relevant section or unit noted above to arrange for inspection.

4. Fees and charges

(Hyperlinks are in italics; press the CTRL button and 'Click' the link to follow it to the document)

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Department of Planning strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge. The Department's fee schedules in accordance with applicable legislation are located on the website as follows:

- Development and Planning Law (2011 Revision)
 - Infrastructure Fund (section 38, pages 37-41)
 - Infrastructure Fees Map
http://www.planning.gov.ky/HTML_BODY/CP/CP_Library/Infrastructure_Fee_Map_Sept2012_11x17.pdf
- Development and Planning Regulations (2011 Revision)
 - Current Planning Application Fees (per First Schedule)
http://www.planning.gov.ky/HTML_BODY/CP/CP_Library/Application_Fees_Information.pdf
 - Building Permit Fees Map (per Second Schedule)
http://www.planning.gov.ky/HTML_BODY/BCU/BCU_Library/BP_Fee_Map_-_and_Fee_Structure_-_11-Feb-2011.pdf
- Electricity Regulations (2011 Revision)
http://www.planning.gov.ky/HTML_BODY/FOI/FOI_Library/Electricity_Regulations_-_2011_Revision.pdf
 - Electricity Examination Application (US\$60.00, see instructions at link below)
http://www.planning.gov.ky/HTML_BODY/BCU/BCU_Library/Electrical_License_Exam_Application_2009.pdf
 - Electrical Licensing Exams (US\$60.00, see instructions at link below)
http://www.planning.gov.ky/HTML_BODY/BCU/BCU_Library/Electrical_Licensing_Exams_PR_-_21-Apr-09_PD_Web_Version.pdf

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

There are some publications / illustrations which the *Planning Department* offers for sale. This includes maps and plans as follows:

<u>Item</u>	<u>Charge</u>
Zoning map: 11 inch by 17 inch	\$ 25.00
Zoning map: 24 inch by 36 inch	\$ 50.00
Zoning map: 36 inch by 63 inch	\$100.00
Plan / blueprint reproduction (any size)	\$ 3.00

These publications are charged at the cover price, plus actual postage costs as charged by the Cayman Islands Postal Service. Of course, there is no charge for collection at the Planning Department.

Reproduction costs

Application forms and similar documents are \$1.00 per page. Copies of Minutes of meetings of Boards and Authority are \$0.50 per page. All of these records may be downloaded from the Department's website www.planning.gov.ky at no cost. Computer discs will be charged at a rate of \$2 per disc.

Reproduction costs for records that are the subject of Freedom of Information (FOI) requests are specified in the FOI fee schedule located in Section 7 of this document. Note that 'photocopied information' has a different meaning from maps or blueprint reproduction.

Postage costs

The Department of Planning will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Records will be provided when the *Planning Department* has received your payment.

5. Requests for information outside the Publication Scheme

Information held by the Department of Planning that is not published under this scheme can be requested in writing by contacting foi.pln@gov.ky. Your request will be considered in accordance with the provisions of the FOI Law. Should you wish to submit an FOI application, you may download the relevant form and see the FOI fee schedule at http://www.planning.gov.ky/HTML_BODY/FOI/FOI_Application_Page.htm

6. Complaints

The Department of Planning aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact at 769-7526 or foi.pln@gov.ky and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from http://www.planning.gov.ky/HTML_BODY/FOI/FOI_Information_Classes.htm

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 1375,
Grand Cayman KY1-1108,
CAYMAN ISLANDS
Telephone: +1 345 747 5402
email: appeals@ico.gov.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

(Hyperlinks are in italics; press the CTRL button and 'Click' the link to follow it to the document)

Name of public authority

Department of Planning

Ministry

Ministry of Financial Services, Tourism and Development

Principle officer [or Key staff]

Haroon Pandohie (Director of Planning), Tel. 345-769-7526

Ron Sanderson (Assistant Director of Planning, Current Planning), Tel. 345-244-6504

Emerson Piercy (Chief Building Control Officer), Tel. 345-244-6521

Linda McLean (Human Resource Manager), Tel. 345-244-6503

Leslie Baptiste (Finance Administrator), Tel. 345-244-6547

Joy Watson (Office Administrator), Tel. 345-244-6512

Andrea Stevens (Planning Officer, Cayman Brac & Little Cayman, 345-244-4422)

Information manager

Information Manager Charles Brown (charles.brown@gov.ky ; 345-244-6537)

Information Manager Designate Kristen Augustine (kristen.augustine@gov.ky; 345-244-6542)

Alternatively either person can be reached at foi.pln@gov.ky. You may access detailed information about Freedom of Information (FOI) matters from the FOI Unit's website at www.foi.gov.ky

Organisation and functions

The Department of Planning's functions are summarized in its mission statement:

"To ensure that all development applications are processed efficiently, courteously, unbiased and in accordance with the development plans and associated legislation so that the physical development of the Islands is aesthetically pleasing, environmentally friendly, sustainable, technically sound, promotes a strong economy, and provides an unparalleled quality of life for existing and for future generations."

The Department of Planning is comprised of four divisions;

Current Planning, Building Control, Policy Development, and Administration.

Planning functions on the Sister Islands are handled through the **Sister Islands Planning Office** located in the District Administration Building, Stake Bay, Cayman Brac.

All offices are open to the public from 8:30AM to 5:00PM, Monday to Friday, except public holidays

Matters handled

Each location is the headquarters in the respective Islands for:

- Submission of applications for planning permission and building permits
- Review of applications for planning permission and building permits
- Base for building inspections
- Processing fit-out and Certificate of Occupancy
- Compiling statistics
- Annual reports
- Authority and Board meetings (see next section for names)
- Electrical Examinations (Grand Cayman only)
- Revisions to the Development Plan (Grand Cayman only)
- Process rezone applications (Grand Cayman only)
- Policy advice on planning related matters such as Designating Orders, low cost housing, docks
- Geographic Information Systems (GIS) studies (on Grand Cayman only)
- Appeals Brief

Building Control (BC) reviews applications for building permits and inspects the structural, plumbing, electrical and mechanical components of buildings and structures to ensure that Central Planning Authority and Development Control Board approved developments comply with all the codes.

The Current Planning section (CP) is responsible primarily for processing development applications for presentation to the Central Planning Authority (CPA) on Grand Cayman and the Development Control Board (DCB) on the Sister Islands.

The Policy Development section (PD) is responsible for policy preparation and long-range planning issues such as land-use policies, conducting special studies, recommending revisions to the Development Plan, processing rezoning applications, reviewing Designating Order applications and preparing proposed amendments to the Development Plan, Planning Law and Regulations.

The Petroleum Inspectorate is not part of the Planning Department, but has historically maintained a close working relationship with Planning, and thus their website is hosted within the www.planning.gov.ky network.

Planning Laws and Regulations

The Development and Planning Law (2011 Revision)
The Development and Planning Regulations (2011 Revision)
The Development and Planning (Appeals) Rules

Building Control Laws and Regulations

The Building Code Regulations (2006 Revision)
The Electricity Law (2008 Revision)
The Electricity (Amendment) Law, 2008
Electricity Regulations (2011 Revision)

Builders Board Laws and Regulations

The Builders Law, 2007
The Builders Regulations, 2008

Website: www.planning.gov.ky

FREQUENTLY ASKED QUESTIONS

(Hyperlinks are in italics; press the CTRL button and 'Click' the link to follow it to the document)

Current Planning FAQs

The Current Planning division often hears the same questions from applicants repeatedly. Below are some of the most frequently asked questions, and typical answers we respond with. If you have any further questions, please do not hesitate to contact us.

Q: Do I need planning permission to construct a house?

A: Yes. Almost all development on Grand Cayman requires planning permission, including excavation, land clearing, advertising signs, pools, cabanas, sheds, houses, apartments, commercial buildings, and many more. Please contact the Planning Department to see if your development requires planning permission.

Q: I need to notify neighbours regarding a development proposal. Can the Planning Department provide me with a list of addresses?

A: No. The Department of Planning can provide you with information on how many of your neighbour's must be polled (i.e. 250 foot radius, neighbouring properties, etc.), but Lands and Surveys is the agency which can provide addresses. Lands and Survey is located right across from the Department of Planning on the 4th floor of the Government Administration Building. Notification Distances are typically as follows:

Type/size of Proposed Development	Zone	Notice Radius
Commercial	Commercial	300 ft
Non-residential uses	Residential	500 ft
Industrial	Industrial	300 ft
Institutional	Any	300 ft
Hotel	Hotel	300 ft
Apartments (3- 5 units)	Residential	150 ft
Apartments (6-10 units)	Residential	250 ft
Apartments (11 or more units)	Residential	450 ft
Subdivision (up to 5 lots)	Any	150 ft
Subdivision (6 - 10 lots)	Any	250 ft
Subdivision (11 or more lots)	Any	450 ft

Q: I suspect my neighbour is building an illegal development. What can I do?

A: Please contact our enforcement staff immediately. This website has a complaint form you can use, or you can call our enforcement staff at 769-7526.

More Information Available at:

http://www.planning.gov.ky/HTML_BODY/CP/CP_FAQs_Text.htm

Building Control FAQs

Building Control often hears the same questions from applicants repeatedly. Below are some of the most frequently asked questions, and typical answers we respond with. If you have any further questions, please do not hesitate to contact us.

Q: Is there a building code for the Cayman Islands?

A: Yes. There are codes for Building / Structural, Plumbing, Mechanical, Electrical, Gas, Seismic and Wind.

Q: Do commercial fit-outs require building permits?

A: Yes. If a fit-out constitutes a change of use, it will also require approval from the Central Planning Authority.

Q: Do I need a building permit to construct a shed?

A: Yes. All structures in the Cayman Islands require a building permit, and many also require planning permission

Q: Do I need to have a license to operate as an electrical contractor in the Cayman Islands?

A: Yes. The Building Control Unit administers the Electrical Licensing program. Application forms are available at:

http://www.planning.gov.ky/HTML_BODY/BCU/BCU_Elec_Contractor_Licensing.htm or from the Department.

More Information Available at: http://www.planning.gov.ky/HTML_BODY/BCU/BCU_FAQs_Text.htm

Policy Development FAQs

The Policy Development division often hears the same questions from applicants repeatedly. Below are some of the most frequently asked questions, and typical answers we respond with. If you have any further questions, please do not hesitate to contact us.

Q: Does the Development Plan address land use and planning issues on Little Cayman and Cayman Brac?

A: No. The Development Plan only addresses Grand Cayman. Separate legislation is in place to govern planning issues on the Sister Islands.

Q: Is the Development Plan the only piece of legislation relating to planning on Grand Cayman?

A: No. There are a number of pieces of legislation which address planning issues in the Cayman Islands. The 'enabling' legislation, which creates the basis for planning in the Cayman Islands, is the Development and Planning Law (2008 Revision). This law determines what the Government can regulate, powers of enforcement, and how decisions can be appealed.

The Development and Planning Regulations (2006 Revision) is the legislative version of the Development Plan. This legislation addresses permitted land uses, densities, building heights, and a range of other details. In addition to these two core pieces of legislation, there are many other key pieces of legislation, including the Building Code Regulations (2006 Revision), Tree Preservation Orders (1998), the Appeals Tribunal (Development Plan) Procedural Rules 1975, Designating Orders (2005 Revision), and the Development and Planning (Appeals) Rules (1999 Revision).

Q: Is there a procedure to change the zoning designation on a piece of land?

A: Yes. There is a rezoning process which applicants can pursue. The Planning Department recommends that the timeframe for processing these applications is currently about 12 months. An overview of the rezoning process is available at this link: [Overview of the Rezoning Process](#)

More Information Available at: http://www.planning.gov.ky/HTML_BODY/PD/PD_FAQs_Text.htm

POLICIES & PROCEDURES

(Hyperlinks are in italics; press the CTRL button and 'Click' the link to follow it to the document)

Policy Development Division Overview

The Policy Development section (PD) is responsible for policy preparation and long-range planning issues such as land-use policies, conducting special studies, making revisions to the Development Plan, processing rezoning applications and preparing proposed amendments to the Development Plan, Planning Law and Regulations.

The Policy section also manages planning-related Geographic Information Systems (GIS).

Available at: http://www.planning.gov.ky/HTML_BODY/PD/PD_Overview_Text.htm

Development Plan

Review of the Development Plan is conducted by the Policy Development Section and updates of the review process are posted in this space.

More Information Available at: http://www.planning.gov.ky/HTML_BODY/PD/PD_Development_Plan_Text.htm

Policy Development Documents Library

Below are links to the Policy Development division's online library, which is available to the public free of charge. More information is available in the Development Plan Revisions section of our website.

Overview of the Rezoning Process

2001 Planning Department Annual Report

2002 Planning Department Annual Report

2003 Planning Department Annual Report

Recommendations for the Sustainable Development of Cayman Brac

Agricultural Land Capability of the Cayman Islands - A Report by Dr. N. Ahmad of the University of the West Indies

Central Planning Authority Aggregate Policy (CH2M Hill Study)

National Tourism Management Plan 2009- 2013

Go East - A Strategy for the Sustainable Development of the Eastern Districts of Grand Cayman

More Information Available at: http://www.planning.gov.ky/HTML_BODY/PD/PD_Document_Library_Text.htm

Draft CPA Policy Documents

This section of the website will act as a distribution centre for the public and stakeholders to review and provide feedback on in-progress policy initiatives. Anyone looking for adopted Planning policies should consult the Document Library.

Landscape Guidelines
Fence and Wall Guidelines
Stormwater Management Guidelines Document
Stormwater Infrastructure Calculator
Industrial Design Guidelines
Sign Design Guidelines

More Information Available at: http://www.planning.gov.ky/HTML_BODY/PD/PD_Policy_Drafts.htm

FINANCE & ADMINISTRATION

(Hyperlinks are in italics; press the CTRL button and 'Click' the link to follow it to the document)

Administration Overview

The Administration Unit (AD) is responsible for the processing of Planning Fees, and provides support services for Building Control (BC), Current Planning (CP) and Policy Development (PD). The Administration Unit includes front counter staff, processing clerks, and others. Employment and Human Resources is also under the purview of the Administration Unit.

More Information Available at: http://www.planning.gov.ky/HTML_BODY/ADMIN/ADMIN_Overview_Text.htm

Planning Department Employment Opportunities

Employment Application Forms
Cayman Islands Government Application Form

Please address all applications to:

Chief HR Officer,
Ministry of Finance, Tourism and Development,
5th floor Government Administration Building,
133 Elgin Avenue,
George Town, Grand Cayman KY1-9000
CAYMAN ISLANDS

More Information Available at:

http://www.planning.gov.ky/HTML_BODY/ADMIN/ADMIN_Employment_Text.htm

The Department of Planning Staff Directories

Administration Staff Directory

Available at: http://www.planning.gov.ky/HTML_BODY/ADMIN/ADMIN_Staff_Directory_Text.htm

Current Planning Staff Directory

Available at: http://www.planning.gov.ky/HTML_BODY/CP/CP_Staff_Directory_Text.htm

Building Control Staff Directory

Available at: http://www.planning.gov.ky/HTML_BODY/BCU/BCU_Staff_Directory_Text.htm

Policy Development Staff Directory

Available at: http://www.planning.gov.ky/HTML_BODY/PD/PD_Staff_Directory_Text.htm

Planning Department Organizational Chart

Available at: http://www.planning.gov.ky/HTML_BODY/ADMIN/ADMIN_Library/Visio-Staff_Complement_Dec_2012.pdf

Finance

Budgets allocated to each Public Authority

Budget statements for the Planning Department can be found at the link below:

http://www.gov.ky/portal/page?_pageid=1142,1593653&_dad=portal&_schema=PORTAL

Annual Reports for the Department are located in:

Policy Development Documents Library in the 'Policy and Procedures Section' above.

Staff Pay and Grading Structures are available in the:

The Planning Departments Procedures Manual

FREEDOM OF INFORMATION APPLICATION FEES

Schedule 3 (Regulation 14) of The Freedom of Information (General) Regulations, 2008
(Fees are to be tabulated by the Information Manager or assigned Records Officer)

This Schedule prescribes the fees for standard formats, which shall be supported (as applicable) by all public authorities providing copies of records under the Freedom of Information Law.

Copies may be made available in non-standard formats, at a price to be determined by the public authority, not exceeding the actual material and labour costs incurred to produce the copy.

1. Photocopy:

(a) Black and white copy (all sizes) - \$1.00 per page;

(b) Color copy (all sizes) - \$1.50 per page.

2. Photographs:

(a) Black and white / colour (digital photographic print from digital file, scanned hardcopy or existing negative);

(i) 8 ½ x 11 (or smaller) - \$5.00;

(ii) 8 ½ x 14 - \$7.50;

(iii) 11 x 17 - \$10.00;

(b) Black and white (photocopy or standard print-out) - \$1.00;

- (c) Colour (photocopy or standard print-out) - \$1.50.
3. Conversion of an analogue audio or video record (e.g. tape or reel-to-reel) into digital MP3 or DivX file format: an amount that does not exceed the actual costs incurred by the authority, based on hourly rates of staff undertaking the conversion, plus the purchase cost of any carrier medium (compact disc or DVD).
4. Microfilm duplication 35 mm (\$ 1, 500.00 per roll of 1, 000 ft microfilm; minimum order of 10ft at a cost of \$ 150.00. Microfilm duplication 16 mm (\$380.00 per roll of 100 ft microfilm. A minimum order of 10ft at a cost of \$ 38.00. Microfilm print-out Black and white copy (all sizes) - \$1.00 per page.
5. Transcripts - an amount that does not exceed the actual costs incurred by the authority, based on hourly rates of staff undertaking the transcription.
6. Conversion of a microfilm record into digital JPEG file format: an amount that does not exceed the actual costs incurred by the authority, based on hourly rates of staff undertaking the conversion, plus the purchase cost of any carrier medium (compact disc or DVD).
7. Blue print reproduction (\$3.00 per sheet).
8. Maps and plans (\$5.00 per page).
9. Print-out of a digital document or database report Black and White copy (all sizes) - \$1.00 per page.
10. Provision of a digital record (text or image) in standard PDF, JPEG or TIF file format:
(a) by email -no charge;
(b) on compact disc or DVD - \$2.00.
11. Conversion of a paper record (text or image) into digital PDF, JPEG or TIF file format: the actual costs incurred by the authority, based on hourly rates of staff undertaking the conversion, plus the purchase cost of any carrier medium (compact disc or DVD).
12. Digital text files converted to audio formats for visually impaired the actual costs incurred by the Computer Services Department, based on hourly rates of staff undertaking the conversion, plus the purchase cost of any carrier medium.
13. Posting of record: Where access to the record to which the request relates is to be given in the form of the provision of a copy of the record and the copy provided is, at the request of the applicant, to be sent by post or courier, a charge in respect of the posting or delivery of the copy not exceeding the actual cost of post or delivery.
14. Shipping cost (actual cost of shipping method chosen by applicant and a preparation charge of \$20.00).
15. Expedited service: \$ 50.00 payable on making the application.

For more on **Fee Structures** please see 'Section 4. Fees and Charges' above.

DECISIONS & RECOMMENDATIONS

(Hyperlinks are in italics; press the CTRL button and 'Click' the link to follow it to the document)

Central Planning Authority (CPA)

The Central Planning Authority (CPA) is a statutory authority appointed by Cabinet to oversee and review the physical development of Grand Cayman. The primary function of the CPA is to prepare development plans and ensure that development proposals conform to the plan.

The Authority's role is defined by law as "to secure consistency and continuity in the framing and execution of a comprehensive policy approved by Cabinet. With respect to the use and development of the land in the islands which this law applies in accordance with the Development Plan for the Islands." The Authority consists of 13 members representing all six electoral districts. The Chairman of the Development Control Board is automatically a member of the CPA. To learn more about the Central Planning Authority, please click on any of the links below:

CPA Overview

CPA Meeting Agendas and Minutes (2012)

CPA Meeting Agendas and Minutes (2011)

CPA Meeting Agendas and Minutes (2010)

CPA Meeting Minutes (2009)

CPA Meeting Minutes (2008)

CPA Meeting Minutes (2007)

More Information Available at: http://www.planning.gov.ky/HTML_BODY/CP/CP_CPA_Intro_Text.htm

Development Control Board (DCB)

The Development Control Board (DCB) has a similar role to the CPA but oversees development on Cayman Brac and Little Cayman. Please click on any of the links below to learn more:

DCB Overview (Mandate, Members, etc...)

DCB Meeting Minutes (2012)

DCB Meeting Minutes (2011)

More Information Available at: http://www.planning.gov.ky/HTML_BODY/CP/CP_DCB_Intro_Text.htm

Electrical Board of Examiners

Building Control (BC), in conjunction with the Electrical Board of Examiners (EBE), oversees the assignment and administration of licensing Electrical Contractors in the Cayman Islands. The EBE administers an entry examination, and meets regularly to review candidate's applications. For more information about becoming a licensed Electrical Contractor, please contact the Building Control Unit at (345) 769-7526.

The **Following Information Titles** and more are available at:
http://www.planning.gov.ky/HTML_BODY/BCU/BCU_Elec_Contractor_Licensing.htm

EBE Meeting Minutes (2009)
EBE Meeting Schedule
EBE Meeting Minutes (2008)
Wireman Examination Information
Electrical License Examination Information
Application Forms and Additional Information
2009 Cayman Islands Electrical Examination Application
June 2009 Wireman Exam Notice
May 2009 Electrical Licensing Exams Notice
2009 Electrical Contractors' License Deadline Extended

Builders Board

Information Available at: *http://www.planning.gov.ky/HTML_BODY/BCU/BCU_Builders_Board.htm*

Boards and committees

Name	Meetings	Minutes
<i>Central Planning Authority (CPA)</i>	<i>The CPA meets twice monthly at the Government Administration Building. Meetings are open to invited applicants, objectors or other interested parties.</i>	<i>Minutes and agendas of CPA meetings from 2007 to date are available for free at the following link: http://www.planning.gov.ky/HTML_BODY/CP/CP_CPA_Intro_Text.htm Refer to section 3 for accessing Minutes of meetings prior to 2007.</i>
<i>Development Control Board (DCB)</i>	<i>The DCB meets twice monthly at the District Administration Building, Cayman Brac. Meetings are open to invited applicants, objectors or other interested parties</i>	<i>Minutes and agendas of DCB meetings from 2011 to date are available for free at the following link: http://www.planning.gov.ky/HTML_BODY/CP/CP_DCB_Intro_Text.htm</i>
<i>Electrical Board of Examiners (EBE)</i>	<i>EBE Meetings are held on the second Tuesday of every month at the Government Administration Building.</i>	<i>Minutes and agendas of EBE meetings from 2008 to 2009 are available for free at the following link: http://www.planning.gov.ky/HTML_BODY/BCU/BCU_Elec_Contractor_Licensing.htm</i>
<i>Planning Law and Regulations Review Committee</i>	<i>Meets weekly.</i>	<i>Meeting Notes are used for internal processes reviews.</i>

LISTS & REGISTERS

(Hyperlinks are in italics; press the CTRL button and 'Click' the link to follow it to the document)

FOI: Classes of Information

Classes of Information Held

The Planning Department maintains files related to Planning and Building Control applications, as well as Policy Development records, Strategic Planning records, and Administration records. Most of these files are maintained in hard copy, although some recent applications may also contain electronic (PDF) files, such as building plans. FOI applicants are encouraged to state the Block and Parcel information for the subject parcel they are interested in prior to making an application, as this is one of the key ways we can search for a file.

Information Already Published

The Planning website (www.planning.gov.ky) contains application forms, Central Planning Authority minutes, meeting schedules, applicable laws and regulations, contact information and annual reports. We recommend FOI applicants to first consult the website to determine whether or not the information they are looking for has already been published.

Annual Report - Annual reports for the Planning Department can be found in the Forms and Document section of the Policy Development webpage. The list of reports will be updated in early 2013.

Status of Building Permit Applications

The current status of Building Permit Applications can be determined through the Planning Department's online tracking system, ETrakit. This website is available at <https://www.etrakit.planning.gov.ky>

Summary statistics are compiled in each year's Annual Report, and sometimes on a monthly / quarterly basis.

Complaints Procedure

An online feedback form is available for users to get in touch with the Planning department and voice any concerns or complaints about the service they have received.

More Information Available at: http://www.planning.gov.ky/HTML_BODY/FOI/FOI_Information_Classes.htm

FOI: Disclosure Log

This is a web page that contains a **disclosure log** detailing all the Planning Department's FOI requests, including outcomes. If you have any questions about this material please contact the Planning Department's FOI Information Manager

More Information Available at: http://www.planning.gov.ky/HTML_BODY/FOI/FOI_Disclosure_Log.htm

Planning Applications Register – 6 Books held with the department detailing applications of the 1990's, 1980's and the late 1970's. Information within these documents are available through the FOI process.

Planning Applications and Construction Documents – Retained in physical or electronic formats. Information may be withheld if its release may harm a *Department* customer's commercial interests.

Trak-IT – The Department's Electronic Records Database and Document Storage System. Sections of this database are available to the public through ETrakIT, other sections are available to Agents of the Department of Planning and some sections of this database are for internal use only.

Jade – The FOI Decision and Correspondence Database. This information documents the FOI process for each application and is therefore not public information except where allowable under the FOI Law.

Asset Register – The Register of the Department of Planning's physical Assets. This document is for internal use.

OUR SERVICES BY SECTION

Current Planning Overview

Available at: http://www.planning.gov.ky/HTML_BODY/CP/CP_Overview_Text.htm

The Current Planning section (CP) is responsible primarily for processing development applications for presentation to the Central Planning Authority (CPA) on Grand Cayman and the Development Control Board (DCB) on the Sister Islands.

Planning permission is required for a range of developments, including houses, apartments, commercial buildings, land clearing, advertising signs, pools, cabanas, sheds, and many more. Current Planning's primary responsibility is to ensure that development proposals are in accordance with the Development Plan, Planning Law and associated Regulations and Policies. Current Planning is also responsible for code enforcement. Emphasis is on compliancy by preventing rather than removing illegal development and uses through staff contact the issuance of Enforcement and Stop Work Notices.

Current Planning Forms and Documents

Below are lists of the Current Planning's document library, which provides application forms, as well as background information on a number of topic areas. Anyone considering submitting an application is encouraged to read through these documents first.

Current Planning Application Forms

Ancillary and Temporary Buildings, Tents, Containers, Storage, Gazebos, Cabanas - Application Form
Antenna / Wind_Turbine - Application Form
Sign - Application Form
Clearing Land - Application Form
Docks, Seawalls, Davits and Boat Landings - Application Form
Excavation and / or Filling - Application Form
Fence, Pool, Satellite Dish, Wall - Application Form
Generators & Storage Tanks - Application Form
House, Duplex - Application Form
Major Application - Commercial, Institutional, Apartment, Hotel, Industrial, Modification, Change of Use - Application Form
Modification of Planning Permission - Application Form
Planned Area Development - Application Form
Polling Form for 1000 feet
Rezoning - Application Form
Subdivision - Application Form
Notice of Application for Planning Permission - Notification Template

Current Planning Application Information Sheets

Antenna - Application Fees Information
Apartments - Application Information
Cabana - Application Information
Change of Use - Application Information
Commercial Building - Application Information
Container or Storage Building - Application Information
Docks and Seawalls - Application Information
Excavation and / or Filling - Application Information
Hotels - Application Information
House Additions (10% Rule) - Application Information
House, Duplex - Application Information
Industrial Buildings - Application Information
Planned Area Development - Application Information
Pools - Application Information
Rezoning - Application Information
Satellite Dishes - Application Information
Sign or Advertisement - Application Information
Storage Tanks - Application Information
Subdivision - Application Information
Tents - Application Information
Walls and Fences - Application Information

Current Planning Other Documentation

Zoning Guidelines

Current Planning Applications - External Agency Circulation List

Infrastructure Fees Map

Trade and Business License - Request for Planning Department Reference Letter

October 30th, 2008 - Planning Department Presentation to Industry Partners

Polling Requirements for Special Projects 1000 feet

Notification Requirements for Planning Applications

More Information Available at: http://www.planning.gov.ky/HTML_BODY/CP/CP_Document_Library.htm

Current Planning E-Project (ETrakit)

The Planning Department is currently testing a project tracking system called ETrakit which will allow applicants to follow their planning application online. A draft of this system is available at <https://www.etrakit.planning.gov.ky>

For telephone inquiries regarding Planning Project status, please call the Planning Department at (345) 769-7526. Ensure that you have your block and parcel number ready prior to calling.

More Information Available at: http://www.planning.gov.ky/HTML_BODY/CP/CP_E-Project.htm

Zoning Inquiry

The link on this page will open up a PDF file containing zoning information for all parcels on Grand Cayman, including information on overlay zones (such as the Historic Overlay and Water Lenses). Use the instructions on the initial page to jump to your Block, and then search for your Parcel to preview your zoning.

Please be patient as the document may take up to 1 minute to load.

This information is intended only as an initial reference, and does not replace the Development Plan (1997), its Schedules or subsequent revisions, the Development and Planning Law (2011 Revision), the Development and Planning Regulations (2011 Revision), or any other adopted Law or associated Schedule. Please note that properties may also be affected by other legislation including but not limited to Lands for Public Purposes (LPP). For an official zoning inquiry, please contact the Planning Department at (345) 769-7526.

More Information Available at: http://www.planning.gov.ky/HTML_BODY/CP/CP_Zoning_Inquiry_Text.htm

Building Control Overview

Building Control reviews applications for building permits and inspects the structural, plumbing and electrical components of buildings and structures to ensure that Central Planning Authority and Development Control Board approved developments comply with all the codes. Typical inspection areas include Structural, Plumbing, Electrical and Mechanical.

More Information Available at: http://www.planning.gov.ky/HTML_BODY/BCU/BCU_Overview_Text.htm

Building Control Forms & Documents

Below are links to the BCU's document library, which provides application forms, as well as background information on a number of topic areas. Anyone considering submitting an application is encouraged to read through these documents first.

Building Control Application Forms

Building Permit - Application Form
Certificate of Occupancy - Application Form
Electrical Contractor Application and Renewal Form
Electrical License Renewal Form
Electrical License Application Form
Liquid Petroleum Gas Application Form
Generators & Storage Tanks - Application Form
Special Electrical Service Connection - Application Form
Revisions and Resubmittals Form

Building Control Inspection Forms

Typical BCU Inspection Process
Procedure to Obtain a CO
Government_Agency_Final_Inspection_Form
Final_Building_Inspection_Checklist
Interim_Building_Inspection_Checklist
Building Inspection Request Form
Liquor_License_Form_with_Electrical_Checklist
Liquor_License_Form with Plumbing Checklist

Elevator Documents

Elevator Conveyance Permit Application
Elevator System Accident Report
Elevator Variance Request Form
Elevator Permit Submittal Guidelines
Guidelines for Applying for Approval of new Elevator Systems
Pre-Inspection Checklist Form
Request for Elevator Field Inspection

ETrakit Documents

Contractor Database Registration Form
Electronic Submittal Guidelines

Maps

Building Permit Fee Map
Infrastructure Fee Map

Building Control Other Information

Commercial Building Code Review Form
Fit-out Check List Form
Submittal Checklist - Commercial & Multi-Family
Submittal Checklist - Houses and Duplexes
Main Electrical Panel Template
Agricultural Power Application Checklist
Electronic Submittal Guidelines
Electronic Submittal - How to Create A Bookmarked PDF Document
Generators and Storage Tanks Procedure Information
Building Codes in use in the Cayman Islands
BCU 'Blue Sheets' - Local Amendments to Adopted Building Codes
BCU Policy Statements
Electrical Equipment Support Requirements (revised_21-Apr-09)
Residential Egress Window Guidelines
Magazine Article - Building Permits by the numbers
October 30th, 2008 - Planning Department Presentation to Industry Partners

More information Available at:

http://www.planning.gov.ky/HTML_BODY/BCU/BCU_Document_Library_Text.htm

Building Control E- Permit (ETrakIT)

The Planning Department is currently testing a permit tracking system called ETraKit which will allow applicants to follow their application online.

A draft of this system is available at <https://www.etrakit.planning.gov.ky>

If you are a contractor / architect / agent, please email etrakit@gov.ky for a log-in PIN. You may need to be added to the Contractor Database. If so, please complete the Contractor Database Registration Form and submit it to BC.

For telephone inquiries regarding Building Permit status, please call Building Control at (345) 769-7526. Ensure that you have your block and parcel number ready prior to calling.

More Information Available at: http://www.planning.gov.ky/HTML_BODY/BCU/BCU_EPermit_Text.htm

Building Control Links

Below is a list of websites which may be of interest for BC clients. Click on these links to open their websites in a new window. Please note that the Planning Department takes no responsibility for content posted on these sites.

1. International Code Council www.iccsafe.org
2. National Fire Protection Association www.nfpa.org
3. U.S. Green Building Council www.usgbc.org

More Information Available at: http://www.planning.gov.ky/HTML_BODY/BCU/BCU_Links_Text.htm

FOI: Application Information

FOI applications to the Planning Department can be made using the following form:
Planning Department FOI Application Form

An FOI application can be made to amend or annotate a personal record using the following form:

Planning Department FOI Amendment or Annotation Form

Please note that there may be fees associated with your application. Details can be obtained by viewing the

FOI Fee Schedule under the Administration and Finance heading of this section above.

More Information Available at: http://www.planning.gov.ky/HTML_BODY/FOI/FOI_Application_Page.htm



More than just IT, we care about your business

Computer Services Department

Publication Schemes

Produced in accordance with the Deputy Governor's Code of Practice on Publishing

CONTENTS:

1. About the Publication Scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information
 - About Us
 - Strategic Management
 - Finance & Administration
 - Policies & Procedures
 - Decisions & Recommendations
 - Lists & Registers
 - Our Services

1. ABOUT THE PUBLICATION SCHEME

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public.

The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits Computer Services Department to making information available to the public as part of its normal business activities.

Computer Services Department will:

- specify the information held by the authority, which falls within the seven (7) categories below;
 - proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
 - describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
 - list any fees charged for access to information described in this scheme;
 - publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
 - make this publication scheme available to the public;
 - regularly review and update the information made available under this scheme.

2. INFORMATION THAT MAY BE WITHHELD

Computer Services Department will generally not publish:

- information in draft form;
- information held by Computer Services Department but owned by other agencies;
- information that is not held by the Computer Services Department, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available and extremely difficult to access;
- information which is exempt under the FOI Law or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, compromise the security the Cayman Islands Government, Computer Services Department (or another organization's), harm their commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. METHODS OF ACCESS

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Some of our documents are published electronically on the Computer Services Department website at www.csd.gov.ky and can be downloaded in PDF format.

If you are still having trouble locating information listed using the Computer Services Department website, please contact the FOI Information Manager Rex Whittaker at 345-949-8277 or direct line at 345-244-2340 or email at foi.Computer.Services.Department@gov.ky. Please provide a telephone number so that we can call you to clarify details if necessary.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.csd@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call Rex Whittaker at 345-949-8277 or Direct at 345-244-2340.

Post

All information listed in the publication scheme will usually be available in hard copy. Written requests may be addressed to:

Rex Whittaker
Information Manager
Computer Services Department
PO Box 112
Government Admin Building
Grand Cayman KY1 9000
Cayman Islands

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact the FOI Information Manager Rex Whittaker at 345-949-8277 or direct line at 345-244-2340 or email at foi.Computer Services Department@gov.ky.

Computer Services Department will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where Computer Services Department is legally required to translate any information, it will do so.

4. FEES AND CHARGES

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. Computer Services Department strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (color; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

Computer Services Department will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information of the FOI regulations*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when COMPUTER SERVICES DEPARTMENT has received your payment.

5. REQUESTS FOR INFORMATION OUTSIDE THE PUBLICATION SCHEME

Information held by Computer Services Department that is not published under this scheme can be requested in writing.

Your request will be considered in accordance with the provisions of the FOI Law by contacting FOI Information Manager the FOI Information Manager Rex Whittaker at 345-949-8277 or direct line at 345-244-2340 or email at foi.Computer.Services.Department@gov.ky

6. COMPLAINTS

Computer Services Department aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact the FOI Information Manager Rex Whittaker at 345-949-8277 or direct line at 345-244-2340 or email at foi.Computer.Services.Department@gov.ky and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained the FOI Information Manager Rex Whittaker at 345-949-8277 or direct line at 345-244-2340 or email at foi.Computer.Services.Department@gov.ky

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 1375,
Grand Cayman KY1-1108,
CAYMAN ISLANDS
Telephone: 1 345 747 5402
Email: appeals@ico.gov.ky

7. CATEGORIES OF INFORMATION

- About Us
- Ministry
- Strategic Management
- Finance & Administration
- Laws, Regulations, Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

7.1. ABOUT US

Computer Services Department is a shared service department providing a full range of high quality Information Technology (IT) and consulting services to Government departments and agencies.

COMPUTER SERVICES DEPARTMENT Principle officers

Gilbert O. McLaughlin, MBA, Director
Rex Whittaker, MBA, Deputy Director

COMPUTER SERVICES DEPARTMENT Contact Details

Grand Cayman Office Address:

Physical address:

2nd Floor, Government Administration Building, 133 Elgin Avenue

Mailing Address:

Computer Services Department

PO Box 112 Government Admin Building

Grand Cayman

Cayman Islands KY1 9000

Tel: 345-949-8277

Fax: 345-949-7544

Email: foi.csd@gov.ky

Website: www.csd.gov.ky

Hours of Work: 8.30am-5pm, Monday-Friday

COMPUTER SERVICES DEPARTMENT Information Manager

FOI Information Manager

Rex Whittaker at 345-949-8277 or direct line at 345-244-2340 or email at foi.csd@gov.ky.

MINISTRY

Computer Services Department falls under the responsibility of the Cabinet Office; this position reflects the strategic importance of Information Technology within the Cayman Islands Government.

7.2. STRATEGIC MANAGEMENT

The Cabinet Office sets the strategic directions for Computer Services; approving business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect functions and responsibilities; obtaining legal advice from external sources using the laws that regulate the function of government entities.

Cabinet Office

Chief Officer

Orrett Connor, MBE, JP

Address

4th Floor, Government Administration Building,

133 Elgin Avenue,

George Town, Grand Cayman

Mailing Address

Cabinet Office
Government Administration Building,
Grand Cayman KY1-9000,
CAYMAN ISLANDS
Telephone: (345) 244-2412 Fax: (345) 945-2922

Email foi.cab@gov.ky
Website: www.cabinetoffice.gov.ky
Hours of Work: 8:30am to 5:00pm, Monday to Friday.

7.3. FINANCE & ADMINISTRATION

Cabinet Office is the administering authority for Computer Services Department. The Authority for many financial, administrative and HR function has been delegated down to the Director of Computer Services Department. This includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies using the laws, policies and procedures that regulate the function of government entities.

7.4. LAWS & REGULATIONS POLICIES and PROCEDURES

The Department is not directly regulated by any laws, but as an ICT service provider Computer Services Department adheres to the three main laws:

- Electronic Transactions Law 2000
- Computer Misuse Law 2000
- Information & Communications Technology Authority Law 2002 (Now superseded amended 2003, 2004, 2005, 2006, 2009)

Additionally as a government agency Computer Services Department adheres to the:

- National Archive and Public Records Law 2007

Financial Management

- Financial Regulations 2004
- The Public Management and Finance Law (2003 Revision)
- July 2008 - Annual Salary Scale for Salaried Staff and Hourly Rates for bi-weekly employees.
- 2012 Pay Schedule Monthly and Weekly pay dates 2012

Administration & Human Resource Management

- Public Service Management Law (2007 Revision): Complete set of laws for the Cayman Islands Civil Service
- Schedule One of the Personnel Regulations: A document describing Employment Terms and conditions 05-Dec-2007
- Public Servant Code of Conduct Code of Conduct for Civil Servants 05-Dec-2007
- Personnel Regulations, 2006
- Public Service Management Law, 2005: HR Law

Records Management

- Chief Secretary's Code of Practice on Record Management
- Freedom of Information Law 2007
- National Archive and Public Records Law, 2007

COMPUTER SERVICES DEPARTMENT POLICIES & PROCEDURES

In addition to the laws and regulations listed above the following policies and procedures are used at Computer Services Department.

- Complaints-handling procedure
- Cabinet Office Portfolio Human Resource policies & procedures
- Hurricane Preparedness manual
- IT Security Related Procedures

Computer Services Department has internal guidelines and for various aspects of the departments core services.

- Guidelines for Configuring a Linux Servers for Oracle
- Standards for networking addressing
- Standards for server naming
- Guidelines for PC image building
- Standard Operating Procedures for IT desktop / laptop condemnation.

7.5. Decisions and Recommendations

Date	FOI Number	Summary	Outcome
8-Oct-2009	FOI-30212	Access to Personal Information from RCIPS Time Recording Data	Withdrawn by Applicant
23-Feb-2010	FOI-32921	Provide the names and number of civil servants that are currently getting paid acting allowance over the 12 months period that is set in the Personnel regulations	Granted in Part
21-Apr-2010	FOI-32921	Employee's working in Government Administration Building (Glass House) as per generally, did any employee ordered to be removed for medical health reasons by a medical professional. Also in general terms, was there employee's removed by Head of Department, on request of employee's (complaint) without a Doctor's note, because of respiratory/chest or any other health reason.	Granted in Part
3-Jun-2010	FOI-35175	I want to send each HR a letter wanting to incorporate 'office chair-massage' in their place of employment. Is there a way of getting these email addresses?	Withdrawn by Applicant
31-May-2010	FOI-34615	I would like to request a copy of the purchase/lease agreement that was in place the last time the government made a bulk purchase of desk top computers.	Granted in Full
09-Nov-2010	FOI-38602	List all salary increments/adjustments given to your respective department employees between 1 March 2010 and 31 October, 2010. Please note the precise date on which those increments took effect	Administrative Closure Request responded to outside of FOI
18-Jan-2011	FOI-40082	The entire list of website domains listed/registered in the Cayman Islands, this should include all domains under the country code top-level domain (.ky). Including any websites registered to subdomains (.com.ky, .org.ky, .net.ky, .edu.ky, .gov.ky). This list should include all sites' URLs (domain name). Also, please indicate whether a site is active or inactive.	Granted in Full
22-Feb-2011	FOI-40749	Does the Cayman Islands Government Monitor Internal and external telephone conversations and E-mails going and coming into Government for any reason? If so, who has access to the telephone conversations? Under which Law/Constitution is the Monitoring of Telephone Conversations/e-mails allowed? To which extent or under what Law does the Government have the right to do it, if it does indeed monitor both E-mails and Telephone conversations?	Administrative Closure Request responded to outside of FOI
24-Nov 2011	FOI-45188	Within the last 5 years how much training was and continues to be provided to non-Caymanian. Within the last 5 years how much has been spent on renewing professional qualifications of non-Caymanians. Provide the following details listed below Provide a list of all duty and acting paid to Heads and Deputy Heads of Departments and Authorities within the last 5 years. Also, provide the same information for Chief Officers, Deputy Chief Officers, Chief Financial Officers, Deputy Chief Financial Officers for each Ministry and Portfolio. Provide the following details listed below.	Granted in full

7.6. List of Registers

Lists of all Computer Services Forms (External & Internal) are located on the intranet at: <http://it.gov.ky> under the documents tab

- Create User Account
- Delete User Account
- IRIS User Request Form

- IRIS Delete User Account
- Internet Access Request
- Authorised Signatories for Username and internet access

Classes of Information Held

Classes of Information	Restrictions & Accessibility to information
Cabinet reports & recommendations	FOI request concerning this type of information should be directed to the Information Manager in the Cabinet Office.
Personal / Human Resource records	Access to information restricted to the relevant personnel.
Complaints	Majority of the information can be accessed by the public through FOI law. Access restricted for personal information concerning clients or private residents or if information is being used in an investigation.
Financial information i.e. accounts, budget	Majority of the information can be accessed by the public through FOI law. Access restricted for personal information concerning clients or private residents or if information is being used in an investigation.
Tender Contracts	Confidential information will be redacted or will not be released.
IT security & Configuration documents	Access to this information is restricted as its release would undermine the security and integrity of the government IT systems as a whole.

7.7. Our Services

Computer Services is a shared service department providing high quality Information Technology (IT) and consulting services to Government departments and agencies. Computer Services also provides consulting, and IT services to two regional governments at industry standard rates. The CI Government computer system is a complex network of Digital mini-computers, PCs, terminals, printers, and associated peripheral equipment spread over every Government department and almost all Government buildings in Grand Cayman and Cayman Brac.

Services Offered Computer Services Department has 5 functional service areas:

- **Applications Development & Support**

Application Services is responsible for the analysis, design, building and maintenance, procurement of all applications running on government's central network. Here the staff members perform the services of IT Consulting, Strategic planning, Project Management, Business Process review and redesign, software development and E-Government, Electronic Document Management, Core Financial System Management and software support. They work with clients/users to investigate operational requirements and problems, seeing effective business solutions through improvements in information systems, data management, procedures, organization and equipment. They design large and/or complex programs and program modifications using agreed standards and tools, to achieve a well-engineered result for government. They direct and have regular interface with users of all grades throughout Government and Authorities whilst carrying out business or systems analysis, systems design, programme development and support, and user training

- **Technical Services**

Computer Services Technical Services staff provide Network Management, Network Design, System Management and Analysis Services. This team is responsible for the installation of new equipment, the networking of new projects and the installation of end user software applications. Additionally the Technical Services Team also provides expert Helpdesk Support, IT customer service, fast and effective information systems fault identification, fault resolution. They respond to all requests from over 2500 users in computer hardware, computer software and data communication and computer software systems government wide.

- **Operations:**

Computer Operations are responsible for the management and support of Windows, UNIX and Linux servers. The team services the internal and external (Internet) email services, web hosting and management and support of network switches, routers, fibre optic and copper cabling that provide network connectivity for the Cayman Islands Government. This team delivers Internet security, network security, malware protection, storage management, data backup and restoration services. The operations team members are also on call for after-hours IT Support.

- **CS Procurement**

CS Procurement manages daily operations of purchasing and procurements. Reviews purchasing requirements, solicits goods and services to vendors. This includes consultations and recommendations of IT hardware and software for all government departments.

CS Administration

The Administration Group is responsible for the office, personnel, financial management, records management and administrative tasks of the department.



Public Works Department

Publication Scheme

Produced in accordance with the Deputy Governor's Code of Practice on Publishing

CONTENTS:

1. About the Publication Scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information
 - About Us
 - Strategic Management
 - Finance & Administration
 - Policies & Procedures
 - Decisions & Recommendations
 - Lists & Registers
 - Our Services

1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Public Works Department to making information available to the public as part of its normal business activities.

The Public Works Department will:

- specify the information held by the authority, which falls within the seven (7) categories below;

- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The Public Works Department will generally not publish:

- information in draft form;
- information that is not held by the Public Works Department, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Public Works Department's (or another organisation's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.pwd@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call Ms. Juliette Frederick at (345)244 4834 or Ms. Yanira Dixon at (345)244-4835 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Ms. Juliette Frederick
Information Manager
P.O. Box 10505
Grand Cayman KY1-1005
Cayman Islands

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact either of the below persons:

Ms. Juliette Frederick
Tel: (345) 244-4834
Email: Juliette.Frederick@gov.ky

Ms. Yanira Dixon
Tel: (345) 244-4835
Email: Yanira.Dixon@gov.ky

The Public Works Department will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Public Works Department is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Public Works Department strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The Public Works Department will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Public Works Department has received your payment.

5. Requests for information outside the Publication Scheme

Information held by the Public Works Department that is not published under this scheme can be requested in writing, via email, fax, or by visiting the Public Works Department. Your request will be considered in accordance with the provisions of the FOI Law.

Send written requests to:

Ms. Juliette Frederick
Information Manager
Public Works Department
370 North Sound Road
P.O. Box 10505
Grand Cayman KY1-1005
Cayman Islands

For requests by email, please forward to foi.pwd@gov.ky

All faxed requests should be sent to the attention of the Information Manager at (345) 949-7731.

6. Complaints

The Public Works Department aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Ms. Juliette Frederick at (345)244-4834 or Ms. Yanira Dixon at (345)244-4835, and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from our HR Manager, Mrs. Francene Roach, at (345)244-4823 or by collection of a complaints form from our office at 370 North Sound Road, George Town, Grand Cayman.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 1375
Grand Cayman KY1-1108
CAYMAN ISLANDS

Telephone: +1 345 747 5402
Email: *appeals@ico.gov.ky*

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Name of public authority

Public Works Department

Ministry

District Administration, Works, Lands and Agriculture (DAWL&A)

Principal Officer

Mr. J. Maxwell Jones
Director

Information Manager

Ms. Juliette Frederick
Information Manager
P.O. Box 10505
Grand Cayman KY1-1005
Cayman Islands
Direct Line: (345)244-4834
Main Office: (345)949-2547
Email: *Juliette.frederick@gov.ky*
FOI email: *foi.pwd@gov.ky*

Information Manager - Designate

Ms. Yanira Dixon
Information Manager Designate
P.O. Box 10505
Grand Cayman KY1-1005
Cayman Islands
Direct Line: (345)244-4835
Main Office: (345)949-2547
Email: yanira.dixon@gov.ky
FOI email: foi.pwd@gov.ky

Organisation and functions

The Public Works Department (PWD) is the Government's principal advisor on matters relating to public buildings and their facilities. The department provides project management, construction management, construction activities, architectural, quantity surveying and MEP consultancy services for building related projects and also the provision of repair and maintenance services to Government properties as requested by fund-holding Client Agencies.

Services are provided using in-house professional staff, project and construction management expertise and direct labour services or by procuring private sector services, on the basis that PWD will be reimbursed for the full cost of its efforts, as aggregated from time recording and project costing systems.

P.O. Box 10505
Grand Cayman KY1-1005
Cayman Islands
Tel: (345)949-2547
Fax: (345)949-7731
Facility Maintenance **Service Line:** (345)244-4838 or PWDHelpDesk@gov.ky
Emergency **Hotline:** (345)916-6694
Website: www.pwd.gov.ky

Location and hours	Matters handled
Public Works Department 370 North Sound Road George Town, Grand Cayman <i>Regular Hours:</i> 8:30A.M. to 5:00 P.M. <i>Emergency Hours:</i> 5.00P.M. to 8.00A.M.weekdays AND 24hrs. weekends & Public Holidays	<ul style="list-style-type: none">Professional and technical consulting services.Public Construction ProjectsMaintenance of BuildingsEmergency Support Services

Frequently asked questions

- **What Does PWD do?**

The Public Works Department (PWD) is responsible for the design construction and maintenance of Government facilities as well as Disaster preparedness support. Located in a complex on the North Sound Road, the department employs Engineers, Architects, Administrative and Trade staff.

- **How does one gain employment with PWD?**

Whenever a job vacancy exists, the department will post advertisements in both the local media and on the Government Intranet.

To apply for a job with the PWD you should mail, email, fax or hand deliver a complete application form and current resume to the department, by the deadline listed on the job advertisement to:

Human Resources
Public Works Department
370 North Sound Road
P.O. Box 10505
Grand Cayman KY1-1005
Cayman Islands

Fax: (345) 949-7731
Email: pwdrecruitment@gov.ky

- **If I submit a resume do I still need to complete the government application form?**

Yes. The application form includes information that isn't listed on the resume.

- **Who should I contact regarding a post I have applied for?**

The Human Resources Manager or Human Resources Executive Officer at (345) 244-4823 or Email pwdrecruitment@gov.ky

- **How can I offer consultancy/Business services to PWD?**

PWD is consistently involved in administrative or operational activities requiring the contracting of external services. When this need arises PWD will advertise its invitation of tenders via the local media and on the PWD website. These invitations will outline the process involved in making such bids.

- **Who are PWD's clients?**

PWD provides services to Ministries, Portfolios, Government Departments, Statutory Authorities, and Government owned companies, approved private sector clients and any other entity that PWD agrees to provide services to. The majority of our activities are located in Grand Cayman and occasionally in the Sister Islands.

- **Can PWD fix my roads?**

No. The construction and maintenance of roads is the responsibility of the National Roads Authority (NRA)

- **What is the difference between PWD and NRA?**

Initially the Public Works Department consisted of two divisions, namely Roads and Buildings. In July 2004 the Roads division was separated and by an act of government became an authority, now referred to as the National Roads Authority (NRA).

STRATEGIC MANAGEMENT

Administering the authority's operations at the organisational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources.

The key strategic goals and objectives for the Public Works Department

1. Continuous improvement in customer service (both External and Internal customers)

- 1.1 Improve ability to gather and utilize real-time information to better advise stakeholders regarding work related matters
- 1.2 Develop content and conduct continuous and relevant customer service training
- 1.3 Develop systems to garner client feedback (these may include focus groups, surveys etc.)
- 1.4 Develop and integrate into operations, a department wide Customer Service Policy
- 1.5 Establish a Standard operating procedure for creating opportunities to delight clients and exceed their basic expectations

2. Improve PWD information management systems.

- 2.1 Implement the government Enterprise Content Management (ECM) within the department
- 2.2 Develop a document issuing policy and standardize all documents, templates and forms currently in use.
- 2.3 Fully implement the government Enterprise Asset Management (EAM) within the department and use it to manage the maintenance process
- 2.4 Implement a department wide Version Control policy

3. Develop comprehensive succession management policies and practices.

- 3.1 Conduct self-evaluation to determine organizational priorities
- 3.2 Develop feedback mechanisms to ensure participant involvement in planning process
- 3.3 Implement a formal Peer Mentoring programme
- 3.4 Craft business continuity plans

- 3.5 Ratify PWD succession planning framework
- 3.6 Craft individual succession plans for Key Posts (mission critical jobs)

4. Improve organizational development and training.

- 4.1 Complete the development and conduct the implementation of a PWD apprenticeship programme
- 4.2 Develop a three-year Strategic HR Plan
- 4.3 Develop a three-year Training Plan hinged against the department's Strategic HR Plan
- 4.4 Enroll staff in Technical/ Vocational certificate and degree training programmes targeting Administrative and Site-Based employees
- 4.5 Implement robust Cross-training practices
- 4.6 Implement Industrial Furlough programme
- 4.7 Complete development and implementation of stores system
- 4.8 Conduct periodic organizational reviews
- 4.9 Conduct cyclical Job Description Reviews
- 4.10 Improve HR administration management (examine online leave applications)

5. Improve communication (Internal and external)

- 5.1 Standardize Inter/Intra Departmental communication policies
- 5.2 Develop and implement a PWD Marketing and Communications strategy
- 5.3 Improve quality of management reporting to achieve increased frequency, scope, quality and timeliness and availability of reports

6. Improve Accountability

- 6.1 Improve Performance Management System (this will include activities such as setting measurable performance objectives)
- 6.2 Implement Qualitative measurement systems into the Work Order management process.
- 6.3 Hold persons accountable for poor performance

7. Promote environmental stewardship and sustainability.

- 7.1 Improve employee awareness regarding environmental sustainability
- 7.2 Implement a recycling programme within the Department
- 7.3 Enhance sustainable design and maintenance practices
- 7.4 Implement environmental stewardship policies within the department
- 7.5 Include environmental stewardship promotional items in Departments Marketing Plan

8. Perform to industry standards through benchmarking (best practice).

- 8.1 Maintain useful association memberships in order to identify appropriate benchmarks
 - 8.1.1 Research various associations proven to be useful in the industry as a team
 - 8.1.2 Effectively compile list of chosen associations to gain memberships with

- 8.1.3 The team should chose several associations that benefit all departments throughout PWD
- 8.1.4 Identify different approaches to benchmarking for PWD as a whole
- 8.1.4 Identify different approaches to benchmarking for each department
- 8.2 Implement industry best practices and systems
- 8.2.1 Compile industry data to provide best practice standards for overall PWD employees. Teams should focus on a combination of each division needs to create stages of standards for the separate departments
- 8.2.2 Create a model of best practices standards for presentation and acceptance of Strategic Team
- 8.3 Develop measures to determine if benchmarks are met (examine on the basis of time, quality & cost)
- 8.3.1 Create a matrix in which to evaluate all divisions for the level of TQC to calculate overall benchmark
- 8.3.2 Matrix should rate each division individually (per JD) and produce a combined averaged output measure
- 8.4 Seek relevant industry based recognition
- 8.4.1 Ensure employees performing to industry standards receive the recognition deserved by all
- 8.4.2 Provide system to ensure relevant industry based recognition provided
- 8.5 Conduct 40-Hour Industrial furlough
- 8.5.1 Initiate furlough plan once plan has been implemented by Team 4
- 8.5.2 Ensure all employees are informed of the program and encouraged to participate
- 8.5.3 Measure knowledge gained from the experience
- 8.5.4 Factor furlough knowledge gained into matrix for benchmarking purposes

9. Continuous improvement in management practices.

- 9.1.1 Craft a technology Plan
- 9.1.2 Establish and implement a full spectrum of Policies and Procedures and conduct periodic reviews of them.
- 9.1.3 Conduct familiarization sessions on developed policies and established procedures with all staff.
- 9.1.4 Develop and implement a Fleet Management operational plan which will facilitate the maintenance and renewal of our fleet in order to support efficient delivery of client services.

10. Enhance employee care and recognition.

- 10.1 Showcase team members via public communications media.
- 10.2 Obtain group benefit packages for employees from product and service suppliers
- 10.3 Support social-needs projects and establish staff volunteer programmes.
- 10.4 Revamp reward and recognition programmes
- 10.5 Implement additional staff welfare programmes

Governance

- Public Accountants Law (2009 Revision) - International Public Accounting Standards
- Labour Law (2007 Revision) and Regulations
- Public Holidays Law (2007 Revision)
- Public Service Management Law (2011)
- Public Service Personnel (Regulations) (2011)
- Public Service Pensions Law (2011 Revision)
- Public Service Pensions Regulations (2011 Revision)
- Freedom of Information (General) Regulations (2008)
- Freedom of Information (Information Commissioner) Regulations (2008)
- The Freedom of Information Law, 2007 (Commencement) Order (2008)
- Electronic Transactions Law 2003 revision
- Public Management and Finance Law (2012 Revision), Financial Regulations 2010
- Workmen's Compensation Law (1996 Revision)
- Immigration Law (2011 Revision)
- Public Holidays Law (2007 Revision)
- Customs Law (2007 Revision) and Regulations; Customs Tariff (Amendment) Bill 2012
- Environmental Health Laws and Regulations
- National Archive and Public Records Law (2010 Revision)
- National Archive and Public Records (Regulations) 2007
- Chief Secretary's Code of Practice on Record Management
- Health Insurance Law (2011 Revision)
- The Development and Planning Law (2011 Revision)
- The Development and Planning (Amendment) Regulations, 2012
- The Building Code (Amendment) Regulations, 2012
- Schedule One of the Personnel Regulations: A document describing Employment Terms and Conditions (2011 Revision)

FINANCE & ADMINISTRATION

Financial management

- Annual Budget
- Accounting Policies and Procedures
- Contracting Procedures
- List of current tenders, contracts or quotations; Recently-awarded contracts

Administration

- Press Releases
- Job Vacancies; career opportunities
- Staff pay and grading structures
- Records Management file plan

POLICIES & PROCEDURES*

- Complaints-Handling Procedures; HR Policies and Procedures
- Finance, Stores & Fleet Policies & Procedures
- Operations and Works Policies and Procedures
- Development & Planning Policies and Procedures

- Information Management Policy; Disposal schedule (records retention policy)

*Copies can be obtained upon request from Information Manager

LISTS & REGISTERS

- Asset Register
- FOI Disclosure Log

OUR SERVICES

Policy Advice

1. Policy advice provided to the Hon. Minister & Ministry of District Administration, Works and Gender Affairs on all matters relating to buildings and other / related facilities.

Advice and Assistance to Government Agencies

2. Provision of advice and assistance to:
 - a. Fund-holding Client Departments on programmes and non-project specific matters relating to buildings and their related facilities,
 - b. Government Committees and/or Boards of public or private sector organisations, when departmental staff are appointed by Government, in matters relating to buildings, their related facilities and on tendering procedures,
 - c. Statutory Authorities and Government owned companies on a reimbursable basis on project and non-project specific matters relating to buildings and their facilities.

Management of Building Projects

3. Project management and consulting services for the design, construction of new buildings and renovations to existing buildings and their related facilities occupied by fund-holding Client Agencies. Services include the use, where appropriate, of a direct labour organisation and the delivery of the following activities using in-house or private sector resources, as defined in Project SLA's:
 - a. Assist Clients to create a project definition document [PDD] at outset and obtaining master plan approval for project implementation.
 - b. Project management services to ensure that projects are completed on time, within cost and to required specification,
 - c. Designs, costing and contract documentation,
 - d. Tendering and contract award processes,
 - e. Construction management and inspection services, construction and hand-over activities.

Maintenance of Client Facilities

4. Maintenance of buildings and other facilities occupied by fund-holding Client Agencies in accordance with the Agency SLA and Client / Facility Manager's directions. The services cover all elements of the building and specifically agreed services to the property. Other services may be included as agreed within the framework of the Agency SLA. In the instance of rented or leased facilities, services vary to meet Client needs if not provided by the lease-holder.

The activity also involves the periodic inspection of the property, logging of service requests and issuance of work orders to execute, by in-house or private sector resources, those activities as defined in Agency SLA's.

Agencies that call in requests are responsible for the labour and material expenses incurred.



Information Commissioner's Office

Publication Scheme

Produced in accordance with the Deputy Governor's Code of Practice on Publishing

Updated and Published on 5 January 2013

CONTENTS:

1. About the Publication Scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information
 - About Us
 - Strategic Management
 - Finance & Administration
 - Policies & Procedures
 - Decisions & Recommendations
 - Lists & Registers
 - Our Services

1. About the Publication Scheme

Every public authority has a legal duty to maintain a publication scheme under the Freedom of Information Law.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information and develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Information Commissioner's Office (ICO) to making information available to the public as part of its normal business activities.

The ICO will:

- specify the information held by the authority, which falls within the seven (7) categories below (see section 7);
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The Information Commissioner's Office will generally not publish:

- information in draft form, where a final document is available;
- information that is not held by the ICO, or which has been disposed of in accordance with a legally authorized disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted form, where ever it is practical to do so, indicating which exemptions apply.
- operational information relating to appeals filed with the ICO will not be published. For cases that are resolved informally at the investigation stage, when practicable, the ICO will publish a short summary of the facts on the ICO website under the **Appeals** section, headed *Appeal Investigation Summaries*. In relation to formal Hearings, the Information Commissioner's decision will be published and available to the public, both on our website as well as in hardcopy from our offices.
- records relating to an ongoing investigation being conducted by the ICO. Instead where appropriate, a copy of the final decision will be published on the website as well as available in hard copy.

In maintaining this publication scheme, the ICO's aim is to be as open as possible. However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Information Commissioner's Office (or another organizations), commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

The Information Commissioner's Office will endeavor to publish all information listed in this publication scheme on the ICO website. Alternatively, any records listed will also be available in hardcopy from the Information Commissioner's Office. If a specific document is not available in either of these formats it will have a notation beside it that informs you of its status. In rare circumstances, published information may only be available for viewing in-person. Records that fall under this category will be specifically identified.

Please note there may be a reproduction charge for physical copies of records. See *Section 4: Fees and charges* below for further details.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of the ICO's documents are published electronically on the ICO website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document. If there is no link, or the link is broken, you can search the ICO website for the information you seek at **www.INFOCOMM.ky**. If you are still having trouble locating information listed under this scheme, please contact the Information Commissioner's Office at (345) 747-5402 or by email at info@infocomm.ky

Email

If information is listed in this publication scheme but is not published on the website, the ICO may be able to send it to you by email. You can email the ICO at **foi.ico@gov.ky** to request information. You may also wish to provide a telephone number so that you can be contacted to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call **(345) 747-5402** to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Information Commissioner's Office
Attn: Information Manager
P.O. Box 1375
Grand Cayman KY1 1108
CAYMAN ISLANDS

In your request, please provide your name (real name or a pseudonym is acceptable), mailing address and full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that you can be contacted to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact (345) 747-5402 or email us at info@infocomm.ky.

The Information Commissioner's Office will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Information Commissioner's Office is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Information Commissioner's Office strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on a compact disc (CD). Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

CDs will be charged at a rate of \$2 per disc.

Postage costs

The Information Commissioner's Office will pass on to the requester the actual costs of postage or courier delivery.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Information Commissioner's Office has received your payment.

A full list of possible fees is outlined in the *Freedom of Information (General) Regulations 2008*. A copy of this document is available on the ICO website under the section **Laws and Regulations**.

5. Requests for information outside the publication scheme

Information held by the Information Commissioner's Office that is not published under this scheme can be requested in writing. Your request will be considered in accordance with the provisions of the FOI Law.

Further information on making an FOI Request can be found on the ICO website under the **FOI** section.

6. Complaints

The Information Commissioner's Office aims to make this publication scheme easy to use, and ensure the ICO's information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, or if you have made an FOI request and are unsatisfied with any aspect of the response and/or service provided, please contact the Deputy Information Commissioner at 747-5402. The ICO will try to resolve your complaint as quickly as possible.

Further information about the ICO Customer Service Policy and general complaints procedures can also be obtained from the ICO website.

You have legal rights to access information under this scheme, and a right to complain directly to the Information Commissioner if you are dissatisfied with the ICO's response. All appeals are vetted through an ICO Analyst who can help guide you through the process.

Please note that as the ICO oversees the appeals filed under the FOI Law, the Deputy Information Commissioner will deal directly with any Internal Review issues for the ICO. The Deputy Information Commissioner can be contacted by phone at (345)747-5402 or by email at info@infocomm.ky.

Physical Address: Information Commissioner's Office
2nd Floor, Office Suite 205,
Elizabethan Square, Building C
George Town, Grand Cayman

Mailing Address: PO Box 1375
Grand Cayman KY1 1108
CAYMAN ISLANDS

Telephone: (345) 747-5402

Email: info@infocomm.ky

Hours: Monday to Friday, 9:30am - 4:00pm

7. Categories of Information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Staff list:

Information Commissioner – Mrs. Jennifer Dilbert

Deputy Information Commissioner – Mr. Jan Liebaers

Office Manager / Information Manager – Mrs. Christina Smith Rivers

Operations Administrator / Registrar of Hearings – Mrs. Nadira Lord

Appeals & Compliance Analyst – Mrs. Clara Smith

The Information Commissioner's Office is an independent entity responsible for hearing appeals and monitoring compliance in accordance with the FOI Law. Individuals denied access or who believe their request was mishandled may appeal the matter to the Information Commissioner, who has the authority to review the matter, make all findings of fact and law, and issue a binding decision. The Information Commissioner is also responsible for promoting general awareness of the FOI Law, the public's rights and the obligations of government under the Law.

The Information Commissioner may:

- a. Hear, investigate and rule on appeals filed under the Freedom of Information Law,
- b. Monitor and report on the compliance by public authorities with their obligations under the Law,
- c. Make recommendations for reform both of a general nature and directed at specific public authorities,
- d. Refer to the appropriate authorities cases where it appears that a criminal offence has been committed, and
- e. Publicise the requirements of the Law and the right of individuals under it.

Physical Address: Information Commissioner's Office
2nd Floor, Office Suite 205,
Elizabethan Square, Building C
George Town, Grand Cayman

Mailing Address: PO Box 1375
Grand Cayman KY1 1108
CAYMAN ISLANDS

Telephone: (345) 747-5402

Email: *info@infocomm.ky*

Hours: Monday to Friday, 9:30am - 4:00pm

Boards and committees

The Information Commissioner's Office does not oversee any boards at this time.

Frequently asked questions (FAQ's)

1. Who can request information?
2. Who should I address my request to?
3. What qualifies as a request for information under the Freedom of Information Law?
4. What information can I ask for?
5. Is there a difference between asking for "records" and "information"?
6. Can I make an anonymous request?
7. Do I have to tell the government why I want the information?
8. How quickly will I get a response to my request?
9. What will be in the response?
10. How much does it cost to make an FOI Request?
11. What are my options if I don't get a response to my request?
12. What if I don't like the response from the Public Authority?
13. How do I make an Appeal with the Information Commissioner's Office?
14. Do I need a lawyer to file an Appeal with the ICO?
15. How long does an ICO appeal take?
16. If my appeal becomes a Hearing, do I need to appear before the Commissioner in person?

1. Who can request information?

Anyone can request information under the Freedom of Information Law, regardless of their nationality, physical location or age.

2. Who should I address my request to?

You should direct your request to the Information Manager ("IM") of the public authority that holds the records. You can find out who the IM is by:

1. Calling, emailing or visiting the public authority concerned;
2. Looking up the name of the IM on the list of the public authorities (can be found on the ICO website);
3. Looking up the contact details on '*The 2013 FOI Publication Schemes*' compilation of all public authority's publication schemes (can be found on the ICO website).

If you make your request to the wrong public authority, the Law requires the IM to transfer your request within 14 days to the public authority that holds the record(s) or whose functions are more closely connected with the subject matter of your request.

3. What qualifies as a request for information under the FOI Law?

In order for your request to qualify as a request under the FOI Law it must meet two criteria:

1. You must make your request in writing, which includes email.
2. Your request must contain enough information to enable the public authority to identify the records.

You do not need to mention the FOI Law, but it may help to do so.

For further information on how to make a request please visit the FOI section of the ICO website. You can also download a copy of the standard FOI Request form, however use of this form is not mandatory.

4. What information can I ask for?

You can ask for any information that the Government holds, however in some cases the Government may legitimately withhold information from you according to certain limited exemptions under the FOI Law. Government may also defer disclosure of the information in certain circumstances.

For example, government may withhold information if its disclosure could reasonably be expected to affect the conduct of an investigation, or if it would be likely to endanger the physical or mental health of an individual.

For more on the exemptions that are allowed, please see sections 15 to 25 of the FOI Law.

5. Is there a difference between asking for “records” and “information”?

An example of a request for records would be: “I want access to the travel receipts for the month of December”.

An example of a request for information would be: “I want to know how much Government spent on travel in December?”.

The FOI Law grants a right to obtain access to “records”. A “record” is defined as “information held in any form”. This includes a record in writing, a map, plan, graph or drawing, a photograph, a disk tape, sound track, any film, etc.

You should try and make your request for a “record” or “records”, if possible. If you don't know what record to ask for, you should seek assistance from the Information Manager you are dealing with. The IM has a duty to communicate with you and help you refine your request.

6. Can I make an anonymous request?

You have to supply a name when you make a request or an appeal, but it does not have to be your real name, a pseudonym is acceptable. You can also ask that a copy of the records be sent to an email address without revealing your real name.

However, if you ask for your own personal information you will need to show proof of your identity, or you may not obtain it.

For more information on how to make a request please visit the FOI section of the ICO website. You can also download a copy of the standard FOI Request form, however, use of this form is not mandatory.

The ICO has also written a Position Paper on Anonymity and Fees.

7. Do I have to tell the government why I want the information?

No, you do not have to give any reasons why you want the information or how you intend to use it. However, in some cases background information may assist the Information Manager in locating the records you have requested. Background information may also assist the public authority and the ICO in determining the public interest.

8. How quickly will I get a response to my request?

A public authority must acknowledge your request within 10 calendar days, and provide a reply within 30 calendar days. However they may extend this period in writing by another 30 calendar days for good cause.

There are slightly different time lines for requests that are transferred to another public authority. The transfer itself must be completed within 14 calendar days, and the second public authority then has 30 calendar days from the date of the transfer. They can also extend this period by 30 calendar days for good cause.

9. What will be in the response?

When the Information Manager gives you the public authority's initial decision, the reply should:

1. Provide the records that are being disclosed in full (if any);
2. Provide the records that are being partially disclosed (if any), with the legal reasons for the redactions;
3. List all the records that are being withheld (if any) with the legal reasons for not disclosing them;
4. Include the options available to you, e.g. whether you can request an internal review or an appeal to the Information Commissioner.

If no records are held, this should be stated in the decision.

10. How much does it cost to make an FOI Request?

There is no fee for making an FOI request itself.

Public authorities are allowed to charge a fee for copying and shipping the records to you. You may be able to prevent this fee by asking for electronic copies to be sent to your email address. If you do not have the means to pay the fee you may request that Government waive it.

For more information on the copying and shipping fees that can be charged, please see Schedule 3 of the FOI (General) Regulations 2008.

It is important to note that many public authorities routinely collect fees for records for sale to the public (outside of FOI). Making an FOI request for those records will not reduce or eliminate the applicable fees.

11. What are my options if I don't get a response to my request?

If you do not get an acknowledgment of your request within 10 calendar days, and you do not know if your request has been received, you can contact the Information Manager to confirm this.

If you do not get a response to your request after 30 calendar days, you should contact the Information Manager and ask for an internal review. Under the FOI Law a non-response is the same as a refusal to grant access. Therefore, you are entitled to ask that the responsible Chief Officer review the issue.

If you do not get a response to an internal review 30 calendar days after asking for it, you should contact the ICO for an appeal.

12. What if I don't like the response from the public authority?

The FOI Law gives the general public a right to access government records. However, there are a number of valid reasons why a public authority can withhold a record in whole or in part. The most common reason is that one or more so-called "exemptions" may apply to the record or to part of the record. You have a right to know exactly what the legal reason is for withholding the record or part of the record.

Bearing this in mind, if for any reason you are dissatisfied with the response of a public authority, for instance if you do not believe that a claimed exemption applies, you are entitled to request an internal review of the decision.

Your request for an internal review should be made to the same Information Manager who accepted your initial request. An internal review must be completed within 30 calendar days by the Chief Officer responsible for the public authority. There is no extension of this period.

If you are not satisfied with the decision of the Chief Officer's internal review, you can appeal to the ICO. In some circumstances you can appeal directly to the ICO, without an internal review.

If at any time you are unsure about the next steps to take please contact the ICO for direction.

Finally, if your complaint is not about FOI, you should consider using the public authority's internal complaint procedures or customer service. You may also have the option of filing a formal complaint with the Office of the Complaints Commissioner.

For a copy of the ICO's own internal complaint policy, please see the **Contact Us** page on the ICO web site. A paper copy of both the policy and form can also be obtained from the office.

13. How do I make an appeal with the Information Commissioner's Office?

The ICO can only accept an appeal if all other means of redress have been exhausted. This normally means that first you have to ask for an internal review within the public authority concerned, as described above, before you can make an appeal to the ICO.

Your request for an appeal with the ICO needs to be in writing. Make sure to include copies of the following documentation, if applicable:

1. your initial FOI request;
2. the public authority's acknowledgement of your FOI request and their initial decision;
3. your request for an internal review;
4. the Chief Officer's internal review decision;
5. any records that were disclosed to you, including redacted records.

We will review your documentation and confirm whether we can accept an appeal under the FOI Law or not.

See the ICO's Appeal Policy and Procedures on the ICO website for more information.

14. Do I need a lawyer to file an Appeal with the ICO?

It is entirely up to you if you wish to use legal representation, but it is not a requirement under the FOI Law. Should you choose to retain a lawyer, then you will be liable for your own legal costs.

You are required to provide a written submission to the Commissioner if your ICO appeal reaches the formal hearing stage. However, in most cases a simple statement of your position will do.

The Law puts the burden of proof on the public authority to show that it fulfilled its obligations under the Law. Therefore, applicants are not required to file complex legal arguments.

15. How long does an ICO appeal take?

The timing of an appeal will depend on a number of factors, including whether it can be resolved informally, and whether it proceeds to a formal hearing.

Once an appeal has been accepted by the ICO, the ICO will investigate whether the public authority has met all its obligations under the Law. ICO staff will attempt to resolve a dispute as quickly as possible, but delays may occur for various reasons, which is why informal resolution can take anywhere from a few days to a few months.

Some appeals to the ICO proceed to the formal hearing stage. This means that the Commissioner will personally review the case and make a binding ruling.

Once a hearing schedule has been agreed with the two parties, the Registrar of Hearings issues the Notice of Hearing and Fact Report. Submissions and counter-submissions are

received and exchanged between the Applicant and the public authority(s) involved. This process takes approximately 25 days.

When all documentation has been received and reviewed, the Registrar of Hearings closes the hearing and the matter then goes to the Commissioner for review and a binding decision. The Commissioner has 30 calendar days to provide a decision, however this period may be extended a further 30 calendar days for good cause.

Both parties (the applicant and the public authority(s)) can appeal a decision of the Information Commissioner to the Grand Court on the basis of a judicial review.

16. If my appeal becomes a hearing, do I need to appear before the Commissioner in person?

So far the Commissioner has not called any oral hearings, and all hearings have taken place entirely in writing.

STRATEGIC MANAGEMENT

Administering the authority's operations at the organizational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources.

Governance

The following is a list of high-level documents that inform and direct the functions and activities of the ICO.

- Freedom of Information Law (2007)
- Freedom of Information (General) Regulations (2008)
- Freedom of Information (Information Commissioner) Regulations (2008)
- The Freedom of Information Law, 2007 (Commencement) Order (2008)
- Public Service Management Law (2011)
- Public Service Personnel (Regulations) (2011)
- Public Management and Finance Law (2012 Revision)
- Financial Regulations (2008 Revision)
- Public Service Pensions Law (2011 Revision)
- Public Service Pensions Regulations (2011 Revision)
- Public Holidays Law (2007 Revision)
- National Archive and Public Records Law (2010 Revision)
- National Archive and Public Records (Regulations) 2007
- Health Insurance Law (2011 Revision)
- Cayman Islands Constitution Order, 2009

Corporate management

The following is a list of high-level documents that plan and evaluate the work of the authority.

Reports – Operational

- Operational Plan & 1st Quarter Report: January 4th – March 31st, 2009
- Operational Plan & 2nd Quarter Report: April 1st – June 30th, 2009
- Operational Plan & 3rd Quarter Report: July 1st – September 30th, 2009
- Operational Plan & 4th Quarter Report: October 1st – December 31st, 2009
- Operational Plan & 1st Quarter Report: January 1st – March 31st, 2010
- Operational Plan & 2nd Quarter Report April 1st – June 30th, 2010
- 2010 / 2011 Operational Plan & 1st Quarter Report: July 1st – September 30th
- 2010 / 2011 Operational Plan & 2nd Quarter Report: October 1st – December 31st
- 2010 / 2011 Operational Plan & 3rd Quarter Report: January 1st – March 31st
- 2010 / 2011 4th Quarter Report: April 1st – June 30th
- 2011 / 2012 1st Quarter Report: July 1st – September 30th
- 2011 / 2012 2nd Quarter Report: October 1st – December 31st
- 2011 / 2012 3rd Quarter Report: January 1st – March 31st
- 2011 / 2012 4th Quarter Report: April 1st – June 30th
- 2012 / 2013 1st Quarter Report: July 1st – September 30th

Reports – Annual & Half Year

- Cayman Islands Government Annual Report (*A link to this report is available on the ICO website*)
- Information Commissioner's 2009 Annual Report
- Information Commissioner's 2010 Half Year Report: January – June, 2010
- Information Commissioner's 2010 – 2011 Annual Report

Reports – Compliance

- 2009 ICO 1st Quarter Compliance Report
- 2009 ICO 2nd Quarter Compliance Report
- 2009 ICO 3rd Quarter Compliance Report
- 2009 ICO 4th Quarter Compliance Report
- 2009 Annual Compliance Report
- 2010 ICO 1st Quarter Compliance Report
- 2010 ICO 2nd Quarter Compliance Report
- 2010 ICO 3rd Quarter Compliance Report
- 2010 ICO 4th Quarter Compliance Report
- 2010 Annual Compliance Report

Statistics

- ICO Annual Appeal Statistics 2009
- ICO Annual Appeal Statistics 2010
- ICO First Quarter Statistics 2010/2011
- ICO Second Quarter Statistics 2010/2011
- ICO Third Quarter Statistics 2010/2011
- ICO Fourth Quarter Statistics 2010/2011
- Freedom of Information Statistics 2012

Reports – Right to Know Week

- 2009 Right to Know Week Project Summary
- 2010 Right to Know Week Project Summary
- 2011 Right to Know Week Project Summary
- 2012 Right to Know Week Project Summary

Reports – Publicity Tracking

- Public Relations Tracking 2009 – 2010

- Public Relations Tracking 2011
- Public Relations Tracking 2012

Recommendations

- ICO Law Review Recommendations 2010 *(presented to Committee of the House in September 2010 – will not be publically available until Law Review of the Legislature is completed and the report has been tabled)*

Plans

- ICO Hurricane Preparedness Plan *(updated annually)*
- 2009 Hazard Management Plan for Records
- 2011 Hazard Management Plan for Records *(updated annually)*
- 2012 Hazard Management Plan for Records
- Montpellier Fire Evacuation Plan

FINANCE & ADMINISTRATION

Administering the authority's internal functions and managing its resources efficiently and effectively. Includes records pertaining to the management of monetary resources, material resources, human resources, information resources, and relationships with clients, the public and other government agencies.

Financial management

Documents relating to the administration of the authority's monetary resources – including projected and actual income and expenditure; tendering; procurement; and contracts.

- Invoices
- Vendor Files
- Petty Cash Reports
- Credit Card Statements
- Financial Ledgers
- Financial Reports *(These are generated by computer based on the parameters given)*
- ICO Budget *(A link to our part of the overall government budget is available on our website)*
- ICO 2010-2011 Audited Financial Statements *(presented to the Members of the Legislative Assembly in December 2011)*

Administration

Documents relating to other administrative functions carried out within the authority – including buildings, equipment & vehicles; communications; human resources; information & technology management.

- Press Releases
- Employment Opportunities *(these are listed on our website and advertised locally when applicable)*
- ICO Organizational Chart
- ICO Salary Scale
- ICO Team Meeting Minutes
- ICO File Plan *(Not currently published in its entirety)*
- Brac House Lease
- Montpellier Lease

- Office Plant Plan & Watering Schedule
- Job Descriptions
- Biographies

POLICIES & PROCEDURES

Current written protocols used by the authority for carrying out functions, activities and delivering services.

Policies

- Customer Service Policy
- Policies & Procedures: Appeals
- ICO Media Protocol
- Disabled Access to Building Policy

Manuals

- ICO Induction Manual
- ICO Internal Training Manual
- Hearing Guidance Manual
- ICO Intake Manual

Register of Interests

- Notice of Interests – Information Commissioner
- Notice of Interests – Deputy Information Commissioner
- Register of Interest Policy

Guidance & Discussion Papers

- The Different Roles and Duties of the Freedom of Information Unit and the Information Commissioner's Office
- Public Authorities Tips for a Reasonable Search
- Instructions for a Written Hearing
- ICO Recommendations for FOI Law 2007 Review (2010)
- ICO Position Paper on Anonymity and Fees (2011)

Presentations & Seminars

- ICO Information Pack 2009
- PowerPoint Presentation - Data Protection
- IM Network Meeting 2009
- IM Network Meeting 2010
- ICO General Information PowerPoint Presentations (*altered for each audience – full list available upon request*)
- Judicial Review Seminar 2010
- ICO IM Seminar Series 2010
- ICO IM Seminar Series 2011
- ICO IM Seminar Series II 2012

Appeal Investigation Summaries

- Mediation Summaries: January – June 2009
- Mediation Summaries: July – September 2009

- Mediation Summaries: September – December 2009
- Mediation Summaries: January – June 2010
- Mediation Summaries: July – December 2010
- Mediation Summaries: January – March 2011
- Mediation Summaries: April – June 2011

Forms & Booklets

(The documents listed below are available online as well as in hardcopy at many public authorities as well as the ICO)

- ICO Appeal Form
- FOI Request Form
- List of Public Authorities & FOI Contact Details
- Customer Service Form
- Employment Application Form
- ICO Brochure – Your Guide to Freedom of Information

Newsletters

- ICON – 1st Edition, September 2009
- ICON – 2nd Edition, December 2009
- ICON – 3rd Edition, March 2010
- ICON – 4th Edition, June 2010
- ICON – 5th Edition, September 2010
- ICON – 6th Edition, December 2010
- ICON – 7th Edition, March 2011
- ICON – 8th Edition, June 2011
- ICON – 9th Edition, September 2011
- ICON – 10th Edition, December 2011
- ICON – 11th Edition, March 2012
- ICON – 12th Edition, June 2012
- ICON – 13th Edition, September 2012

DECISIONS & RECOMMENDATIONS

Information about proposals, resolutions, assessments and results, including decision-making processes.

Hearings

- ICO Decision – 1-01009 (Government Information Services)
- ICO Decision – 2-01109 (Royal Cayman Islands Police Service)
- ICO Decision – 3-02209 (Department of Agriculture)
- ICO Decision – 4-02109 (Cabinet Office)
- ICO Decision – 5-00310 (Cayman Islands National Insurance Company)
- ICO Decision – 6-01810 No Decision appeal abandoned
- ICO Decision – 7-01010 (Public Service Pensions Board)
- ICO Decision – 8-01610 (Health Regulatory Services Department)
- ICO Decision – 9-02210 (Cayman Islands National Insurance Company)
- ICO Decision – 10-02310 (Portfolio of Legal Affairs)
- ICO Decision – 11-02410 (Ministry of Tourism, Finance and Development)
- ICO Decision – 12-01011 & 01211 (Portfolio of Legal Affairs)
- ICO Decision – 13-00511 (Ministry of Tourism, Finance and Development)
- ICO Decision – 14-00711 (Royal Cayman Islands Police Service)

- ICO Decision – 15-00611 (Ministry of Tourism, Finance and Development)
- ICO Decision – 16-00811 (National Pensions Office)
- ICO Decision – 17-01711 (Royal Cayman Islands Police Service)
- ICO Decision – 18-01311 (Judicial Administration)
- ICO Decision – 19-01911 (Port Authority)
- ICO Decision – 20-00112 (Public Service Pension Board)
- ICO Decision – 21-00212 (Portfolio of the Civil Service & Deputy Governor's Office)
- ICO Preliminary Decision – 22-00712 (Cabinet Office)
- ICO Decision – 23-00512 (National Pensions Office)
- ICO Decision – 24-00612 (Governor's Office)
- ICO Decision – 25-00812 (Port Authority)
- ICO Decision – 26-00312 (Office of the Auditor General)

Investigations

Section 44. Compliance Investigations

- ICO Investigation 1 (Governor's Office)
- ICO Investigation 2 (Ministry of Community Affairs, Gender and Housing)
- ICO Investigation 3 (Ministry of Finance, Tourism and Development)
- ICO Investigation 4 (Ministry of Finance, Tourism and Development)
- ICO Investigation 5 (Immigration Department)
- ICO Investigation 6 (Ministry of Finance, Tourism & Development)
- ICO Investigation 7 (Royal Cayman Islands Police Service)
- ICO Investigation 8 (Prison Service)
- ICO Investigation 9 (Lands & Survey) No Order issued, matter resolved informally
- ICO Investigation 10 (Civil Aviation Authority)

Own Initiative Investigations

- Own-Initiative 1 – Public Authority Records Management, section 54 Compliance
- Own-Initiative 2 – Anonymous requestor ("Operation Fred") 27 Sept 2010
- Own-Initiative 3 - Anonymous requestor ("Operation Freddy") 4 February 2011
- Own-Initiative 4 – (Website Survey) 15 July 2011

Good Practice Assessments

- Good Practice Assessment – 0111 Health Services Authority

LISTS & REGISTERS

Information held in registers required by law and other lists or registers relating to the functions of the authority.

- ICO FOI Disclosure Log (*Available on our website. Electronic or hard copies may be requested*)
- 2010 FOI Publication Scheme List (*Master list published on our website and updated each year*)
- 2011 FOI Publication Scheme List (*Master list published on our website and updated each year*)
- 2012 FOI Publication Scheme List (*Master list published on our website and updated each year*)
- 2013 FOI Publication Scheme List (*Master list published on our website and updated each year*)

OUR SERVICES

The Information Commissioner may:

- a. Hear, investigate and rule on appeals filed under the Freedom of Information Law,
- b. Monitor and report on the compliance by public authorities with their obligations under the Law,
- c. Make recommendations for reform both of a general nature and directed at specific public authorities,
- d. Refer to the appropriate authorities cases where it appears that a criminal offence has been committed,
- e. Publicise the requirements of the Law and the right of individuals under it.

OPERATIONAL FUNCTIONS

You will find listed below the higher level headings from the ICO's operational file plan. They are broken down broadly into functions and beneath those functions you will find the activities and record series that relate to each function. All the ICO's operational records fit into the categories listed below:

Appeals Management

The Information Commissioner's Office hears and rules on appeals filed under the FOI Law.

Appeal Investigations

Appeal Case Files

Hearing

Decisions
Registrar's Case Files
Commissioner's Hearing Binders
Judicial Review Case Files

Advising

Applicants
3rd Party Information

Policy

Intake Policies
Mediation Policies
Hearing Policies

Compliance Management

The Information Commissioner's Office is tasked with monitoring and reporting on the compliance of public authorities with the FOI Law. It is also empowered to conduct investigations.

Reporting

Annual Reports
Quarterly Reports
Publicity Tracking Reports
Publication Schemes

Investigating

Own Initiative Case Files
Own Initiative Reports
S. 44 Case Files
S. 44 Reports
Good Practice Assessment Case Files
Good Practice Assessment Reports

Advising

Public Authorities

Training

Public Authority Network Meetings
ICO Training Courses
Guidance Notes

Promotional Management

The Information Commissioner's Office is required to publicise the requirements of the FOI Law and the rights of individuals under it.

Promoting

Right to Know Week Planning
Right to Know Week Project Summaries
Other Promotional Activities
Sister Islands ICO

Educating

Presentations
Articles
Public Education

Publishing

ICON Newsletter
Rack Cards
Booklets & Forms

Regulatory Reform Management

The Information Commissioner's Office holds records related to its involvement in groups and committees that review and advise on various Laws.

Advising & Reviewing

Data Protection Working Group
Oversight Committee
Law Reform Committee
PSML & PFML
Law Reform Recommendations

Research & Development

Research of International Laws
International Correspondence
FOI Seminars

ADMINISTRATIVE FUNCTIONS

You will find listed below the higher level headings from our administrative file plan. They are broken down broadly into functions and beneath those functions you will find the activities and record series that relate to each function. All the ICO's administrative records fit into the categories listed below:

Buildings, Equipment & Vehicles

Administering the agency's material resources; managing agency buildings, equipment and vehicles to facilitate normal business operations; acquiring and maintaining premises that are built, purchased or leased by the public sector agencies; acquiring and maintaining equipment and stores-major and minor; acquiring and maintaining most types of vehicles operated by the public sector agencies.

Includes capital project management, motor vehicle accident reporting, hiring, leasing and security activities.

Capital Projects

Renovations
Installations

Leasing

Premises

Maintenance

Building Maintenance
Janitorial Services

Security

Security Systems

Policy

Building, Equipment & Vehicle Policies

Planning

Hazard Management
Building, Equipment & Vehicle Plans

Communications

Administering the agency's relationships with its clients, Government and the public; maintaining customer relations and handling complaints; managing government relations with the Governor, Ministers and Members of the Legislative Assembly; contributing to formal inquiries or investigations, developing public relations through community events, media campaigns and official functions; designing and producing publications in any format (e.g. paper, online, multi media).

Includes customer service, marketing and promotional activities. (Please Note: records related to our operational function of promoting FOI and the ICO will be located in Promotional Management)

Advising

Cabinet Office

Advertising

Newspaper Advertising
Radio Advertising
Television Advertising
Online Advertising
Magazine Advertising
Telephone Directory

Contributions

Articles
Press Releases

Complaints

Customer Service Policy & Procedures
Internal Complaints Log
Human Rights Complaints Policy

Media

Media Protocols
Media Correspondence

Financial Management

Administering the agency's monetary resources; managing funds allocated through Cabinet-purchased outputs and other revenue, such as grants, interagency charging, trading or investments; establishing internal controls and procedures for financial management; operating accounting systems; financial planning and budget management.

Include; procurement, audit, asset management and financial reporting activities.

Accounting

Accounts Payable
Banking
Ledgers & Journals
Cash Requirement Reports

Acquisition

Asset Management
Asset Register
Contracts

Auditing

Monitoring
Reports

Budgeting

Budget Preparation
Budget Implementation

Planning

Agency Wide Plans
Meetings

Policy

Administrative Circulars

Remuneration

Acting Allowance
Health Insurance
Motorcar upkeep allowance
Payroll
Pension contributions
Unpaid Leave

Reporting

Monthly Reports
Half Yearly Reports
Annual Reports

Human Resources Management

Administering the agency's human resources; establishing new positions; recruiting and transferring personnel; managing salaried, waged and volunteer staff, employed under the Public Service Management Law 2005 or General Orders, and the Public Service Pensions Law; developing staff skills through training and other programmes; reviewing remuneration and employment conditions; ensuring the health and safety of staff and visitors to the agency's premises.

Includes; arrangement for staff travel, performance management and workplace relations activities.

Audit

- HR Monitoring
- Internal Audit

Development & Training

- Induction
- Internal Training
- Short Courses

Planning

- HR Plans
- Job Descriptions

Policy

- Administrative Circulars
- HR Manual
- HR Procedures

Recruitment

- Advertisements
- Exit Interviews
- Moratorium Exemptions
- Recruitment Exercises
- Unsuccessful Applicants

Staff Administration

- Appointments
- Attendance
- Leave
- Official Travel
- Performance Agreement & Assessment
- Pre-employment Administration
- Register of Interests
- Staff Time Keeping Records

Workplace Relations

- Staff Events
- Staff Retreats

Reporting

TRS Monthly Reports
TRS Annual Reports

Information & Technology Management

Administering the agency's information resources and systems; designing, procuring and implementing systems for managing and communicating business information; maintaining and disposing of software or hardware; creating or acquiring, storing and disposing of information resources; providing reference services and handling Freedom of Information requests; developing policies, tools and procedures for managing technology and information.

Includes: records management, and technical intranet or website maintenance activities as well as telecommunications providers correspondence.

Freedom of Information

FOI Case Files
Implementation Reports
Laws & Regulations
Public Authority Lists
Publication Schemes
Training

Maintenance

IT Maintenance

Policy

Administrative Circulars
Information Management Policy
Records Management Policies

Planning

Hazard Management Plan for Records

Records Management

CI National Archives
File Management
Security & Tracking

Telecommunications

Telephone system
Web Hosting

Strategic Management

Administering the agency's operations at the organizational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the agency's functions and responsibilities; obtaining legal advice from external sources.

Includes; executive support, internal policy development, corporate planning and annual reporting activities.

Advising

Attorney General's Office
Legal Services

Contributions

Government Reports
Parliamentary Questions
Throne Speeches

Policies

Administrative Circulars
Internal Policies
National Policies
Postal Services Circulars

Planning

Operational Plans

Proceedings

Auditor General Meetings
Complaints Commissioner Meetings
ICO Team Minutes
Legislative Assembly Meetings
Ministry Meetings

Reporting

Quarterly Reports
Annual Reports



Portfolio of Internal & External Affairs

Publication Scheme

Produced in accordance with the Deputy Governor's Code of Practice on Publishing

CONTENTS:

1. About the Publication Scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
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7. Categories of information
 - About Us
 - Strategic Management
 - Finance & Administration
 - Policies & Procedures
 - Decisions & Recommendations
 - Lists & Registers
 - Our Services

1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public.

The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the **Portfolio of Internal and External Affairs** to making information available to the public as part of its normal business activities.

The **Portfolio of Internal and External Affairs** will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;

- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The **Portfolio of Internal and External Affairs** will generally not publish:

- information in draft form;
- information that is not held by the **Portfolio of Internal and External Affairs**, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the **Portfolio of Internal and External Affairs'** (or another organization's) commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at <http://www.pie.gov.ky>. If you are still having trouble locating information listed under our scheme, please contact the Information Manager, Ms. Kathryn Dinspel-Powell or the Information Manager (Designate), Ms. Allyson Minus-Phillips at foi.pie@gov.ky or at (345) 244-3179.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.pie@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call (345) 244-3179 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

The Information Manager
Portfolio of Internal and External Affairs
5th Floor, Government Administration Building
P.O. Box 111
Grand Cayman KY1-9000
CAYMAN ISLANDS

In your request, please provide your name and address, and full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

Please refer to our Document Library and Disclosure Log on our website at <http://www.pie.gov.ky> first, as the information that you are seeking may have already been published.

If you experience any difficulty identifying the information you want to access, please contact the Information Manager or Information Manager (Designate) at foi.pie@gov.ky or (345) 244-3179.

The **Portfolio of Internal and External Affairs** will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the **Portfolio of Internal and External Affairs** is legally required to translate any information, it will do so.

The **Portfolio of Internal and External Affairs** will endeavour to make as much information available on its website as possible, however, in the event that you are seeking information that is not posted there, or if you would prefer to view the information in hard copy in person, arrangements can be made to do so by appointment in the privacy of our conference room. In order to make an appointment, you can contact the Information Manager or the Information Manager (Designate) at foi.pie@gov.ky or at (345) 244-3179.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The **Portfolio of Internal and External Affairs** strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided **free of charge**.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of CI\$1.00 per page (black and white; any size) and CI\$1.50 per page (colour; any size). Computer discs will be charged at a rate of CI\$2.00 per disc.

Postage costs

The **Portfolio of Internal and External Affairs** will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the **Portfolio of Internal and External Affairs** has received your payment.

5. Requests for information outside the Publication Scheme

Information held by the **Portfolio of Internal and External Affairs** that is not published under this scheme can be requested by:

1. Writing to the Information Manager, Portfolio of Internal and External Affairs, 5th Floor, Government Administration Building, P.O. Box 111, Grand Cayman KY1-9000, CAYMAN ISLANDS;
2. Sending an e-mail to the Information Manager or the Information manager (Designate), Portfolio of Internal and External Affairs at foi.pie@gov.ky;
3. Dropping into our offices on the 5th Floor, Government Administration Building, Grand Cayman KY1-9000, CAYMAN ISLANDS, or
4. You can also refer online to: <http://www.pie.gov.ky> *Making a Request*.

In all instances, your request will be considered in accordance with the provisions of the FOI Law.

6. Complaints

The **Portfolio of Internal and External Affairs** aims to make our publication scheme easy to use and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact the Information Manager, Ms. Kathryn Dinspel-Powell or the Information Manager (Designate) Ms. Allyson Minus-Phillips at foi.pie@gov.ky or at (345) 244-3179, and we will try to resolve your complaint as quickly as possible.

You can also see <http://www.pie.gov.ky> *Complaints or FOI Appeal* for further information about our complaints procedures.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town,
PO Box 1375,
Grand Cayman KY1-1108,
CAYMAN ISLANDS
Telephone: (345) 747 5402
email: appeals@ico.gov.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Name of public authority

PORTFOLIO OF INTERNAL AND EXTERNAL AFFAIRS

Principal officers

Franz Manderson, Deputy Governor
Franz.Manderson@gov.ky; 244-2432

Eric Bush, Chief Officer
Eric.Bush@gov.ky; (345) 244-3179

Key staff

Wesley Howell, Deputy Chief Officer – Security & Public Safety Division
Wesley.Howell@gov.ky; (345) 244-3182

Kathryn Dinspel-Powell, Deputy Chief Officer – Corrections & Rehabilitation Division
Kathryn.Dinspel-Powell@gov.ky; (345) 244-3183

Vinton Chinsee, Chief Financial Officer
Vinton.Chinsee@gov.ky; (345) 244-2251

Information Manager

Kathryn Dinspel-Powell, Information Manager
foi.pie@gov.ky or (345) 244-3183

Allyson Minus-Phillips, Information Manager (Designate)
foi.pie@gov.ky or (345) 244-3179

Please also refer to the Freedom of Information website at www.foi.gov.ky for additional information.

Organisation and functions

The Portfolio of Internal and External Affairs is primarily responsible for effective and democratic governance for a well-informed populace as well as for national security and public safety. As such, the Portfolio and its agencies:

- Take care of the operation and accommodation of the Legislative Assembly;
- Provide policy advice to the Cabinet on immigration, public safety and law enforcement matters; and
- Contribute to the safety and well-being of the community through effective immigration controls, detention and rehabilitation of prisoners and disaster preparations.

How to Contact Us:

Portfolio of Internal and External Affairs, 5th Floor, Government Administration Building,
P.O. Box 111, Grand Cayman KY1-9000, CAYMAN ISLANDS
Phone: (345) 244-3179
Fax: (345) 946-5453
E-mail: foi.pie@gov.ky
Website: www.pie.gov.ky

Department of Public Safety Communications (formerly Emergency Communications and Electronic Monitoring – 911)

The Department of Public Safety Communications mission is to:

- Provide 24-hour response to all emergencies in the Cayman Islands;
- Offer a speedy reaction while maintaining high standards and professional service;
- Co-ordinate emergency response by prioritising and timely dispatch of appropriate units;
- Provide appropriate life-saving, pre-arrival instructions to callers to lessen the impact of an emergency; and
- Maintain officer safety vigilantly.

The 911 Centre also coordinates the electronic monitoring provisions of the Alternative Sentencing Law. In this role 911 carries out the wishes of the Court in sentencing offenders with an electronic curfew, and provides options for the pre-release of prisoners and those out on bail at the desire of law enforcement authorities.

Website: www.911.gov.ky Telephone: (345) 949-9008

Hazard Management Cayman Islands

Hazard Management Cayman Islands (HMCI) has overall responsibility for the national hazard management programme, including preparedness, response, mitigation and recovery. The agency deals with all hazards (man-made and natural) and is permanently staffed and ready to go operational at all times. HMCI is responsible for the National Emergency Operations Centre (NEOC) which is located at the Fire Station in George Town, Grand Cayman. The NEOC is activated to direct and coordinate the response to national threats. HMCI also oversees and maintains the National Hazard Management Plans for threats such as hurricanes and earthquakes.

Website: www.caymanprepared.ky Telephone: (345) 945-4624 Fax: (345) 946-5020

The Legislative Department

The Legislative Department provides overall management of the Legislative Assembly. The Clerk of the Legislative Assembly is responsible for the custody of the votes, records, Bills and other documents laid before the House as well as the production of official reports of all speeches made in the House or in Committee.

The Legislative Assembly of the Cayman Islands is a unicameral legislature comprising 18 Members, 15 of whom are the elected representatives for the Islands' six districts, four each from George Town and West Bay, three from Bodden Town, two from Cayman Brac and Little Cayman, and one each from North Side and East End. The Deputy Governor and the Attorney General are the two Official members who are appointed by the Governor. The current Speaker of the House is not an elected representative.

The Governor may at any time, by Proclamation, prorogue or dissolve the Assembly. The Governor shall dissolve the Assembly at the expiration of four years from the date when the Assembly first meets after any general election unless it has been dissolved sooner. There shall be a general election at such time (within two months, after every dis-solution of the Assembly) as the Governor, by Proclamation, appoint.

The first meeting of every session of the House shall, by Proclamation, be held on such day as the Governor shall appoint. A session usually consists of four meetings, with a meeting typically being comprised of several sittings.

Website: www.legislativeassembly.ky Telephone: (345) 949-4236 Fax: (345) 949-9514

Cayman Islands Department of Immigration

The Department of Immigration was founded in 1971 and manages a number of key functions in order to safeguard the socio-economic prosperity of the Cayman Islands. The department:

- Manages the flow of immigrants into the islands and carries out administrative processing of applications for persons seeking permanent residence, Caymanian Status, the right to work in Cayman or asylum;
- Enforces work permit policies and facilitates the process of issuing work permits to foreign workers;
- Carries out security checks for the processing and issuing of visas and permits for persons who want to work, study or live in the islands;
- Maintains two overseas visa offices located in Jamaica and Honduras where visa applications are processed for persons seeking to enter the Cayman Islands from those jurisdictions. Immigration also handles the processing of visas for certain nationals transiting through the Cayman Islands; and
- Investigates and prosecutes breaches of the Immigration Law – including violations of work permit rules, illegal entry into the Cayman Islands and marriages of convenience among others.

Website: www.immigration.gov.ky Telephone: (345) 949-8344 Fax: (345) 949-8486

Her Majesty's Cayman Islands Prison Service

Her Majesty's Cayman Islands Prison Service (HMCIPS) maintains secure custody of those committed by the Courts; maintains good order in prison establishments; provides support to prisoners; cares for prisoners with humanity and provides opportunities for prisoners to address their offending behaviour to facilitate successful re-entry into the community. The aim is to:

- Deliver offender management services, programmes and activities which address the causes of offending and re-offending; and
- Work in partnership with other organizations in the public, private and voluntary sectors to achieve key offender outcomes.

Offender management requires a number of agencies to work in partnership to achieve specific key prisoner outcomes in order to reduce re-offending. These outcomes are:

- Sustained or improved physical and mental health;
- Reduced or stabilised substance misuse;
- Improved literacy skills;
- Increased prospects for employment;
- Maintained or improved relationships with family, peers and community;
- Ability to access community resources and support;
- Ability to access appropriate accommodation;
- Ability to live independently;
- Improvements in the attitudes, behaviours & coping skills which lead to offending; and

- Greater acceptance of responsibility and understanding of the impact of their offending behaviour on victims (i.e. increased social responsibility).

Telephone: (345) 947-3000 (HMP Northward) Fax: (345) 947-3014 (HMP Northward)
(345) 946-0797 (HMP Fairbanks) Fax: (345) 946-6214 (HMP Fairbanks)

Royal Cayman Islands Police Service

The purpose of the Royal Cayman Islands Police Service (RCIPS) is to:

- Uphold the law fairly and firmly;
- Prevent and detect crime;
- Pursue and bring to justice those who break the law;
- Keep the peace; and
- Protect, help and reassure the community with integrity, sound judgement and common sense.

The RCIPS serves all three of the Cayman Islands. The management team is headed by the Commissioner of Police and supported by three Deputy Commissioners. The management team is further strengthened by a variety of employees including officers at the rank of Chief Superintendent and Superintendent and civilian staff including a Business Manager, a Financial and Administrative Manager, a Public Relations Officer and a Human Resources Manager.

The RCIPS works closely with other regional and international police forces and uses an information management system to log crimes and intelligence in conjunction with six other overseas jurisdictions, namely: Miami, FLA., Anguilla, British Virgin Islands, Turks and Caicos, Montserrat and Trinidad.

Website: www.rcips.ky Telephone: (345) 949-4222 Fax: (345) 946-2418

The Elections Office

The Elections Office is responsible for the general directions and supervision over the administrative conduct of elections and to enforce on the part of all elections officers, fairness, impartiality and compliance with the Election Law. The Supervisor of Elections issues the necessary instructions to election officers to ensure the effective execution of the Elections Law. He also executes and performs all other powers and duties that are conferred and imposed on him by the Election Law. The Election Office's website contains all of their published reports including the Revised List of Electors (October, 2011).

Website: www.electionsoffice.ky Telephone: (345) 949-8047

Department of Community Rehabilitation

The Department of Community Rehabilitation (DCR), formerly known as The Probation & Aftercare Unit, plays a significant role in the supervision and rehabilitation of adult offenders in the community.

The DCR assists the Courts and the Parole Board by providing pre-sentencing and pre-release reports, which help to inform the decision making on case disposal. The DCR also provides community-based supervision to adult offenders (age 17 and older) who are on Court orders or Parole Licenses. In addition to the supervision of offenders, rehabilitative and preventative services are provided through individual sessions as well as specific groups including

Perpetrators of Domestic Violence, Anger Management, Time to Change, Stress Management and Aftercare/ Through-Care Support.

The DCR provides services both in Grand Cayman and Cayman Brac. In their efforts to best meet the needs of their clientele, they use a collaborative approach and work with various agencies throughout the islands.

Website: under construction

Telephone: (345) 949-1693 Fax: (345) 949-2838

Commissions Secretariat

The purpose of the Commissions Secretariat is to provide research, analytic and policy support to six independent constitutionally and legislatively established Commissions. These include the Constitutional Commission, the Human Rights Commission, the Commission for Standards in Public Life, the Judicial and Legal Services Commission, the Anti-Corruption Commission and the Civil Service Appeals Commission. Support to the Commissions is conducted in a manner which shows professional integrity, confidentiality regarding information being handled, political neutrality, and sensitivity to the special needs of the public.

The Commissions Secretariat should be staffed by a Manager, four Administrator/Analysts, and an Office Administrator, however due to successive restrictions in resources it is now functioning with one fulltime and one part-time Analyst. Each Commission requires various forms of administrative assistance as well as a strong research capacity in order to fulfill its constitutional responsibilities.

The Commissions have all been guaranteed independence in the exercise of their functions by either the Constitution or their relevant legislation so that they are not subject to the direction of any other person or authority; members are appointed by His Excellency the Governor.

The **Constitutional Commission** (CC) is a three-person commission established under section 118 of the new Constitution and is comprised of: Mr. Jude Scott (Chairman), Mr. Wil Pineau and Miss Sara Collins. Under the 2009 Constitution, this Commission has a threefold remit of advising government on questions concerning constitutional status and development, promoting public understanding and awareness of the Constitution and its values, and publishing reports, papers and other documents on any constitutional matters affecting the Cayman Islands.

Phone: 244-3685; Fax: 945-8649; P.O. Box 391 KY1-1106; Website: www.knowyourconstitution.ky; E-mail: info@knowyourconstitution.ky; FOI requests: foi.cos@gov.ky.

The **Human Rights Commission** (HRC) was established under section 116 of the 2009 Constitution and has a primary responsibility to promote understanding and observance of human rights in the Cayman Islands. The Commission is comprised of five members: Mr. Richard Coles (Chairman), Miss Sara Collins, Mrs. Cathy Frazier, Reverend Nicholas Sykes, and Mr. Alistair Walters. Phone: 244-3685; Fax: 945-8649; P.O. Box 391 KY1-1106; Website: www.humanrightscommission.ky; E-mail: info@humanrightscommission.ky; FOI requests: foi.cos@gov.ky.

The **Commission for Standards in Public Life** (CSPL) was established under section 117 of the 2009 Constitution and is comprised of: Mrs. Karin Thompson (Chairman), Mr. Roy McTaggart, Pastor Winston Rose, Mrs. Nyda-Mae Flatley, and Mr. Hedley Robinson. Its overall

function is to promote the highest standards of integrity and competence in public life in order to ensure the prevention of corruption or conflicts of interest. Phone: 244-3685; Fax: 945-8649; P.O. Box 391 KY1-1106; Website: www.standardsinpubliclifecommission.ky; E-mail: info@standardsinpubliclifecommission.ky; FOI requests: foi.cos@gov.ky.

The **Judicial and Legal Services Commission** (JLSC) was established under Section 105 of the 2009 Constitution and is comprised of Dan Scott (Chairman), Dara Flowers-Burke, Sir John Chadwick, Richard Coles, Charles Jennings, Baroness Patricia Scotland, Sir David Simmons, and Justice Edward Zacca, JA, OJ. As in accordance with the Constitution the power to make appointments to various judicial offices, and to remove and to exercise disciplinary control over persons holding or acting in such offices, shall vest in the Governor, in accordance with the advice of the Judicial and Legal Services Commission. Phone: 244-3685; Fax: 945-8649; P.O. Box 391 KY1-1106; Website: www.judicialandlegalservicescommission.ky; E-mail: info@judicialandlegalservicescommission.ky; FOI requests: foi.cos@gov.ky.

The **Anti-Corruption Commission** (ACC) was established in accordance with Part 2, Section 3 of the Cayman Islands Anti-Corruption Law (2008). The Anti-Corruption Commission has broad reaching powers, to investigate reports of corruption, liaise with overseas anti-corruption authorities, and obtain Court Orders to freeze the assets of those suspected of committing corruption offences. In accordance with the law, the ACC consists of the Commissioner of Police (Mr. David Baines) (Chairman), the Complaints Commissioner (Ms. Nicola Williams), and the Auditor General (Mr. Alastair Swarbrick), and two additional members appointed by His Excellency the Governor, namely Sir Peter Allen and Mr. Leonard Ebanks. Phone: 244-3685; Fax: 945-8649; P.O. Box 391 KY1-1106; Website: www.anticorruptioncommission.ky; E-mail: info@anticorruptioncommission.ky; FOI requests: foi.cos@gov.ky.

The **Civil Service Appeals Commission** (CSAC) is a quasi-judicial body appointed under the Public Service Management Law (as amended from time to time). Its sole purpose is to consider, and decide upon, appeals from civil servants about personnel-related decisions of chief officers of civil service entities. The Commission itself comprises a chairperson and up to six others who, by Law, must be independent from both the civil service and political parties. The current members are: Ms. Sharon Roulstone (Chairman), Mr. Richard Coles (Deputy Chairman), Mr. Lemuel Hurlston, Mrs. Andrea Bryan and Mrs. Jennifer Kaufman. Phone: 244-3685; Fax: 945-8649; P.O. Box 391 KY1-1106; Website: www.csac.gov.ky; E-mail: csac@gov.ky; FOI requests: foi.cos@gov.ky.

Civil Aviation Authority

The role of the Civil Aviation Authority of the Cayman Islands is primarily to function as the regulatory organization responsible for safety, oversight and economic regulation of the aviation industry throughout the territory and to ensure that the Cayman Islands aviation industry conforms to the standards and recommended practices of the International Civil Aviation Organization (ICAO).

Website: www.caacayman.com Telephone: (345) 949-7811 Fax: (345) 949-0761

Boards & Committees

List of Committees, Boards, Councils, Associations, Trusts, Foundations, etc. that fall under the remit of the Portfolio:

Civil Aviation Authority

- Air Transport Licensing Authority
- Air Transport Licensing Board

Immigration Department

- Business Staffing Plan Board
- Cayman Brac and Little Cayman Immigration Board
- Caymanian Status and Permanent Residency Board
- Work Permit Board

Hazard Management Cayman Islands

- National Hazard Management Executive (NEOC)

e-Government Advisory Committee**Boards that the Portfolio directly oversees:**

Name	Meetings	Minutes
Parole Commissioner's Board Members: Deborah I. Ebanks, Cert. Hon (Chairman) Pastor Alson Ebanks, Cert. Hon (Deputy Chairman) Twila Escalante (Member) Marilyn Conolly (Member) Dwene Ebanks (Member)	Quarterly Meetings, closed to the general public; held at Her Majesty's Prison, Northward.	Minutes are not published as per the FOI Law 2007, s. 23 (1)
Prisons Inspection Board Members 2010-2012: Arek Joseph, OBE (Chairman) Peter Van Der Bol (Member, George Town) Caroline Solomon (Member, Bodden Town) Linda Connolly (Member, North Side) McFarlane Conolly (Member, East End) Audley Scott (Member, Sister Islands)	Monthly Meetings; closed to the general public; held at the new GAB	Minutes are not published as they are considered Exempt under Part III of the FOI Law, s. 15(a), however, an FOI Request can be made for any of these records and the Information Manager will make a formal decision on access. Please refer to Section 5. Requests for Information Outside the Publication Scheme for details.
Name	Meetings	Minutes

<p><i>Advisory Committee on the Prerogative of Mercy (ACPM) Board</i></p> <p>Ex-Officio Members: H.E. The Governor, Mr. Duncan Taylor (Chairman), The Hon. Attorney General, Mr. Sam Bulgin, Debra Prendergast (Secretary) Gerald Smith (CMO)</p> <p>Members: Arek Joseph OBE Rev. Stanwyck Myles Beulah McField Pastor Davelee Tibbetts (Member, Sister Islands)</p>	<p>Are called by the Governor when there are applications to consider. In the absence of any applications, there will be a meeting held annually. Meetings closed to the general public; held at the Offices of the Governor, 5th Floor, GAB.</p>	<p>Minutes are not published as per the FOI Law 2007, s. 23 (1)</p>
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Parole Commissioners' Board

The Parole Commissioners' Board is responsible for reviewing parole dossiers and interviewing prisoners eligible for parole in order to make recommendations to His Excellency the Governor regarding the granting of parole for Caymanian prisoners and remittance of sentences for Foreign National prisoners.

Prisons Inspection Board

The Prisons Inspection Board acts on behalf of the public and the Cabinet member responsible for prison, by providing an independent perspective on the conditions in the Islands' correctional facilities as well as the ways in which these facilities are achieving the two main goals of Cayman's prison system:

- to provide secure and humane custody for those sentenced to prison by the courts;
- to promote the rehabilitation of inmates so that they live law-abiding and useful lives in custody and after release.

Advisory Committee on the Prerogative of Mercy (ACPM)

The Advisory Committee on the Prerogative of Mercy (ACPM) is a new body established under sections 39 and 40 of the Cayman Islands Constitution Order 2009 Constitution. Its function is to advise HE the Governor on whether or not to grant prisoners mercy in the form of either pardon, respite, a substitute sentence, or remission. Although the Governor is bound to consult the committee when he makes these decisions, the choice of whether to exercise these powers or not is at his sole discretion. Under the 1972 Constitution, the Governor exercised very similar powers. What is new in the 2009 Constitution is the provision that he must consult the ACPM

whenever they are exercised. The ACPM is entirely separate from any other body established to administer parole or conditional release from prison

The Governor presides at all meetings and summons meetings at his own discretion. There are six other members: the Hon. Attorney General, the Chief Medical Officer, and four members appointed by the Governor: Arek Joseph OBE, Rev. Stanwyck Myles, Beulah McField and Pastor Davelee Tibbetts (Member, Sister Islands). There is also a Board Secretary.

Phone: 244-3114; Fax: 946-5453; C/O 5th Floor Gov't Admin. Bldg., P.O. Box 111, George Town, Grand Cayman KY1-9000 Website: www.pie.gov.ky; E-mail: Debra.Prendergast@gov.ky

Frequently Asked Questions:

- **How do I become naturalised / registered as a British Overseas Territory Citizen (BOTC)?** An application form may be picked up from the receptionist at the Government Administration Building; please bring your Right to be Caymanian/Caymanian Certificate or Permanent Residence Letter and Certificate as proof in order to receive the correct application form. Once you have completed your application, call (345) 244-2403/2441 to make an appointment so that a staff member can take your personal details and answer any questions that you may have pertaining to your application. A non-refundable filing fee of KYD200.00 must accompany each application along with all other relevant supporting documents; no application will be accepted unless fully completed. Once your application has been accepted, it takes between three to six months to process. Written notification of the outcome will be sent to the postal address as per your application. The fee for the grant of Naturalisation is KYD625.00 and for Registration is KYD250.00.
- **How do I register as a British citizen?**
At your Naturalisation pledge ceremony you will receive an application to register as a British citizen. This form is also available on our website at <http://www.pie.gov.ky> Forms. There is an administrative fee of KYD200.00 payable to the Cayman Islands Government in the form of cash or cheque/draft. A processing fee of £500.00* made payable in draft form to: Accounting Officer, Home Office. Please call (345) 244-2286 to make an appointment so that a staff member can verify that your application is complete and that you have provided the appropriate supporting documentation. Once your application has been accepted, this process takes between six months to a year to complete. Verbal notification of the outcome will be made as per the contact details listed on your application. Should your application be approved, you will then need to attend a pledge ceremony. Following your pledge ceremony you will be provided with a Certificate of British Registration and you are then free to apply for your British passport. For further information please call (345) 244-2286.
*Fee is subject to change and is non-refundable.
- **Can I have a private pledge ceremony?**
Yes. A fee of KYD500.00 is payable by a successful citizenship applicant who may wish to have a Private Pledge / Presentation Ceremony conducted.
- **What happens if I have to reschedule my pledge ceremony?**
KYD100.00 is payable by a successful citizenship applicant who has to be re-scheduled because he or she was late or did not show-up for his or her participation in a Pledge /

Presentation Ceremony. In order to be re-scheduled, he or she must first pay this fee and can only be exempted from so doing if proof is provided that it was because a medical emergency precluded their attendance.

- **What is a “Proof of Nationality” Letter?**

It is a legal document to replace the original Certificate of Naturalisation or Registration which has been lost or destroyed. The document can be used to confirm that the individual is a citizen of the Cayman Islands by virtue of being granted Naturalisation or Registration. Once the application for the letter and the fee has been submitted, it can take up to a month to process. You can access the application form on our website at <http://www.pie.gov.ky> Forms.

- **What is the fee for a “Proof of Nationality” letter?**

The fee is KYD150.00 and this is payable to The Cayman Islands Government in the form of a cheque or draft.

*Fee is subject to change and is non-refundable.

- **Can I put the Cayman Islands flag and /or Coat of Arms on our business’ website and/or stationary?**

Any non-governmental agency use of the country’s flag and/or Coat of Arms requires written permission from the Deputy Governor. For permission, submit a written request to: Deputy Governor’s Office, 5th Floor, Government Administration Building, Grand Cayman KY1-9000, CAYMAN ISLANDS

- **Where can I obtain a Cayman Islands flag and/or Coat of Arms?**

The Cayman Islands National Museum sells flags, Coat of Arms and other reproductions of Cayman’s heritage at their gift shop. They are located in George Town and can be reached by calling (345) 949-8368 or via e-mail at info@museum.ky.

- **How can I become a Justice of the Peace?**

A nomination to appoint someone as a Justice of the Peace (JP) must be received in writing by the Deputy Governor’s Office. The nomination must be made without the knowledge of the nominee. Nominations can be sent to: Deputy Governor’s Office, 4th Floor, Government Administration Building, Grand Cayman KY1-9000, CAYMAN ISLANDS.

- **How can I become a Notary Public?**

Application forms can be obtained from and submitted to the Attorney General’s Office. Please see their website: www.caymanjudicial-legalinfo.ky or call them at (345) 949-7900 for further information.

- **Who are the members of the Parole Commissioner’s Board?**

Deborah I.Ebanks, Cert. Hon (Chairman)
Pastor Alson Ebanks, Cert. Hon (Deputy Chairman)
Twila Escalante (Member)
Marilyn Conolly (Member)
Dwene Ebanks (Member)

- **Do the members of the Parole Commissioner’s Board receive payment for their services?**

Members who are not employed with the Civil Service receive a small quarterly stipend.

- **If I am from another country, how do I contact a consular agent?**
Visit the Government website at www.gov.ky and refer to the list of Consular Agents.
- **What are the names of the past Governors, Administrators, Commissioners and Chief Magistrates in the Cayman Islands?**

Governors:

- 1971 Athelstan Charles Ethelwulf LONG, CMG, CBE
- 1972 Kenneth Roy CROOK (later CMG)
- 1974 Thomas RUSSELL, CMG, CVO
- 1982 George Peter LLOYD, CMG, CVO
- 1987 Alan James SCOTT, CVO, CBE
- 1992 Michael Edward John GORE, CVO, CBE
- 1995 John Wynne OWEN, MBE (later CMG)
- 1999 Peter John SMITH, CBE
- 2002 Bruce Harry DINWIDDY, CMG
- 2005 Stuart D.M. JACK, CV
- 2009 Duncan Taylor, CBE

Administrators:

- Jack ROSE, MBE, DFC (later CMG)
- John Alfred CUMBER, CMG (later Sir John)
- Athelstan Charles Ethelwulf LONG, CMG, CBE

Commissioners:

- Frederick Shedden SANGUINETTI, ISO
- George Stephenson Shirt HIRST
- Arthur C. ROBINSON
- Hugh Houston HUTCHINGS
- Captain G.H. FRITH
- Ernest Arthur WESTON
- Allen Wolsey CARDINALL, CMG (later Sir Allen)
- Albert Colinridge PANTON Snr. MBE (Acting)
- John Penry JONES
- Ivor Otterbein SMITH (later CMG, OBE)
- Andrew Morris GERRARD, CMG
- Alan Hilliard DONALD
- Jack ROSE, MBE, DFC (later CMG)

Chief Magistrates:

- William CARTWRIGHT
- William BODDEN
- James COE the Elder
- John DRAYTON
- James COE the Younger
- William EDEN
- William Bodden WEBSTER
- Edmund PARSONS

Employment Opportunities

In an effort to minimise the potential impact of the global financial crisis and economic downturn on the government budget, the Cayman Islands Government has implemented a number of initiatives.

With effect from October 27th, 2008 the Head of the Civil Service, under instruction from Cabinet, declared a moratorium on recruitment across the Civil Service. However, this has not prevented the appointment of necessary and essential personnel such as police officers, doctors, nurses and other specialist professionals.

As a result there are currently reduced opportunities to obtain employment within all public service entities, including statutory authorities and Government owned companies. For available vacancies please refer to the website www.recruitment.gov.ky

STRATEGIC MANAGEMENT

Governance

The following legislation and regulations inform and direct the functions and activities of the Portfolio:

- The Public Management & Finance Law (2012 Revision) & Financial Regulations (2008 Revision)
- The Public Service Management Law (2011 Revision) and Public Service Personnel (Regulations)(2011)
- Public Service Pensions Law (2011 Revision)
- Police Law (2010 Revision) and Regulations (1998)
- The British Nationality Law, 1981
- The Prisons Law (14 of 1975), the Prison Officers (Discipline) Regulations (1999) Revision, Prison Rules (1999 Revision) and the Prisons and Places of Detention Regs. (2000 Revision)
- The Immigration Law (2010 Revision)
- The Marriage Law (2007 Revision)
- The Civil Aviation Authority Law (2005 Revision)
- The Civil Aviation Act, 1949 (amended at various times)
- The Air Transport Regulations, 1981
- The Air Navigation (Overseas Territories) (Order 2007)
- The Colonial Service Regulations (1998 Revision)
- Coat of Arms, Flag and National Song Law (2005 Revision)
- The National Archive and Public Records Law (2010 Revision) & Regulations (2007)
- The Freedom of Information Law (2007) & the Freedom of Information (General) Regulations, 2008
- The Freedom of Information (Information Commissioner) Regulations (2008)
- The Freedom of Information Law, 2007 (Commencement) Order (2008)

You can access some of these documents on the Government website at www.gov.ky *Gazettes*. However, if you do not find the law that you are looking for you can purchase it from the Legislative Department at cost. That Department can be contacted at:

Address: P.O. Box 890, 33 Fort Street, George Town, Grand Cayman KY1-1103 (mail or drop in). Fax #: (345) 949-9514 Website: www.legislativeassembly.ky FOI E-Mail: foi.lgl@gov.ky

To see how the Portfolio of Internal and External Affairs fits into the overall structure of Government, please use the same website above and follow the path Government/More About Government/ Government Organization Chart.

With the adoption of the 2009 Constitution, a new chapter has begun in the way the Cayman Islands is governed. The new Constitution brings a more balanced style of governance in the shape of increased consultation and accountability in the running of the country.

For more information on the constitutional changes, please go to the Government website www.gov.ky and follow the path *Government/More About Government/Constitution*. In addition, there is a Guide to the 2009 Cayman Islands Constitution which can be found at http://www.constitution.gov.ky/portal/page?_pageid=1961,1&_dad=portal&_schema=PORTAL

Corporate management

These documents assist the Portfolio with planning and evaluation:

- Hazard Management Plan: see <http://www.pie.gov.ky> *Document Library*
- Prisons Inspection Board Report: see <http://www.pie.gov.ky> *Document Library*
- Annual Report 2008/2009: see <http://www.pie.gov.ky> *About Us/ Annual Report*
- *Report of the Cayman Islands Electoral Boundary Commission 2003:*
<http://www.electionsoffice.ky/html%20report/index.htm>
- Institute of Public Administration of Canada Report on the Assessment & Treatment of Criminal Offenders in the Cayman Islands see <http://www.pie.gov.ky> *Document Library*

Please note that full financial accounts for '07/'08 and '08/'09 have been submitted to Audit.

FINANCE & ADMINISTRATION

Financial management

The following relate to the administration of the authority's monetary resources:

- Annual Budget 2012/2013 see <http://www.pie.gov.ky> *About Us/ The Budget*
- Financial statements/ half-yearly / quarterly reports – these are contained in the Annual Budget Statement, which can be accessed on our website as listed above
- Sources of revenue; Investments; Capital programme – found in the Annual Budget Statement, which can be accessed on our website as listed above
- Accounting procedures; Contracting procedures – these are included in the Annual Report - see <http://www.pie.gov.ky> *About Us/ Annual Report* and also in the Public Management and Finance Law (2005 Revision) & Financial Regulations (2007 Revision) – see www.gov.ky *Gazettes*.
- Ministerial expenditure – available in the Annual Report - see <http://www.pie.gov.ky> *About Us/ Annual Report*

Administration

The following documents pertain to the other administrative functions carried out within the authority:

- Press releases see <http://www.pie.gov.ky> *Press Room*
- Vacancies/ career opportunities see <http://www.pie.gov.ky> *Jobs & Recruitment*
- HR Manual available to view at Portfolio of Internal and External Affairs, 5th Floor, Government Administration Building, Grand Cayman
PO Box 111, KY1-9000, CAYMAN ISLANDS
- Records management file plan or classification scheme:
A class of information refers to the practice of collecting similar types of information in the same location. The Portfolio of Internal and External Affairs has grouped its classes of information into broad categories (or functions) which reflect the Portfolio's core responsibilities and functions. If you are planning to make an FOI request, the following list provides you with an indication of the various types of information that we have:

Functions

Internal Affairs

Governance and Coordination
Parliamentary questions
Policy development and reports
Research and development
Appointment of Marriage Officers
National Security

External Affairs

Diplomatic Relationships
Deportation matters
Refugee matters
International liaison
Military aircraft and military ships clearances
Strategic policy development
Consular services
Registration as British citizens
British Overseas Territories Citizenship (BOTC)

Departmental Management

Monitoring and accountability
Coordination of budgets
Advising
Reviews
HR support and audit
Budget coordination
Planning and reporting

Law revisions

Committee/Secretariat Support

Administrative services
Establishment of bodies
Appointment of members
Terms of reference
Proceedings
Minutes
Reports and agendas

Internal Human Resources Management

Audit
Development and training
Discipline
Grievances and appeals
Health and safety
Performance management
Planning
Policies and procedures
Recruitment
Reporting
Staff administration

Internal Financial Management

Accounting
Acquisition
Auditing
Budgeting
Funds administration
Planning and reporting
Policies and procedures
Remuneration

POLICIES & PROCEDURES

- HR Manual available to view at Portfolio of Internal and External Affairs, 5th Floor, Government Administration Building, Grand Cayman KY1-9000, CAYMAN ISLANDS
- Public Servant's Code of Conduct see <http://www.pie.gov.ky> Freedom of Information/Document Library
- Complaints-handling procedure see <http://www.pie.gov.ky> About Us/Complaints

DECISIONS AND RECOMMENDATIONS

- Prisons Inspection Board Report see <http://www.pie.gov.ky> Document Library

LISTS & REGISTERS

- FOI disclosure log see <http://www.pie.gov.ky> *Freedom of Information/ Disclosure Log*
- List of Awards and Honours see <http://www.pie.gov.ky> *Freedom of Information /Document Library*

OUR SERVICES

Permit Grants

The Portfolio is responsible for granting the following:

1. Grant of Naturalization

An application form may be picked up from the receptionist at the Government Administration Building; please bring your Right to be Caymanian/Caymanian Certificate or Permanent Residence Letter and Certificate as proof in order to receive the correct application form. Once you have completed your application, call (345) 244-2403/2441 to make an appointment so that a staff member can take your personal details and answer any questions that you may have pertaining to your application. A non-refundable filing fee of KYD200.00 must accompany each application along with all other relevant supporting documents; no application will be accepted unless fully completed. Once your application has been accepted, it takes between three to six months to process. Written notification of the outcome will be sent to the postal address as per your application. The fee for the grant of Naturalisation is KYD625.00 and for Registration is KYD250.00.

2. Grant of British citizenship

At your Naturalisation pledge ceremony you will receive an application to register as a British citizen. This form is also available on our website at <http://www.pie.gov.ky> *Forms*. There is an administrative fee of KYD200.00 payable to the Cayman Islands Government in the form of cash or cheque/draft. A processing fee of £500.00* made payable in draft form to: Accounting Officer, Home Office. Please call (345) 244-2286 to make an appointment so that a staff member can verify that your application is complete and that you have provided the appropriate supporting documentation. Once your application has been accepted, this process takes between six months to a year to complete. Verbal notification of the outcome will be made as per the contact details listed on your application. Should your application be approved, you will then need to attend a pledge ceremony. Following your pledge ceremony you will be provided with a Certificate of British Registration and you are then free to apply for your British passport. For further information please call (345) 244-2286.

*Fee is subject to change and is non-refundable.

3. Proof of Nationality letters

This is a legal document to replace the original Certificate of Naturalisation or Registration which has been lost or destroyed. The document can be used to confirm that the individual is a citizen of the Cayman Islands by virtue of being granted Naturalisation or Registration. Once the application for the letter and the fee has been submitted, it can take up to a month to process. You can access the application form on

our website at <http://www.pie.gov.ky> Forms. The fee is KYD150.00 and this is payable to The Cayman Islands Government in the form of cash or cheque/draft.

*Fee is subject to change and is non-refundable.

Authorizations

The Portfolio is responsible for the issuance of the following authorization:

1. Issuance of official clearance for transiting military aircraft

For additional information regarding this authorization, please contact:

The Office of the Deputy Governor, 5th Floor Government Administration Building, Grand Cayman KY1-9000, CAYMAN ISLANDS

Phone: (345) 244-2432

Fax: (345) 946-5453

E-mail: foi.pie@gov.ky

Website: www.pie.gov.ky

The Office of the Deputy Governor is responsible for the issuance of the following authorizations:

2. Issuance of Governor's Permit to persons declared prohibited immigrants

3. Issuance of deportation and exclusion orders

4. Issuance of Personnel Clearances for Consular Representatives and Military Personnel

For additional information regarding these authorizations, please contact:

The Office of the Deputy Governor, 5th Floor Government Administration Building, Grand Cayman KY1-9000, CAYMAN ISLANDS

Phone: (345) 244-2432

Fax: (345) 946-5453

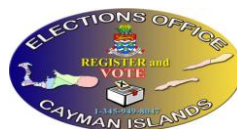
E-mail: foi.pie@gov.ky

Website: www.pie.gov.ky

Please visit our website at <http://www.pie.gov.ky> *About Us*, *Freedom of Information/ Making a Request* and *Complaints* for further information. In the event that the information that you require is not available on our website, as some areas are under construction or awaiting update by the Computer Services Department, please feel free to contact us at:

Portfolio of Internal and External Affairs, 5th Floor, Government Administration Building, Grand Cayman KY1-9000, CAYMAN ISLANDS

Phone: (345) 244-3179/ E-mail: foi.pie@gov.ky/ Fax: (345) 946-5453/ Website: www.pie.gov.ky



ELECTIONS OFFICE OF THE CAYMAN ISLANDS

Publication Scheme

Produced in accordance with the Deputy Governor's Code of Practice on Publishing

CONTENTS:

- 1) About the Publication Scheme
 - 2) Information that may be withheld
 - 3) Methods of access
 - 4) Fees and charges
 - 5) Requests for Information outside the Publication Scheme
 - 6) Complaints
 - 7) Categories of Information
-

1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the **ELECTIONS OFFICE** to making information available to the public as part of its normal business activities.

The **ELECTIONS OFFICE** will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;

- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. **Information that may be withheld**

The **ELECTIONS OFFICE** will generally not publish:

- information in draft form;
- information that is not held by the **ELECTIONS OFFICE**, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the **ELECTIONS OFFICE** (or another organization's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

3. **Methods of access**

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

➤ **Online**

Many of our documents are published electronically on our website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at **<http://www.electionsoffice.ky>**. If you are still having trouble locating information listed under our scheme, please contact us at the Elections Office by calling **(345) 949-8047** or visit us on the 2nd Floor, Smith Road Centre, 150 Smith Road.

➤ **E-Mail**

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by e-mail. You can e-mail us at **ELECTIONSOFFICE@CANDW.KY** to request the information you need. Please provide a telephone number so that we can call you to clarify details if necessary.

➤ **Phone**

Documents listed in the publication scheme can also be requested by telephone. Please call **(345) 949-8047** to request information.

➤ **Post**

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

P.O. BOX 10120

GRAND CAYMAN KY1-1001

CAYMAN ISLANDS

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

➤ **Personal visits**

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

➤ Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact **(345) 949-8047**.

The **ELECTIONS OFFICE** will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the **ELECTIONS OFFICE** is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The **ELECTIONS OFFICE** strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

There are some publications which the **ELECTIONS OFFICE** offers for sale. This includes: **THE OFFICIAL REGISTER OF ELECTORS:**

GEORGE TOWN, WEST BAY, BODDEN TOWN – CI \$30.00 EACH

NORTH SIDE, EAST END, CAYMAN BRAC & LITTLE CAYMAN - CI \$20.00 EACH

These publications are available in both print and electronic media at the same cost.

➤ Reproduction costs

There are no reproduction fees as we only make copies of the original documents handed to us (e.g., Birth certificates, Status certificates, and Naturalization certificates), to be kept on file for official use only.

➤ Postage costs

There are no postage fees because all documents or hard copies are picked up, and not mailed out.

5. **Requests for information outside the Publication Scheme**

Information held by the **ELECTIONS OFFICE** that is not published under this scheme can be requested through the **FOI Manager at foi.pie@gov.ky or (345) 949-8047**. Your request will be considered in accordance with the provisions of the FOI Law.

6. **Complaints**

The **ELECTIONS OFFICE** aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact the Office Manager or the Receptionist at **(345) 949-8047** or e-mail us at **electionsoffice@candw.ky**, and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from **<http://www.electionsoffice.ky>**.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 10727,
Grand Cayman KY1-1007,
CAYMAN ISLANDS

Telephone: +1 345 747 5402

Email: appeals@ico.gov.ky

7. **Categories of information**

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services


ABOUT US


ELECTIONS OFFICE

Ministry


PORTFOLIO OF INTERNAL AND EXTERNAL AFFAIRS

Key Staff

 KEARNEY S. GOMEZ, SUPERVISOR OF ELECTIONS
foi.pie@gov.ky or (345) 949-8047

 TOSCA CONNOR, OFFICE MANAGER
ELECTIONSOFFICE@CANDW.KY
(345) 949-8047

Information Manager

 Kathryn Dinspel-Powell (interim Information Manager)
foi.pie@gov.ky or (345) 949-8047

Organisation and Functions

The vision of the Elections Office of the Cayman Islands is:

To be recognized by the electorate and by politicians as an organisation dedicated to serving the people of the Cayman Islands through free and fair elections with integrity, impartiality, fear or favour: And which activity encourages Caymanians to fully understand and to participate in the electoral process.

The functions of the Elections Office of the Cayman Islands are:

- Administering the electoral legislation of the Cayman Islands;
- Conducting all general and by-elections;
- Maintaining an accurate, complete and permanent registration system along with elector registration cards;
- Promoting public awareness of electoral and constitutional matters;
- Conducting and promoting research into electoral matters and its functions generally;
- Publishing material in a timely manner on matters that relate to elections or any part of the elections programme;
- Providing information and advice on electoral matters to the Legislative Assembly through the Chief Secretary;
- Reporting to the Governor and Chief Secretary on electoral matters.

P.O. BOX 10120
GRAND CAYMAN KY1-1001
CAYMAN ISLANDS

(345) 949-8047

ELECTIONSOFFICE@CANDW.KY

<http://www.electionsoffice.ky>

<u>Location and hours</u>	<u>Matters handled</u>
ELECTIONS OFFICE 2 ND FLOOR, SMITH ROAD CENTRE 150 SMITH ROAD GEORGE TOWN Monday-Friday 8:30 a.m.-5:00 p.m.	Hold the General Elections every 4 years, and the By-Elections and Referendum as required Produce 4 Official Registers of Electors each year Produce Electors I.D Cards

Frequently asked questions:

1) Where and how do I vote?

- There are 17 polling divisions situated throughout the six electoral districts. Once you register to vote and provide your street address the Elections Office will assign you to a polling division. On Election Day you will have to attend this assigned polling division and you will be directed to your polling station. The presiding officer will provide you with a ballot paper, after you have shown your Elector Registration card or otherwise identified yourself. You will then be instructed on the election voting procedures. You will subsequently enter a poll booth and mark your ballot paper by putting an X to the right of the candidate or candidates' names that you are voting for. In the case of:
 - North Side you can vote for 1 candidate only
 - East End you can vote for 1 candidate only
 - Cayman Brac & Little Cayman you may vote for up to 2 candidates
 - Bodden Town you may vote for up to 3 candidates
 - West Bay you may vote for up to 4 candidates
 - George Town you may vote for up to 4 candidates

You must hand your ballot paper to the presiding officer who will then detach the counterfoil and return the ballot paper to you for you to deposit into the ballot box. After doing so, you will then leave the polling station through the referendum station.

The referendum voting process is similar to the election process, however, in all electoral districts you may vote for 1 answer only by placing an X.

2) Do I need any form of identification when I show up to vote?

- Yes. The preferred form of identification will be the Cayman Islands Elector Registration Card. Other forms of identification such as a valid Driver's License or Passport will also be accepted.

3) What time do the polls open and close?

- The polls in all 6 electoral districts open promptly at 7:00 A.M. and close at 6:00 P.M.

4) Can I vote if I will be off-island on Election Day?

- The Elections Law provides that if you are off-island for any reason whatsoever you may apply for a postal ballot using Form B. Postal ballots will only be issued after Nomination day.

To view more FAQ's, please insert the link below:

✚ <http://www.electionoffice.ky/cms/faq/38-elections-frequently-asked-questions>

✚ **HISTORY**

- A History of Elections in the Cayman Islands
<http://www.electionoffice.ky/cms/index.php/general-information/62-a-brief-history-of-elections-in-the-cayman-islands?format=pdf>

✚ **STRATEGIC MANAGEMENT**

This category applies to the governance and management of the department.

Governance

- Organisation chart
http://www.gov.ky/pls/portal/docs/PAGE/CIGHOME/GOVERNMENT/ORGANISATIONCHART/GISORGANIZATIONALCHARTJULY1_2009.PDF
- Elections Law (2009 Revision)
- The Referendum (Single Member Constituencies) Law, 2012 (Law 4 of 2012)
- The Referendum (Constitutional Modernisation) Law, 2009
- The Referendum (Constitutional Modernisation) (Referendum Day) Notice 2009
- The Referendum (Constitutional Modernisation) Law, 2009 (Amendment of Schedule 2) (No.2) Order, 2009
- Freedom of Information Law, 2007 (Law 10 of 2007)
- Freedom of Information (General) Regulations (2008)
- The Freedom of Information Law, 2007 (Commencement) Order (2008)
- National Archive and Public Records Law (2010 Revision)
- National Archive and Public Records (Regulations) 2007
- Public Service Management Law (2011 Revision)
- Public Service Personnel (Regulations) (2011)
- Public Management and Finance Law (2012 Revision)

Corporate Management

Portfolio of Internal and External Affairs

✚ **FINANCE & ADMINISTRATION**

This category applies to internal support functions within the Department, relating to finance, personnel and business administration.

- Approved Budget FY12/13 foi.pie@gov.ky
- Approved Budget FY11/12 foi.pie@gov.ky

Administration

- Press Releases see: <http://www.electionsoffice.ky>
- Job Vacancies see: www.recruitment.gov.ky
- Staff Pay see: www.gov.ky

POLICIES & PROCEDURES

- *See Elections Law (2009 Revision)*
- *Constitution of the Cayman Islands*

DECISIONS & RECOMMENDATIONS

- *Supervisor of Elections*
- *Elections Law (2009 Revision)*

LISTS & REGISTERS

- **Official Register of Electors** – quarterly basis (1st of January, April, July and October)

Can be viewed at all Post Offices in the 6 electoral districts

Accessed on <http://www.electionsoffice.ky>

- **Register of Political Parties**

<http://www.electionsoffice.ky/cms/index.php/general-information/63-register-of-political-parties>

OUR SERVICES

Our services include registering qualified voters and to provide them with the necessary forms and information to vote.

- **Elections Office Forms**

<http://www.electionsoffice.ky/cms/index.php/election-office-forms?format=pdf>



Department of Commerce and Investment

2013 Publication Scheme

Produced in accordance with the Chief Secretary's Code of Practice

CONTENTS:

1. About the Publication Scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information
 - About Us
 - Strategic Management
 - Finance & Administration
 - Policies & Procedures
 - Decisions & Recommendations
 - Lists & Registers
 - Our Services

1. About the Publication Scheme

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The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Department of Commerce and Investment (DCI) to making information available to the public as part of its normal business activities.

The Department of Commerce and Investment will:

- specify the information held by the Department, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- Regularly review and update the information made available under this scheme.

2. Information that may be withheld

The Department of Commerce and Investment will generally not publish:

- information in draft form;
- information that is not held by the Department of Commerce and Investment or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- Information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Department of Commerce and Investment (or another organization's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

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Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at www.investcayman.gov.ky. If you are still having trouble locating information listed under our scheme, please contact; Lolita Bodden – lbodden@dc.gov.ky

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at investcayman.gov.ky or lbodden@dc.gov.ky or foidci@investcayman.gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call our main line at 945 0943 or 948-2400 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Mrs. Lolita Bodden
Information Manager
Department of Commerce and Investment
Stake Bay Road
Bodden & Bodden Building
P.O. Box 232
Cayman Brac KY2-2101
CAYMAN ISLANDS

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact: Lolita Bodden, Information Manager at 345 945 0943 main office or 345 948 32400 direct. Bodden & Bodden Building, Stake Bay Road, P.O. Box 232 Cayman Brac KY2-2101.

The *Department of Commerce and Investment* will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Department of Commerce and Investment is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Department of Commerce and Investment strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (color; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The Department of Commerce and Investment will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Department of Commerce and Investment has received your payment.

5. Requests for information outside the Publication Scheme

Information held by the Department of Commerce and Investment that is not published under this scheme can be requested in writing. Your request will be considered in accordance with the provisions of the FOI Law by contacting FOI Information Manager.

Mrs. Lolita Bodden
Information Manager
Department of Commerce and Investment
Bodden & Bodden Building
Stake Bay Road
P.O. Box 232
Cayman Brac KY2-2101
CAYMAN ISLANDS

Tel: 345 945 0943
Fax: 345 945 0941
Direct Tel: 345 948-2400
Email: lbodden@dc.gov.ky
Online: www.investcayman.gov.ky

6. Complaints

The Department of Commerce and Investment aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Lolita Bodden at 948-2400 or email at lbodden@dc.gov.ky or contact Ryan Rajkumarsingh at 244 2260 or rrajkumarsingh@dc.gov.ky and we will try to resolve your complaint as quickly as possible.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman
PO Box 10727,
Grand Cayman KY1-1007,
Cayman Islands

Telephone: +1 345 747 5402
Email: appeals@ico.gov.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Laws & Regulations
- Organization & Function
- DCI Policies & Procedures
- DCI Laws & Regulations
- Board & Committees
- Our Services

ABOUT US

The Department of Commerce and Investment is a one stop shop for information, expertise and guidance in relation to business opportunities in the Cayman Islands. The agency provides technical advice to local small businesses and investment climate data and support to potential foreign investors. The DCI also oversees the operations of the Cayman Islands Film Commission which was set up to develop the local film industry and attract media projects and the Trade and Business Licensing Secretariat which is responsible for issuing different categories of business licensing

Ministry

The Department of Commerce and Investment (DCI) operates as an agency under the Ministry of Finance, Development and Tourism and (FD&T).

The Premier & Minister for Finance, Development and Tourism

Hon. W. McKeever Bush, OBE, JP

Chief Officer

Dr. Dax Basdeo, PHD (Finance)

Chief Officer

Mrs. Sonia McLaughlin, Cert. Hon., JP (Development)

Chief Officer

Mr. Stran Bodden (Tourism)

Physical Address:
Ministry of Finance, Tourism and
Development,
4th Floor, Government Administration
Building,
Grand Cayman

Mailing Address:
4th Floor, Government Administration
Building
Grand Cayman – KY1-1001
CAYMAN ISLANDS
Tel: 345 244 2412
Fax: 345 954 2922
Email: foi.mte@gov.ky

DCI PRINCIPLE OFFICERS

Director (DCI)

Mr. Jonathan Piercy

Head of Business Licensing

Mr. Ryan Rajkumarsingh

Information Manager

Miss Lolita Bodden

Information Manager

Department of Commerce and Investment

P.O. Box 232, Stake Bay

Cayman Brac- KY1-1001

Cayman Islands

Direct Line: 345 948-2400

Office Line: 345 945 0943

Email: lbodden@dc.gov.ky

Website: www.investcayman.gov.ky

For more information, visit the Freedom of Information (FOI) website (www.foi.gov.ky)

Designate

Mr. Ryan Rajkumarsingh

Information Manager Designate

Department of Commerce and Investment

P.O. Box 10087

Cayman Islands

Direct Line: 345 244 2260

Office Line: 345 945 0943

Email: rrajcumarsingh@dcicayman.gov.ky

Website: www.investcayman.gov.ky

For more information, visit the Freedom of Information (FOI) website (www.foi.gov.ky)

Organisation and functions

The Department of Commerce and Investment (DCI) was established in November 2003 as an agency under the Cayman Islands Government, the DCI provides a central point for the coordination of resources and information, which investors, entrepreneurs and/or developers can access regarding business opportunities in the Cayman Islands.

Our vision is to contribute to sustainable economic development for the Cayman Islands through the encouragement of investment and entrepreneurial venture, which generate income, employment, innovation, linkages and domestic competitiveness.

As an economic development agency, the DCI works to stimulate and facilitate appropriate long-term, inward and local investment in the Cayman Islands in partnership with other Government agencies and the private sector.

The Department of Commerce and Investment, scope of activities includes:

- Develop and implement marketing campaigns that enhance the image and profile of the Cayman Islands as an investment location of choice.
- Arrange and participate in conferences and events that showcase the strength of the jurisdiction and which will encourage investor interest.
- Lead investors through the business establishment process by providing information on incentives, legislation or regulatory requirements, and steps in the approval process.
- Link potential investors with potential customers, suppliers and other business partners.
- Provide technical assistance to local entrepreneurs and small businesses.
- Provide assistance to film and photography projects seeking to utilize the jurisdiction.
- Conduct primary research and investigation into the Cayman Islands business climate with a view to developing recommendations on policy as it relates to investment and commerce.
- Grant approvals to conduct business activities allowed by law through administration of the issuance of Trade and Business Licences and Local Company (Control) Licences.

The Cayman Islands' recently passed Special Economic Zone Law international companies looking for business opportunities in the Cayman Islands now have more options.

The administrative functions of SEZA are handled by the Special Economic Zone Secretariat, which falls under the Cayman Islands Department of Commerce and Investment.

The law sets areas of specialised economic activity in the Cayman Islands, and the firms that meet the criteria for domiciling in these zones.

Contact Information

Grand Cayman Office Address:

Physical Address:

Cayman Corporate Centre, 27 Hospital Road

Mailing Address:

P.O. Box 10087

George Town

Grand Cayman- KY1-1001

Tel: 345 945 0943

Fax: 345 945 0941

Email: investcayman.gov.ky

Website: www.investcayman.ky

Hours of Work: 8:30am – 5pm, Monday thru Friday

Cayman Brac Office Address:

Physical Address:

Bodden & Bodden Building, Stake Bay

P.O. Box 232

Cayman Brac - KY2-2101

Tel: 345 948 2400

Fax: 345 948 2409

Email: lbodden@dc.gov.ky

Hours of Work: 8:30am- 5:00pm, Monday thru Friday

Boards and Committees

The Department of Commerce and Investment oversees the following boards:

- Cayman Island Film Commission Advisory Board (Contact DCI for details)

- Trade and Business Licence Board
 - Garth Arch – Chairman
 - Lynn Bodden- Smatt – Deputy
 - Renee Rankin - Secretary
 - Marcus Cumber – Member
 - Judy-Faye McGaw – Member
 - T. Jeffrey Rivers – Member
 - Johnny Thompson – Member
 - Troy Burke – Member
 - Kriste Rankin – Member

STRATEGIC MANAGEMENT

Administering the Department's operations at the organizational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the Department's functions and responsibilities; obtaining legal advice from external sources.

Laws and Regulations

The following are several of the main laws affecting the establishment of a new business in the Cayman Islands and are provided for informational purposes only. Official copies of the laws and regulations can be obtained from the Legislative Department of the Cayman Islands. Note: There may be other amendments to the laws listed below. Some of these amendments may be found on the Cayman Islands Government website.

Financial Services

- Banks & Trust Companies Law (2009 Revision) and Banks & Trust Companies (Amendment) Bill 2012
- Banks & Trust Companies (Licence Applications and Fees) Regulations (2011 Revision)
- Building Societies Law (2010 Revision)
- Companies Law (2010 Revision)

- Companies Management Law (2003 Revision)
- Exempted Limited Partnership Law (2012 Revision)
- Insurance (Amendment) Law 2012
- Insurance (Forms) Regulations (2003 Revision)
- Insurance (Exemption) Regulations, 2004
- Monetary Authority Law (2011 Revision)
- Mutual Funds Law (2012 Revision)
- Mutual Funds (Fees) Regulations (2012 Revision)
- Partnership Law (2011 Revision)
- Exempted Limited Partnership Law (2012 Revision)
- Land Holding Companies Share Transfer Tax Law (2007 Revision)

Customs

- Customs Law (2012) Revision
- Customs Tariff Law 2012 and Customs Tariff (Amendment) Law, 2012

E-Commerce

- Electronic Transactions Law (2003 Revision)
- Computer Misuse Law, 2000
- Information & Communications Technology Authority Law (2011 Revision)

Immigration

- Immigration Law (2010 Revision)
- Immigration Regulations (2010 Revision)

Tourism

- Hotels Aid Law (1995 Revision)
- Hotels Aid Regulations (1996 Revision)
- Tourism Law (1995 Revision)
- Tourism Regulations (2002 Revision)
- Tourist Accommodation (Taxation) Law (2003 Revision)
- Liquor Licensing Law (2000 Revision)

Employment

- Health Insurance Law (2005 Revision)
- Health Insurance Regulations (2005 Revision)
- National Pensions Law (2010 Revision)
- Labour Law (2007 Revision)
- Workmen's Compensation Law (1996 Revision)
- National Pensions Law (2010 Revision)

Others

- Patents and Trademarks Law (2010 Revision)
- Patents and Trademarks Regulations, 1999
- Development and Planning Law (2011 Revision)
- Development and Planning Regulations (2011 Revision)
- Registered Land Law (2004 Revision)
- Trade and Business Licensing Law (2007 Revision)

- Trade and Business Licensing Regulations (1999 Revision)
- Local Companies (Control) Law (2007 Revision)
- Local Companies (Control) Regulations (1998 Revision)
- Special Economic Zones Law, 2011

FINANCE & ADMINISTRATION

Administering the Department's internal functions and managing its resources efficiently and effectively. Includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies.

LAWS & REGULATIONS FOR CIVIL SERVICE

Financial Management

- Public Management and Finance Law (2012 Revision) and the Financial Regulations (2010 Revision) Annual Salary Scale for Salaried Staff (September 1, 2012)
- Financial Regulations (2008 Revision)
- Public Management and Finance Law (2012 Revision)

Administration & Human Resource Management

- Public Service Management Law (2011 Revision) & Complete set of laws for Cayman Islands Civil Service and Personnel Regulations (2011 Revision)
- Public Servant Code of Conduct Code of Conduct for Civil Servants (December 2007)
- Public Service Pensions Law (2011 Revision)
- Public Service Pensions Regulations (2011 Revision)
- Schedule One of the Personnel Regulations: A document describing Employment Terms and conditions (2011 Revision)

Records Management

- Chief Secretary's Code of Practice on Record Management
- Freedom of Information Law, 2007
- The National Archive and Public Records Law (2010 Revision)

POLICIES & PROCEDURES

In addition to the Laws and Regulations listed above the following policies and procedures are utilized within the DCI organization.

- Employees Handbook
 - Complaint Policy and Procedures (Code of Conduct)
- Service Standards Manual
- Disaster Control Plan

INFORMATION COMMISSIONER'S OFFICE

The following are laws and regulations which help to direct the functions and activities of the ICO:

- Freedom of Information Law (2007) & Freedom of Information (General) Regulations (2008)
- Freedom of Information (Information Commissioner) Regulations (2008)

- The Freedom of Information Law, 2007 (Commencement) Order (2008)
- Public Service Management Law (2011) & Public Service Personnel (Regulations) (2011)
- Public Management and Finance Law (2012 Revision)
- Financial Regulations (2008 Revision)
- Public Service Pensions Law (2011 Revision) & Public Service Pensions Regulations (2011 Revision)
- Public Holidays Law (2007 Revision)
- National Archive and Public Records Law (2010 Revision)
- National Archive and Public Records (Regulations) 2007
- Health Insurance Law (2011 Revision)

OUR SERVICES

Our professional staff provides a broad range of consultation, liaison, and coordination services, to help business owners and investors, proceed smoothly, with their ventures in the Cayman Islands.

For Local Entrepreneurs

Business Counselling:

We offer technical assistance to an individual or business that deals with the formation, management, marketing, financing, and/or operation of a small business enterprise. The Agency is a safe environment in which entrepreneurs can test and formalize their business ideas before making a resource commitment.

Training

Our workshops and seminars cover a range of subject areas of interest to businesses such as Accounting, How to Start a Business and Raise Financing, HR and Marketing techniques.

Events

From time to time the agency co-ordinates other special events that create opportunities for business networking.

Access to Financing

Through partnerships with organizations such as the Cayman Islands Development Bank and the Cayman Angel Investors Network, we assist our clients to prepare business cases for funding through outside agencies and organizations.

For Foreign Investors

Guidance	We advise on the regulatory requirements of setting up a business in Cayman and provide useful information on establishing a new enterprise. We also assist with the provision of relevant forms and fee schedules.
Site Visits	Staff members organize site visits for potential investors.
Incentives	The agency negotiates incentives and other benefits for an investment proposal.

General

Business Licensing	We process applications for all individuals or companies that wish to carry out business in the Cayman Islands. The law dictates that they need a Trade and Business License or a Local Company (Control) License (or both in some instances) to operate.
Film Applications	The film commission facilitates the processing of all applications for permits for media productions, custom waivers and rebates.



Economics and Statistics Office (ESO)

Publication Scheme

Produced in accordance with the Chief Secretary's Code of Practice

CONTENTS:

1. About the Publication Scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information
 - About Us
 - Strategic Management
 - Finance & Administration
 - Policies and Procedures – How we Make Decisions
 - Decisions and Recommendations
 - Lists and Registers
 - Our Services

1. About the Publication Scheme

The Economics & Statistics Office (ESO) is covered by the Freedom of Information Law and has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information, which is readily available to the public. The list is divided into seven (7) different categories of information to help you find the documents you are looking for.

This publication scheme commits the ESO to making information available to the public as part of its normal business activities.

The ESO will:

- specify the information held by the office, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available information held by the office that falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public; and
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The ESO will generally not publish:

- information in draft form;
- information that is not held by the ESO, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information or commercially sensitive information.
- Questionnaires and information identifiable to any individual or business in accordance with S.8 (2) and S.(17) of the Statistics Law (1996 Revision) as amended by the Statistics (Amendment) Law 2010. The Freedom of Information Law 2007 as under S.3 (7) of FOI does not abrogate the confidentiality clauses of the Statistics Law and this information is therefore not available under FOI
- Other records containing exempt matter unless in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible. However, ESO records are exempt from disclosure in the following instance where such disclosure:

- is not in accordance with the Statistics Law (1996 Revision) as amended by the Statistics (Amendment) Law 2010;
- constitutes an actionable breach of confidence, for example an opinion, advice or recommendations prepared for another party;

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

- is premature and could reasonably be expected to or have substantial adverse effect on the Caymanian economy or the Government's ability to manage the economy;
- is an opinion, report, advice or recommendations prepared for Cabinet;
- prejudice, or would be likely to prejudice, the effective conduct of public affairs;
- reveal trade secrets, information of commercial value and interests prejudiced or diminished by disclosure; and
- unreasonable exposure of personal information, whether living or dead.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Part III of the FOI Law lists the exemptions to the general right of access to records. These records will only be withheld where the FOI Law expressly permits it.

Information provided to the Economics and Statistics Office is protected by section 8(1A) of the Statistics Law (1996 Revision) as amended by the Statistics (Amendment) Law 2010 which provides that, "individual data collected by the Economics and Statistics Office for statistical compilation, whether they refer to legal or natural persons, are strictly confidential and shall be used exclusively for statistical purposes".



[Statistics Law \(1996 Revision\)](#)



[Statistics \(Amendment\) Law 2010](#)

If you wish to complain about any information, which has been withheld, please refer to Section 6: Complaints.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Online

Many of our documents are published electronically on www.eso.ky and can be downloaded in PDF or Excel format. Where information is available online, a link within Section 7: Categories of information will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at <http://www.eso.ky>. If you are still having trouble locating information listed under our scheme, please contact: foi.eso@gov.ky or infostats@gov.ky

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.eso@gov.ky or infostats@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call (345) 949-0940 to request information.

Fax

Documents listed in the publication scheme can also be requested by facsimile. The fax number is (345) 949-8782 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Attn: Information Manager
Economics & Statistics Office
P.O. Box 127, Government Office Accommodation Building
KY1-9000, Grand Cayman, Cayman Islands

In your request, please provide your name address telephone number; and full details of the information or documents you would like to receive.

For faster processing, please also include any applicable fee. (See Section 4: Fees and charges for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in Section 7: Categories of information, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact either of the following:

- The Information Manager at foi.eso@gov.ky,
- Julietta Beaupierre at Julietta.Beaupierre@gov.ky or 244-3500
- Shanna Saunders at Shanna.Saunders@gov.ky or 244-1622

The ESO will adhere to its obligations under Section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the ESO is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The ESO strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information published online, downloaded through a website, or sent to you by email is provided free of charge. Please visit our website: www.eso.ky to determine whether the information sought is online.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

The ESO offers some publications for sale. This includes:

Cayman Islands Compendium of Statistics	US\$60.00 or CI\$50.00
2010 Cayman Islands Census	US\$60.00 or CI\$50.00
1999 Cayman Islands Census	US\$60.00 or CI\$ 50.00
Annual Economic Report (AER)	US\$ 60.00 or CI\$ 50.00
Quarterly Economic Report (QER)	US\$30.00 or CI\$25.00
Labour Force Report (LFS)	US\$30.00 or CI\$25.00
Consumer Price Index (CPI)	US\$30.00 or CI\$25.00
Overseas Trade Report	US\$30.00 or CI\$25.00

These publications are charged at the cover price, and actual postage costs as charged by the Cayman Islands Postal Service.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2.00 per disc.

Postage costs

The ESO will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within Section 7: Categories of information.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the ESO has received your payment.

5. Requests for information outside the Publication Scheme

Statistical data and economic information produced by the ESO may be obtained without making a request under the FOI Law. Please contact the Information Manager, Julietta Beaupierre or Shanna Saunders-Best to determine whether an FOI request needs to be submitted for the information sought.

However, if you are making an FOI request, it must be done in writing (letter, email, and facsimile). This request will be considered in accordance with the provisions of the FOI Law.

Further details are provided at

<http://www.eso.ky/pages.php?page=freedomofinformationfoi>

6. Complaints

The ESO aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact the Information Manager, [Julietta Beaupierre](#) (345)-244-1621 or email foi.eso@gov.ky or [Shanna Saunders](#) and we will try to resolve your complaint as quickly as possible. Further information about our complaints procedures can be obtained from [http://www.eso.ky/freedom of information](http://www.eso.ky/freedom%20of%20information) (Making an FOI Appeal)

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response:

Information Commissioner's Office,
Telephone: 345-747-5402
Fax: 345-949-2026
Email: appeals@ico.gov.ky
Email: info@infocomm.ky
Website: www.infocomm.ky
Physical Address: Elizabethan Square
2nd Floor, Building C,
George Town, Cayman Islands
Mailing Address: P.O. Box 1375
Grand Cayman KY1-1108
Cayman Islands

Hours: Monday to Friday, 9:30am - 4:00pm

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

The Cayman Islands' Economics and Statistics Office (ESO) provides basic information on the country's people and economy, and is the official national statistics office.

Name of public authority:

Economics and Statistics Office (ESO)

Ministry:

Ministry of Financial Services, Tourism and Development (Public Finance)

Chief Officer:

Mrs Sonia McLaughlin, Ministry of Financial Services, Tourism and Development, 3rd Floor Government Office Accommodation Building, Grand Cayman, Cayman Islands

Director and Unit Heads:

Maria Zingapan, Director

Tel: (345) 244-1614, Email: Maria.Zingapan@gov.ky

Elizabeth Talbert, Deputy Director

Tel: (345) 244-1621, Email: Elizabeth.Talbert@gov.ky

Adolphus Laidlow, Senior Economist – Economics Unit

Tel: (345) 244-1618, Email: Adolphus.Laidlow@gov.ky

Julietta Beaupierre, Senior Statistician Balance of Payments Unit

Tel: (345) 244-1618, Email: Julietta.Beaupierre@gov.ky

Information Manager:

Information Manager: Julietta Beaupierre

Email address: Julietta.Beaupierre@gov.ky or foi.eso@gov.ky Telephone number: (345) 244-3500

Information Manager Designate: Shanna. Saunders-Best

Email address: Shanna.Saunders@gov.ky or foi.eso@gov.ky Telephone Number: (345) 244-1621

Freedom of Information Office website www.foi.gov.ky

Organisation and functions

The Cayman Islands' Economics and Statistics Office (ESO) provides basic information on the country's people and economy. The ESO:

- a. Monitors the economy, conducts economic research and advises Government on a range of economic issues to sustain growth and economic stability of the Islands.
- b. Conducts and analyzes social and economic surveys and compiles and publishes statistical data on the Cayman Islands, and provides other government departments with technical advice on data collection and dissemination, and survey design and methodology.

Mailing address:

Economics & Statistics Office
Government Office Administration Building
P.O.Box 127, KY1-9000,
Grand Cayman, Cayman Islands

Telephone number: (345) - 949-0940

Fax Number: (345) – 949-8782

Email address: foi.eso@gov.ky or infostats@gov.ky

Website address: <http://www.eso.ky>

Location and hours

Economics & Statistics Office
3rd Floor, Government Office Administration Building
Elgin Avenue, George Town

Opening Hours: Monday – Friday 8:30 am – 5:00 pm

What We Do:

- a. Conduct macro-economic analysis and research;
- b. Monitor the economy and produce quarterly and annual economic reports;
- c. Provide secretariat and technical support services to the Public Sector Investment Programme (PSIP) when convened by the Financial Secretary;
- d. Conduct the Census of Population and Housing approximately every 10 years;
- e. Publish statistical series, which include the annual *Compendium of Statistics* and the *Annual Overseas Trade Report*;
- f. Update the *Household Register* and *Business Register* as needed.
- g. Conduct and publish the results of *Labour Force Surveys*.
- h. Conduct and publish the results of quarterly *Consumer Price Index* surveys.
- i. Develop and implement a macroeconomic compilation program consisting of a *System of National Accounts* and *Balance of Payments* systems as resources permit.
- j. Conduct other household and business surveys to provide the data requirements of statistical publications or socio-economic reports and studies for Government.
- k. Provide technical assistance on economic and statistical matters to other Government Departments and Agencies, as resources permit.
- l. Promote the wider use of statistics in the local community, and facilitate greater community participation in data collection and dissemination.
- m. Provide technical assistance to regional and international agencies on economic and statistical matters related to the Cayman Islands.
- n. Promote and implement the adoption of international standards in the compilation of national statistics, and the participation of the Cayman Islands in relevant initiatives related thereto.

ESO Boards and Committees

Name	Meetings	Minutes
<p><i>Census Advisory Committee (2008– 2010)</i></p> <p>Members:</p> <ul style="list-style-type: none"> ▪ Robert Lewis, Department of Planning ▪ Ernie Scott, Sister Islands District Commissioner ▪ Deanna Lookloy, Department of Children & Family Services ▪ Jennifer Smith, Department of Employment Relations ▪ Dolores Thompson, Department of Education ▪ Sonia Campbell ▪ Tammy Ebanks-Bishop, Ministry of District Administration, Works and Gender Affairs ▪ Wil Pineau, Chamber of Commerce ▪ Elizabeth Talbert, Economics and Statistics Office ▪ Maria Zingapan, Economics and Statistics Office ▪ Kenneth Ebanks, Ministry of Financial Services, Tourism and Development 	<p><i>Meetings were not open to the public and ceased in 2011 with the completion of census enumeration activity.</i></p>	<p>http://www.eso.ky/UserFiles/File/Advisory%20Links(4</p> <p><i>Minutes can be requested or accessed</i></p> <p><u>by telephone :</u> Tel: (345) - 949-0940</p> <p><u>by mail :</u> Economics & Statistics Office Government Office Administration Building P.O. Box 127, KY1-9000 Grand Cayman, Cayman Islands</p> <p><u>or by visiting the office:</u> Economics & Statistics Office 3rd Floor, Government Office Administration Building, Elgin Avenue, George Town, Grand Cayman, Cayman Islands</p>
<p><i>Public Sector Investment Committee -</i></p>	<p><i>Not yet convened by the Financial Secretary</i></p>	<p><i>As determined by PSIC Guidebook</i></p>

History

The history of ESO started with the very first official statistics on the Cayman Islands which is the 1802 census conducted by Edward Corbet, a staff aide to the Governor of Jamaica, Lieutenant General George Nugent. For more on ESO's history, please visit <http://www.eso.ky/pages.php?page=esohistory>.

Job Vacancies

<http://www.eso.ky/pages.php?page=jobvacancies>

ESO & the Community

ESO has outreach activities in the community such as among students. Please visit <http://www.eso.ky/pages.php?page=esothecommunity> for additional information on ESO & the Community.

Frequently asked questions

This is a list of frequently asked questions related to ESO's statistical reports, such as definitions of gross domestic product; labor force; consumer price index; census, etc. Please visit <http://www.eso.ky/faq.html> for additional frequently asked questions.

STRATEGIC MANAGEMENT

The Cayman Islands' Economics and Statistics Office (ESO) provides basic information on the country's people and economy, and is the official national statistics office.

Vision. We envision the Cayman Islands to be on par with other countries having official statistics and economic monitoring systems that are responsive to local needs and compliant with international standards. The latter primarily refer to those of the United Nations (UN) Statistical Commission and the International Monetary Fund's General Data Dissemination System.

Mission. ESO's mission is to facilitate decision-making in the public and private sectors by providing relevant, credible, timely and user-friendly statistics and economic analysis.

Our general strategies for implementing our mission include:

- Adhering to legal mandates, primarily the Statistics Law (1996 Revision);
- Developing new statistics based on local needs and according to international standards;
- Building internal human and statistical resources;
- Promoting community ownership through outreach programs and wider public access to information such as through our website www.eso.ky;

- Coordinating with local producers of statistics in promoting the development of a national statistical system underpinned by good statistical practices; and
- Networking with regional and international statistical bodies and economic organizations.

The complete version of ESO's Strategic Plan for 2007-2011 is available on our website: www.eso.ky.

Governance



Public Service Management Law (2011 Revision)



Personnel Regulations (2011 Revision)



Public Service Code of Conduct



The Freedom of Information Law, 2007



Statistics Law (1996 Revision)



Statistics (Amendment) Law 2010



The Statistics (System of National Accounts and Balance of Payments) Regulations 2010



The Census (Cayman Islands) Order 2010



The Census (Cayman Islands) Regulation 2010



National Archive and Public Records Law (2010 Revision)



Evidence Law (2011 Revision)



UN Fundamental Principles of Official Statistics



Cayman Islands Census Order 1999



Electronic Transactions Law (2003 Revision)

Corporate management



ESO Strategic Plan 2012-2015



Ministry of Finance, Tourism & Development (Public Finance) Awards Criteria-
Deputy Governor's Award "Most" Theme



ESO Continuity Plan, July 2012



Cayman Islands Government Email Policy



ESO Succession Plan September 2011

FINANCE & ADMINISTRATION



ESO Policies and Procedures May 2012



Financial Regulations (2011 Revision)

POLICIES & PROCEDURES

Administrative Policies and Procedures



ESO Customer Feedback and Complaints Procedure



ESO Open Door Policy



Guidelines for the Selection of Census Enumerators and Field Supervisors



HR Policies and Procedures



ESO Policies and Procedures May 2012

Manuals:



1999 Census Field Manual



2010 Population and Housing Census: Census Information PowerPoint



2010 Population and Housing Census Enumerator's Manual



2011 Labour Force Manual



2008 Consumer Price Index Basket



2009 Labour Force Survey and Pilot Census Interview Field Manual



Cayman Islands Classification of Individual Consumption According to Purpose (COICOP)



International Standard Classification of Occupation 2008

International Manuals, Principles, Methodologies & Classification



International Standard of Industrial Classification Rev.4



International Standard Classification of Education



Balance of Payments Manual 5th Edition

Decisions & Recommendations

Opinions, advice or recommendations prepared for the Cabinet or a committee thereof is exempt from disclosure under Section 19.1 of the FOI Law.

LISTS & REGISTERS

- FOI disclosure log <http://www.eso.ky/pages.php?page=freedomofinformationfoi>
- Business Register – Not covered by FOI Law and disclosure is barred under S.8 (2) and S.(17) of the Statistics Law (1996 Revision) as amended by the Statistics Amendment Law 2010
- Household Register – Not covered by FOI Law and disclosure is barred under S.8 (2) and S. (17) of the Statistics Law (1996 Revision) as amended by the Statistics Amendment Law 2010
- Enumeration Area Maps
- Organizational Chart

OUR SERVICES

1) Census & Surveys

- Labour Force Survey
- Census (every 10 years)
- Business surveys
- Household expenditure surveys
- Consumer Price Index Survey
- Survey of Living Conditions and Household Budget Survey
- Other special surveys

2) Official Publications:

- Consumer Price Index Report
- Labour Force Survey Report
- Overseas Trade Report
- Quarterly Trade Bulletin
- Compendium of Statistics
- 1999 and 2010 Census Reports
- National Accounts
- Balance of Payments
- Annual & Quarterly Economic Reports
- Special reports

3) Compilation of Administrative Data from Government and Other Sources

- Trade
- Education
- Monetary
- Fiscal
- Others

4) Studies, Advice & Recommendations for Cabinet – Exempt S. 19 (1) FOI Law

5) Technical Assistance to Agencies

The Cayman Islands Mosquito Research & Control Unit (MRCU) Publication Scheme

Produced in accordance with the Deputy Governor's Code of Practice

CONTENTS:

1. About the publication scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information

1. About the publication scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public.

The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the MRCU to making information available to the public as part of its normal business activities.

The MRCU will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;

- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The MRCU will generally not publish:

- information in draft form;
- information that is not held by the MRCU, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the MRCU's (or another organisation's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at www.gov.ky/mrcu . If you are still having trouble locating information listed under our scheme, please contact MRCU Head Office at 345 949 2557.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email Mrs Janet MacMillan (FOI manager) at foi.mrc@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call 345 949 2557 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

PO Box 486, George Town, Grand Cayman, Cayman Islands.

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact the FOI Manager at 345 949 2557.

The MRCU will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the MRCU is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The MRCU strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

There are some publications which the MRCU offers for sale such as copies of MRCU laws and regulations . These publications are charged at the cover price, plus actual postage costs as charged by the Cayman Islands Postal Service.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The MRCU will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the MRCU has received your payment.

5. Requests for information outside the publication scheme

Information held by the MRCU that is not published under this scheme can be requested by contacting the FOI Manager at foi.mrc@gov.ky . Your request will be considered in accordance with the provisions of the FOI Law and include a name, contact details and any preference for how to receive the information (e.g. inspection, photocopies). You don't have to give a reason why you want the information or explicitly state that it is a Freedom of Information request. However, your request should be as specific as possible in describing the information you need. Remember that MRCU may not be able to respond to a vague request or a voluminous request if it may unreasonably divert the available resources of MRCU. Specific requests will help you get what you want, so try to provide as much information as possible: what kind of document is it, what format is the information in, what date or year was it produced.

You can ask for any information held by MRCU. This includes computerised records, emails, maps, audio-visual recordings, etc. You may also ask to have copies of documents or to view or listen to the record. MRCU, however, does not have to provide information that is already in the public domain (e.g. that has been published in the MRCU Annual Report or is available online or at the library). Also, it should be noted that a public authority does not have to create a document that does not already exist to fulfill your request, but it may be required to compile information in its possession. Your right to information will be subject to exemptions detailed in the Law.

6. Complaints

The MRCU aims to make our publication scheme easy to use, and to ensure our information is accessible to the public. If you wish to complain about any aspect of this publication scheme, please contact the FOI Manager at foi.mrc@gov.ky and we will try to resolve your complaint as quickly as possible. When making a complaint about the publication scheme, try to give us as much detail as possible. We also require your name, address and contact details so that we can respond to your complaint. Anything else which you think would help to make your point and help us to investigate your concerns. Your complaint will be responded to within 30 days either personally by the Director of MRCU, the FOI manager or an appointed delegate.

The MRCU is part of the Ministry District Administration, Works, Lands & Agriculture (DAWL&A). If you are dissatisfied with way MRCU deals with your complaint about its publication scheme you can complain to the Ministry in the following ways “

- In person at the Ministry of District Administration, Planning, Agriculture & Housing (4th Floor, Government Administration Building)
- By telephone (345) 949-7900 ext. 2472
- In writing to:

Mr. Alan Jones

Chief Officer

Ministry of District Administration

Works, Lands & Agriculture

Government Administration Building

71A Elgin Ave

Grand Cayman KY1-9000

CAYMAN ISLANDS

- By email: concerns.DWL&A@gov.ky

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 10727,
Grand Cayman KY1-1007,
CAYMAN ISLANDS

Telephone: +1 345 747 5402
email: appeals@ico.gov.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Name of public authority

Mosquito Research & Control Unit

Ministry

District Administration, Works, Lands & Agriculture

4th Floor, Government Administration Building
71A Elgin Ave, George Town
Grand Cayman

Tel : (345) 949-7900, Ext. 2412

Fax : (345) 949-2922

Email : Ministry.DAWL&A@gov.ky

Website : www.dawl&a.gov.ky

Principle officer

Dr William Petrie, Director MRCU,

Email william.petrie@gov.ky

Information manager

Mrs Janet MacMillan foi.mrc@gov.ky

Freedom of Information website www.foi.gov.ky

Organisation and functions

To suppress mosquito populations so as to minimise discomfort from mosquito biting and protect residents and visitors from mosquito-borne diseases, and thereby, to enhance the quality of life for people in the community and promote the economy of the Cayman Islands. To conduct a range of mosquito control operations designed to prevent the hatching of mosquito eggs into aquatic stages, impede the emergence of adult mosquitoes from larval forms and to reduce the numbers of biting mosquitoes.

To minimise the introduction of exotic disease-vector mosquitoes into the Cayman Islands, and prevent local outbreaks of mosquito-transmitted diseases.

To employ a variety of non-chemical and chemical control techniques, and to maintain an active and innovative research program, to ensure that mosquito control in the Cayman Islands keeps up-to-date with scientific advances and current with the highest professional standards.

Mailing address PO Box 486 GT

Telephone number 949 2557

Fax number 949 8912

Email address foi.mrc@gov.ky

Website address www.gov.ky/mrcu

Location and hours	Matters handled
<i>MRCU main office and Operations Building 99 Red Gate Road, George Town Grand Cayman.</i> <i>Office hours 8:30 5:00 pm Mon- Fri.</i>	<i>Ground control operations Grand Cayman</i> <i>Disease Prevention</i> <i>Research & Development</i> <i>Personnel and record Keeping</i>
<i>MRCU Sister Islands. The Bluff, Cayman Brac</i> <i>Office hours 8:30 5:00 pm Mon- Fri</i>	<i>Ground Control operations for Little Cayman and Cayman Brac</i>
<i>MRCU Hangar : Airport Grand Cayman</i> <i>Office hours 8:30 5:00 pm Mon- Fri</i>	<i>Aerial control operations</i>

Frequently asked questions

How fast can mosquitoes fly?

Depending upon the species, mosquitoes can fly at about 1 to 1.5 miles per hour.

How far can mosquitoes fly?

Mosquito species preferring to breed around the house, like the Asian Tiger Mosquito, have limited flight ranges of about 300 feet. Most species have flight ranges of 1-3 miles. Certain large pool breeders in the Midwest are often found up to 7 miles from known breeding spots. The undisputed champions, though, are the saltmarsh breeders - having been known to migrate up to 100 miles in exceptional circumstances, although 20 to 40 miles are much more common when hosts are scarce. When caught up in updrafts that direct them into winds high above the ground, mosquitoes can be carried great distances.

How much do they weigh?

Smaller species found around houses commonly weigh about 2.5 milligrams. Our largest species weigh in at a whopping 10 milligrams.

How much blood does a mosquito take in a meal?

When feeding to repletion, mosquitoes imbibe anywhere from 0.001 to 0.01 milliliter.

Why do mosquitoes feed on blood?

Female mosquitoes imbibe blood so that their eggs can mature prior to laying. It serves no nourishment function. Males do not take blood meals at all. In order to obtain energy, both male and female mosquitoes feed upon plant nectars - much in the same manner as honeybees.

What good do mosquitoes do?

Mosquitoes fill a variety of niches which nature provides. As such, placing a value on their existence is generally inappropriate. Although the fossil record is incomplete, they have been known from the Cretaceous Period (about 100 million years ago) in North America. Their adaptability has made them extraordinarily successful, with upwards of 2,700 species worldwide. Mosquitoes serve as food sources for a variety of organisms but are not crucial to any predator species.

How long do mosquitoes live?

Lifespan vary by species. Most adult female mosquitoes live 2-3 weeks. Some species that over-winter in garages, culverts and attics can live as long as 6 months.

If mosquitoes were eradicated, how would this affect the ecosystem?

Given that Nature abhors a vacuum, other species will fill the niches vacated by the mosquitoes after an initial shuffling period of variable length. Be advised, though, that species replacing mosquitoes may be even worse - it's extremely difficult to predict. Mosquitoes' ability to adapt to changing environments would make them all but impossible to eradicate.

How high do mosquitoes fly?

In general, mosquitoes that bite humans prefer to fly at heights of less than 25 ft. Asian Tiger Mosquitoes have been found breeding in treeholes over 40 feet above ground. In Singapore, they have been found in apartments 21 stories above ground. Mosquitoes have been found breeding up to 8,000 feet in the Himalayas and 2000 feet underground in mines in India.

Can mosquitoes transmit AIDS?

Many studies have been conducted on this issue in the United States and abroad. To my knowledge, there has never been a successful transfer of the virus from an infected source to another host by bloodfeeding insects under experimental conditions. The experts have concluded that the insects are not capable of such transmission. Many biological reasons would lead one to this same conclusion, but the extensive experimental studies are the most powerful evidence for the conclusion.

1. **HIV DOES NOT** replicate in mosquitoes. Thus, mosquitoes cannot be a biological vector as they are for malaria, yellow fever, or dengue. In fact, mosquitoes digest the virus that causes AIDS.
2. There is no possibility of mechanical transmission (i.e., flying contaminated syringes); even though we all know that HIV can be transmitted by dirty needles. However, the amount of "blood" on a mosquitoes' mouth parts is tiny compared to what is found on a "dirty" needle. Thus, the risk is proportionally smaller. Calculations based on the mechanical transmission of anthrax and Rift Valley fever virus, both of which produce very high titers in blood, unlike HIV, showed that it would take about 10,000,000 mosquitoes that first fed on a person with AIDS and then continued feeding on a susceptible person to get 1 transmission.
3. Mosquitoes are not flying hypodermic needles. Mosquitoes regurgitate saliva into the bite wound (the normal route for disease transmission) through a separate tube from that through which it imbibes blood.

Which mosquitoes transmit WNV?

At least 43 species of mosquitoes have been found infected with the West Nile. Not all of these, however, are capable of maintaining the virus in such a manner as to permit them to transmit it among organisms. Many of these infected mosquitoes feed only upon birds, thus contributing to a cycling of the virus among avian populations. Other species feed upon these infective birds and then will feed upon mammals, including humans. These are called "bridge vectors" because they serve as a conduit for the virus to travel from its reservoir in birds to its final host in humans or other mammals. In urban settings, *Culex pipiens* is usually the primary vector. In rural areas, particularly in the western part of the United States, *Culex tarsalis* is the primary transmitter. As control measures for each of these mosquitoes are considerably different, it's important to know which is known to be in your area. Contact your local mosquito abatement district or the Technical Advisor of the American Mosquito Control Association (904-215-3008) for information regarding the mosquitoes found in your area.

What attracts mosquitoes to me?

Why some people seem to be more attractive than others to mosquitoes is the subject of much repellent (and attractant for traps) research being conducted nationwide. Carbon dioxide is the most universally recognized mosquito attractant and draws mosquitoes from up to 35 meters. When female mosquitoes sense carbon dioxide they usually adopt a zigzagging flight path within the plume to locate its source. Once in the general vicinity of a potential host, other cues predominate, including body odors (sweat, lactic acid, etc.) and heat. Odors produced by skin microflora also play a part in inducing the mosquito to land. Over 350 compounds have been isolated from odors produced by human skin. Either singly or in combination, many of these compounds may be attractants - and many may be repellents. As you can see, the situation is complicated and

will require many years of testing before it can be sorted out. Visual stimuli, such as movement, also factor into host-seeking. What can be safely stated, though, is that ingestion of garlic, vitamin B12 and other systemics has been proven in controlled laboratory studies to have no impact on mosquito biting. Conversely, eating bananas did not attract mosquitoes as the myth suggests, but wearing perfumes does. People drinking beer have been shown to be more attractive to mosquitoes. Limburger cheese has also been found to be attractive. Scientists have theorized that this may explain the attractancy some mosquitoes find for human feet.

Which repellent works best?

N,N-diethyl-3-methylbenzamide (DEET) remains the standard by which all other repellents are judged. DEET was developed by the U.S. Department of Agriculture and was registered for use by the general public in 1957. It is effective against mosquitoes, biting flies, chiggers, fleas, and ticks. Over 25 years of empirical testing of more than 20,000 other compounds has not resulted in another marketed chemical product with the duration of protection and broad-spectrum effectiveness of DEET although the recent additions of picaridin and oil of lemon eucalyptus are remarkably close in effectiveness to DEET. The American Academy of Pediatrics says that all family members over the age of two months can use DEET-based repellents with up to 30% concentration with confidence.

DEET-based repellents have been around for more than 50 years but that hasn't kept the folks who make these products from innovating with new fragrances, new formulations, new product types, and, best of all, products that feel nice when applied. The DEET-based repellent fragrances are pleasant to use and range from fruity to woody neutral scents. Unscented products have a slight alcohol odor (there's alcohol in the formulation) until they dry on the skin. Folks who tend to be allergic to fragrances should try the unscented products. Today's products start out at a concentration of 5% (lasts 90 minutes or so) and range up to 100% (for approximately 10 hours of protection from bites). Pick one that matches your activity. For an outdoor family barbecue in the evenings, a 10% product is fine. It will help protect from bites for approximately 90 minutes to two hours. Products are available in aerosols, pump sprays, lotions, creams and even towelettes. These are individually packaged and are also sold in a handy plastic container that allows the towelettes to pop up one at a time. There are water resistant and water repellent products. One brand uses a microencapsulation process that helps the DEET release over time after you have applied it. Another goes on dry from an aerosol can, just as powder antiperspirants do.

For those who are in tick country, it's important to use a product with at least a 20% concentration. Lower concentrations of all EPA-registered repellents are not effective at warding off ticks.

Most apparent repellency failures with DEET are due to misapplications, so care

should be taken to apply it thoroughly (avoiding the eyes and mucous membranes) and to reapply when necessary. This is crucial to maintain the DEET vapor barrier above the skin. New polymerized 30% DEET cream formulations provide excellent protection not significantly exceeded by higher DEET concentrations. Physicians recommend that a formulation of no more than 10% DEET be used on children, but formulations of over 30% can be used in areas of high disease incidence if label directions are followed.

In April of 2005, the Centers for Disease Control and Prevention (CDC) began recommending two new active ingredients as safe, effective repellents.

The first of these is picaridin, a synthetic developed by Bayer Corporation in the 1980s. This repellent is the most widely used repellent in the world outside of the United States and is marketed as Cutter Advanced. Picaridin is odorless, has a pleasant feel and doesn't plasticize like DEET. Studies have shown it to be as fully repellent to mosquitoes as DEET and can also be applied on infants as young as 2 months. The 15% picaridin formulation, Cutter Advanced Sport, is also an effective repellent for ticks.

The other repellent, often the choice of those wanting a natural product, is oil of lemon-eucalyptus, sold as Repel®. Repel is a 40% formulation of naturally-derived eucalyptus and has a pleasant scent and feel without any plasticizing properties. It is also effective at repelling ticks.

How do mosquitoes get into my house?

Mosquitoes are singularly adept at entering houses through any portal available, be it through broken window or door screens, attic soffits or through bathroom exhaust vents. A favorite resting spot is the garage, so take care to keep resting female mosquitoes from coming into the house through the garage.

What can homeowners do to reduce mosquito bites?

If possible, schedule your activities to avoid the times when mosquitoes are most active - usually dawn and dusk. You should also dress in light, loose-fitting clothing. If you have a deck, light it using General Electric yellow "Bug Lights". These lights are not repellent, per se, but do not attract mosquitoes like other incandescent lights. Mosquitoes are relatively weak fliers, so placing a large fan on your deck can provide a low-tech solution. Citronella candles have a mild repellent effect, but do not offer significantly more protection than other candles producing smoke.

Are backyard misting systems effective?

Scheduled sprays used by these misters may needlessly broadcast pesticides into the environment, affecting mosquitoes and non-target insects alike. Modern mosquito control strategies emphasize an integrated approach, based upon a profound knowledge of the target, so that its various vulnerabilities can be exploited by the many tools we've developed for that purpose. Effective mosquito

control requires continual survey of adult mosquito densities to determine if certain triggers for control are met. This reduces the use of adulticides to only those times when they are required.

Do Bug-Zappers Work?

Black light insect electrocution devices (Bug Zappers, etc.) are purchased in huge quantities by homeowners due to their demonstrated ability to attract and kill thousands of insects over a 24 hr. period. One industry representative estimates that over 1.75 million of these devices are purchased annually in the U.S. But do they really control pest insects? Bug zappers do indeed kill some mosquitoes. However, the only two controlled studies conducted to date by independent investigators at the University of Notre Dame showed that mosquitoes comprised merely 4.1% and 6.4% respectively of the daily catch over an entire season. Even more important was the finding in both studies that there was no significant difference in the number of mosquitoes found in yards with or without bug zappers. What is particularly disconcerting, however, is the number of non-pest insects that comprise the vast majority of trap catch. Many of these insects are beneficial predators on other insect pests. They in turn constitute a major part of the diet of many songbirds. Indeed, reduced numbers of moth and beetle prey species have contributed significantly to the decline of songbird populations in many affluent suburbs. Insect electrocution devices undoubtedly bear some responsibility for this phenomenon. Mosquitoes continue to be more attracted to humans than to the devices. One study conducted in homeowners' backyards showed that of the insects killed by these devices, only 0.13% were female mosquitoes. An estimated 71 billion to 350 billion beneficial insects may be killed annually in the United States by these electrocuting devices.

Do Ultrasonic devices work?

At least 10 studies in the past 15 years have unanimously denounced ultrasonic devices as having no repellency value whatsoever. Yet, consumers flock in droves to hardware stores to purchase these contraptions. Why? The discovery that mosquitoes locate mates in mating swarms via wing beat frequency generated a great deal of research into ultrasound as a potential source of environmentally-friendly control. Yet, all attempts to affect mosquito behavior by ultrasound have fizzled, despite enormous amounts of money spent upon research and development. To be sure, the clever, high-tech, and imperceptible (by humans) use of ultrasound proved to be an exceedingly effective marketing tool for the repeller manufacturers. Homeowners were urged to buy ultrasonic repellers and the like to rid their houses of pests without the need to inhale "even one breath of poisonous spray". This appeal to the public's chemophobia, while extremely effective in diverting attention away from proven preventive and control measures (and toward their repeller products), has undermined an unbiased review of the subject by consumers desperate for a clean, effective, nonchemical means of mosquito control. Unfortunately, no such miracle cure exists. A pioneering study testing five different ultrasonic devices against four mosquito

species convincingly demonstrated that ultrasound in the 20-70 kHz range used by these devices had no effect on reorienting flight by female mosquitoes either toward or away from human subjects. Additional tests have shown that sound generators capable of a wide range of frequencies were also ineffective in repelling mosquitoes. The fact is that these devices just do not work - marketing claims to the contrary.

Do mosquito traps work?

An enormous amount of consumer interest has been generated by the marketing of new devices designed to attract, then either trap or kill, mosquitoes. The general idea is to reduce the number of questing mosquitoes that would otherwise be afflicting the homeowner. Many products even claim to significantly reduce or even collapse local mosquito populations by decreasing the number of egg-laying females through their capture. All of these traps utilize some form of attractant that lures the host-seeking female mosquitoes to a capture or killing device. In some cases, mosquitoes are captured via an impellor fan that suctions them into a net, where they desiccate while other trapping systems use a sticky surface to which the mosquitoes adhere when they land. Still others utilize an electric grid to electrocute mosquitoes drawn into contact. These are not set-and-forget devices. Each requires some level of maintenance, i.e. propane tanks need replacement, capture nets need emptying, adhesive boards require replacement and grids require cleaning to ensure their continued effectiveness, particularly in areas of high catch. The process of a mosquito questing for a blood meal involves a complex, interconnected cascade of behaviors, each probably having its own cues, be they visual, thermal, or olfactory. The complexity of these questing behaviors may account for the bewildering variations in trapping efficiency noted for certain species of mosquitoes at different times, seasons and places. With 174 species of mosquitoes currently recognized in the United States, this is no small issue and will require many years before research can provide a clarification. There is some anecdotal evidence that these baited traps, indeed, capture more females of some species than others, depending, to some extent, on the concentration of carbon dioxide emitted and the mosquito species present. There may also be seasonal and circadian variables that affect mosquito responses to certain attractants. Nonetheless, these devices will trap and kill measurable numbers of mosquitoes. Whether this will produce a noticeable reduction in the mosquito population in each case will depend upon a number of factors, e.g. individual tolerance level, absolute mosquito population size, proximity, size and type of breeding habitat producing re-infestation, wind velocity and direction, and species of mosquito present, and others. Thus, the homeowner must still use repellents and practice source reduction methods as adjuncts to realize any measure of relief. Please be cautioned against putting too much faith in traps as your sole means of control. These traps represent an evolving technology that is a most welcome addition to our mosquito control armamentarium. Their potential is great, but shouldn't be overestimated. It's highly unlikely that these devices, whatever their improvements, will ever fully supplant organized community-wide mosquito

control programs, for there is no single silver bullet that will prove to be the ultimate answer to mosquito problems.

Do bats serve as an effective mosquito control?

Recently the public has shown increased interest in the value of insectivorous species of bats in controlling mosquitoes. Although untested lately, this is not a new idea. During the 1920's several bat towers were constructed near San Antonio, Texas, in order to help control malarial mosquitoes. Mosquito populations were not affected and the project was discontinued. Bats in temperate areas of the world are almost exclusively insectivorous. Food items identified in their diet are primarily beetles, wasps, and moths. Mosquitoes have comprised less than 1% of gut contents of wild caught bats in all studies to date. Bats tend to be opportunistic feeders. They do not appear to specialize on particular types of insects, but will feed on whatever food source presents itself. Large, concentrated populations of mosquitoes could provide adequate nutrition in the absence of alternative food. However, a moth provides much more nutritional value per capture than a mosquito. M.D. Tuttle, a world authority on bats, is often quoted for his anecdotal report that bats effectively controlled mosquito populations at a popular resort in New York State. While there is no doubt that bats have probably played a visible, if not prominent, role in reducing the mosquito problems in many areas, the natural abatement of mosquito populations is an extremely complex process to study, comprising poorly known ecological relationships. Tuttle attempts to underscore the bats role by citing an experiment in which bats released into a laboratory room filled with mosquitoes caught up to 10 mosquitoes per minute. He extrapolated this value to 600 mosquitoes per hour. Thus, a colony of 500 bats could consume over a quarter of a million mosquitoes per hour. Impressive numbers indeed, but singularly unrealistic when based upon a study where bats were confined in a room with mosquitoes as their only food source. There is no question that bats eat mosquitoes, but to utilize them as the sole measure of control would be folly indeed, particularly considering the capacity of both mosquitoes and bats to transmit diseases.

How do MRCU control mosquitoes?

The integrated mosquito management methods currently employed by MRCU are comprehensive and specifically tailored to safely counter each stage of the mosquito life cycle. Larval control through water management and source reduction, where compatible with other land management uses, is a prudent pest management alternative - as is use of the environmentally friendly EPA-approved larvicides currently available. When source elimination or larval control measures are clearly inadequate, or in the case of imminent disease, the EPA and CDC have emphasized in a published joint statement the need for considered application of adulticides by certified applicators trained in the special handling characteristics of these products.

A successful mosquito management program should include the following elements:

1. larval and adult mosquito sampling;
2. source reduction;
3. biological control using native or introduced predators and parasites of mosquitoes,
4. larviciding and adulticiding, when indicated by surveillance;
5. resistance monitoring;
6. disease surveillance in mosquitoes, birds, horses and humans, and
7. public education.

Are pesticides used in mosquito control safe?

Since its inception, the Environmental Protection Agency (EPA) has regulated mosquito control through enforcement of standards instituted by the Federal Insecticide, Fungicide, and Rodenticide Act. This legislation mandated documentation of extensive testing for public health insecticides according to EPA guidelines prior to their registration and use. These data requirements are among the most stringent in the federal government and are met through research by established scientists in federal, state and private institutions. This process costs a registrant several million dollars per product, but ensures that the public health insecticides available for mosquito control do not represent health or environmental risks when used as directed. Indeed, the five or six adulticides currently available are the selected survivors of literally hundreds of products developed for these uses over the years. The dosages at which these products are legally dispensed are at least 100-fold less than the point at which public health and environmental safety merit consideration. In point of fact, literature posted on the websites of the EPA Office of Pesticide Programs, Centers for Disease Control and Prevention (CDC), American Association of Pesticide Safety Educators and National Pesticide Information Center emphasizes that proper use of mosquitocides by established mosquito control agencies does not put the general public or the environment at unreasonable risk from runoff, leaching or drift when used according to label specifications. (For the federal government's position on risks associated with mosquito control insecticides, visit <http://www.epa.gov/pesticides>).

The safety profiles of public health insecticides are undergoing increasing scrutiny because of concerns with how the specialized application technology and product selection protect the exposed public and environment. In fact, well over 200 peer-reviewed scientific studies in various national and international refereed journals since 1980 have documented the safety and efficacy of these

public health insecticides at label rates in addition to their application techniques.

How do mosquito districts avoid spraying chemically-sensitive persons?

Organized mosquito control agencies often go to extraordinary lengths to accommodate individuals who, for varying reasons, prefer their property not be sprayed with approved public health insecticides. When surveys indicate the need for adult sprays, they are approved, planned and conducted with special regard to the concerns of chemically sensitive persons. Personal notification of chemically-sensitive individuals of spray times in addition to using Global Positioning Systems (GPS)/Global Information Systems (GIS) technology to reduce the likelihood of drift over unauthorized areas are but a few of the means utilized to ensure mosquito control serves the entire public spectrum. Should you desire that your property not be sprayed, please notify your local district.

Do mosquito sprays affect animals other than mosquitoes?

The extremely small droplet aerosols utilized in adult mosquito control are designed to impact primarily on adult mosquitoes that are on the wing at the time of the application. Degradation of these small droplets is rapid, leaving little or no residue in the target area at ground level. These special considerations are major factors that favor the use of very low application rates for these products, generally less than 4 grams active ingredient per acre, and are instrumental in minimizing adverse impacts.

History

The Mosquito Research & Control Unit (MRCU) was established in 1965 when Marco Giglioli arrived from the ODM London with instructions 'to establish a laboratory and conduct research with a view to advising the Cayman Government on suitable methods of control'. However, the Cayman Government insisted on actual control attempts having a high priority right from the start. The first vehicle mounted Tifa Todd thermal fogging machine was in operation by the 1966 mosquito season. Initial mosquito control efforts were concentrated on the Georgetown area and were very successful. Windrows of dead mosquitoes were reported in the streets each morning. Fogging machines increased in number to nine by 1969, mostly mounted on Mini Mokes, using malathion diluted in diesel oil.

Mosquito densities were high enough in those days to warrant fogging well past the dusk peak period and Giglioli solved the problem of staff and funding for his work by forming a corps of volunteer foggers. Many Cayman citizens, led by Captain Theo Bodden, gave large amounts of their free time in the service of mosquito control. As mosquito numbers diminished and other control methods came into operation, and the number of fogging machines was reduced and

replaced by ultra-low-volume (ULV) sprayers. ULV sprayers are easier to operate and less of a hazard to the traffic in Grand Cayman. From the beginning, Giglioli was keen to attempt mosquito control by physical means. He believed that by manipulating the swamp water levels mosquito breeding could be disrupted and as a result lead to permanent reductions in mosquito numbers.

Dyke building through the swamp began in 1967, and over the years the network of canals and dykes has grown until by 1983 when most mangrove areas around North Sound were divided into sections in which water levels could be manipulated. The creation of a more dynamic water-level regime has considerably reduced the ability of *Aedes taeniorhynchus* to breed in large numbers and it has become difficult to find larvae in areas historically known to produce enormous broods. The early and rapid success of the fogging program indicated that if insecticide could be applied over the huge areas of inaccessible swamp an enormous reduction in mosquitoes could result. This was tested in 1971 with a Cessna Ag-Wagon aircraft spraying malathion and proved to be extremely successful.

Much experimental work was then carried out by Giglioli and MRCU pilot J.F. Lesieur to determine the most effective and economic formulation of malathion and obtain the optimal droplet size from the Micronair atomisers with which the aircraft were equipped. Aerial spraying began to be used on a large scale in 1972 when most of Grand Cayman was treated repeatedly and unprecedented reductions in mosquito numbers resulted. Although the equipment and insecticides currently used by MRCU may be different to those applied during the early days of mosquito control in Grand Cayman, the principles on which the control strategy is based remain similar to those established by Giglioli in the 1960s and 1970s.

MRCU provides mosquito control on the Sister Islands through the Mosquito Control Unit on Cayman Brac. This Unit operates in a similar way to MRCU on Grand Cayman. Cayman Brac operates a number of truck mounted ground fogger units, carries out Port Disinsection and *Aedes aegypti* monitoring. On Little Cayman there is a single truck mounted ground fogger unit, Port Disinsection as required and limited *Aedes aegypti* monitoring.

STRATEGIC MANAGEMENT

The key strategic ownership goals for the Mosquito Research & Control Unit in 2009/10 and the subsequent two years are as follows:

The key strategic ownership goals for the *Mosquito Research & Control Unit* in 2009/10 and the subsequent two years are as follows:

- To increase the overall efficiency of the Aircraft Section and the Sister Islands Section by constructing, respectively, a new aircraft hangar providing much needed pesticide storage, workshop space, and hangar capacity for both aircraft and a new MRCU facility in Cayman Brac.
- To significantly improve mosquito control methods through the adoption of a pre-emptive approach to mosquito control through an ambitious expansion of aerial larviciding, both in terms of location and frequency, thereby preventing mosquito emergence, decreasing the risk of insecticide resistance, and reducing the need for conventional spraying.
- To improve the efficiency and effectiveness of MRCU through a restructuring of the organisation.
- To improve the productivity and effectiveness of the Department's research programme through the expansion and development of the Science Group, enabling the development of a vibrant scientific research programme.
- Improve the present *Insecticide Resistance Management Strategy* by utilising new laboratory techniques to study insecticide resistance, and improve the early-warning nature of the programme.
- Improve the disease prevention capability by developing DNA analysis techniques to detect the presence of vector-borne diseases in mosquito populations, with particular emphasis on Dengue Fever, Malaria and West Nile virus.
- Research and develop control methods targeting Grassland Mosquitoes.
- Develop and implement a public education programme to enhance the effectiveness of the Department's overall mosquito control strategy by improving public awareness of the issues surrounding mosquito control and encouraging the involvement of the general public in particular control methods.

Continue to improve application efficiency by applied research in the area of spray droplet dynamics.

Governance

MRCU Research activities and control operations are governed by the following legislation*:.

The Mosquito (Research & Control) Law 1976

Mosquito (Research and Control) Regulations 2002 revision

The Aerial Spraying Protection Law 1974

All laws and Regulations that apply to Cayman Islands Public Sector

Complaints-handling procedures

- HR policies and procedures
- Public Accountants Law (2009 Revision) - International Public Accounting Standards
- Information management policy; Disposal schedule (records retention policy)
-

Operating policies and procedures; Standards of service

- Public Service Personnel (Regulations) (2011)
- Labour Law (2007 Revision) and Regulations
- Public Service Management Law (2011)
- National Archive and Public Records Law 2007
- Freedom of Information Law 2007
- Freedom of Information Regulations 2008
- Electronic Transactions Law 2003 revision
- Public Management and Finance Law (2012 Revision) and (Regulations 2007 Revision)
- Public Service Management Law (2007 Revision) and Personnel Regulations (2006 Revision)
- Workmen's Compensation Law (1996 Revision)
- Immigration Law (2006 Revision) and Regulations
- Health Insurance Law (2005 Revision) and Regulations (2005 Revision)
- Public Service Pensions Law (2011 Revision) and Regulations (2011 Revision)
- Customs Law (2007 Revision) and Regulations
- Marine Conservation (Marine Parks) Regulations (2007 Revision)
- Environmental Health Laws and Regulations
- Other Local Laws and Regulations

*Copies can be obtained upon request from Information Manager

Corporate management*

- MRCU Annual Reports
- MRCU ground operations manual and guidelines
- Aircraft maintenance manuals
- Aircraft operations manual
- MRCU hurricane preparedness plan

- Compliance assessments; inspections; reviews; performance evaluations
- Statistics**
- Risk management assessments

** Specialized reports can be created to collate specific information when necessary

FINANCE & ADMINISTRATION

Financial management*

- Finance and Accounting
- Annual Budget
- Financial statements; Half-yearly / quarterly reports
- Sources of revenue; Investments; Capital programme
- Accounting procedures; Contracting procedures
- List of current tenders, contracts or quotations; Recently-awarded contracts
- Auction

*Copies can be obtained upon request from Information Manager

Administration*

- Insurance policies
- Press releases
- Job vacancies; career opportunities
- Staff pay and grading structures
- Records management file plan or classification scheme
- Training and Safety
- Information Technology
- Human Resources
- Insurance Policies
- Press releases
- Staff pay and grading structures
- Records management file plan or classification scheme

*Copies can be obtained upon request from Information Manager

POLICIES & PROCEDURES*

HR policies and procedures:

- Policy No. 01: Absence Notification
- Policy No. 02: Annual Vacation
- Policy No. 03: Compensatory Time
- Policy No. 04: Computer and Technology Resource Usage
- Policy No. 05: Drug and Alcohol
- Policy No. 06: Ground Vehicular Transportation Procedures
- Policy No. 09: Progressive Discipline Programme
- Policy No. 10: Punch Clock
- Policy No. 11: Purchase Orders
- Policy No. 12: Sale of Fuel
- Policy No. 14: Telephone Calls
- Policy No. 15: Theft
- Policy No. 16: Time off Without Pay
- Policy No. 17: Sexual Harassment
- Policy No. 19: Cellular Telephone Usage
- Policy No. 20: Travel
- Policy No. 21: Outside Employment
- Policy No. 22: Complaints Policy & Procedures

Operating policies and procedures; Standards of service

- Labour Law (1996 Revision)
- Public Service Management Law
- Current Fee Structure- Port Disinsection

*Copies can be obtained upon request from Information Manager

DECISIONS & RECOMMENDATIONS*

- Board Meeting
- Minutes of meetings
- Evaluation procedures
- Assessment criteria

*Copies can be obtained upon request from Information Manager

LISTS & REGISTERS

- FOI disclosure log
- Asset Register
- Register of interests
- Schedule of Property

- Schedule of Vehicles

*Copies can be obtained upon request from Information Manager

OUR SERVICES*

MRCU mission statement.

MRCU call-out service

MRCU aerial services

MRCU Meteorological data

MRCU Press releases

MRCU physical control programme

MRCU aerial larvicide operations

MRCU ground larvicide operations

MRCU aerial adulticide operations

MRCU ground adulticide operations

MRCU Disease prevention and control

MRCU school visit programme

MRCU ministerial advise service



CIVIL AVIATION AUTHORITY OF THE CAYMAN ISLANDS
Publication Scheme
Produced in accordance with the Deputy Governor's Code of Practice

CONTENTS:

1. About the publication scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information

1. About the publication scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the **CIVIL AVIATION AUTHORITY OF THE CAYMAN ISLANDS** to making information available to the public as part of its normal business activities.

The **CIVIL AVIATION AUTHORITY OF THE CAYMAN ISLANDS** will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The **CIVIL AVIATION AUTHORITY OF THE CAYMAN ISLANDS** will generally not publish:

- information in draft form;
- information that is not held by the **CIVIL AVIATION AUTHORITY OF THE CAYMAN ISLANDS**, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the **CIVIL AVIATION AUTHORITY OF THE CAYMAN ISLANDS**'s (or another organisation's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at **www.caacayman.com**. If you are still having trouble locating information listed under our scheme, please contact **Yvonne Gray-Tomlinson or Elaine Whorms** at **345-949-7811**.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi@caacayman.com to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call **Yvonne Gray- Tomlinson or Elaine Whorms at 345-949-7811** to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Yvonne Gray-Tomlinson, Information Manager, Civil Aviation Authority of the Cayman Islands, P. O. Box 10277, Grand Cayman KY1-1003, CAYMAN ISLANDS

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact **Yvonne Gray-Tomlinson or Elaine Whorms at 345 949-7811** or via e-mail at foi@caacayman.com.

The **CIVIL AVIATION AUTHORITY OF THE CAYMAN ISLANDS** will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the **CIVIL AVIATION AUTHORITY OF THE CAYMAN ISLANDS** is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The **CIVIL AVIATION AUTHORITY OF THE CAYMAN ISLANDS** strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The **CIVIL AVIATION AUTHORITY OF THE CAYMAN ISLANDS** will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the **CIVIL AVIATION AUTHORITY OF THE CAYMAN ISLANDS** has received your payment.

5. Requests for information outside the publication scheme

Information held by the **CIVIL AVIATION AUTHORITY OF THE CAYMAN ISLANDS** that is not published under this scheme can be requested in writing. Your request will be considered in accordance with the provisions of the FOI Law. Please click on the link below to access the information.

http://www.caacayman.com/portal/page?_pageid=3321,6647267&_dad=portal&_schema=PORTAL

If you want to request information from the Civil Aviation Authority of the Cayman Islands, you should initially look at the [document library](#) and the [disclosure log](#) to see if the information you seek has already been published.

If you wish to make a request for information then you should contact the [Information Manager](#) or [submit a request on-line](#) at the FOI Unit website.

Requests must be in writing (letter, email or facsimile) and must include your name and an address (either postal or e-mail). Please be as specific as possible about the information you would like, as this will help us to respond promptly. Where possible, please include a contact telephone number so we can call to discuss your request if necessary.

We will respond to your request promptly. The Law requires public authorities to respond within 30 calendar days, allowing an extension of an additional 30 calendar days if needed. We will always acknowledge receipt of FOI requests made to the Information Manager and we will let you know if we need to extend the deadline. For detailed advice on what sorts of information is exempt please see the [FOI Unit website](#).

By letter:

Yvonne Gray-Tomlinson

Information Manager

Civil Aviation Authority of the Cayman Islands

PO Box 10277

Grand Cayman KY1-1003

Cayman Islands

Email: foi@caacayman.com

Fax: 345-949-0761

6. Complaints

The CIVIL AVIATION AUTHORITY OF THE CAYMAN ISLANDS aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, or for further information regarding our complaints procedures, please **contact Yvonne Gray-Tomlinson or Elaine Whorms at 1-345-949-7811** and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from

[http://www.caacayman.com/portal/page?_pageid=3321,6647258&_dad=portal&_schema=P
ORTAL](http://www.caacayman.com/portal/page?_pageid=3321,6647258&_dad=portal&_schema=PORTAL)

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman
PO Box 10727,
Grand Cayman KY1-1007,
CAYMAN ISLANDS

Telephone: +1 345 747 5402

email: appeals@ico.gov.ky

7. Categories of information

This information can be accessed by clicking on the link below or on our website at

www.caacayman.com

- [About Us](#)
- [Finance & Administration](#)
- [Policies & Procedures](#)
- [List of Operating Permits](#)

- [Our Services](#)

Air Navigation

[Aerodrome Certification Approval Manual](#)
[Meteorology Regulatory Checklist](#)
[ARFFS Inspection Checklist](#)
[Application for Authorization of Balloon Releases](#)
[Notification of Outdoor Laser, Search Light or Fireworks Operations](#)
[Aerodrome License Application Form](#)
[Aerodrome Manual](#)
[CAACI Aerodrome Manual Checklist](#)
[Checklist for ICAO Annex 15 \(Aeronautical Information Service\)](#)
['Anytown' Aerodrome Certificate](#)

Air Safety

Forms for Initial Applicants and Renewals

[Application for Registration](#)
[Certificate of Airworthiness Request](#)
[Licence Validation Application](#)
[Application for Designated Airspace \(MNPS, RNP, RVSM, etc\)](#)
[Radio Installation Approval Request](#)
[Acceptance of Maintenance Arrangements Application](#)
[Maintenance Licence Validation Application](#)
[Export Certificate of Airworthiness](#)
[Client Data Form](#)
[Application C of A Initial- Renewal-Export](#)
[Mortgage Registration Priority Notice \(if applicable\)](#)
[Mortgage Registration Application \(if applicable\)](#)
[Survey Report Form](#)

Miscellaneous (Air Safety)

[Change in Particulars\](#)
[Mortgage Discharge](#)
[Survey Report Form Issue 7 R0](#)
[Inspection Planning Tolerance -Extensions](#)
[Application - Special Flight Authorization](#)
[OTAR Part 145 Option 1 application](#)
[OTAR Part 145 Option 1 Annual Renewal application](#)
[Standard Maintenance Practice Commercial Aircraft](#)
[Major Minor Mod-Repair Application revision](#)
[TAC Application Form with notes](#)

Commercial Affairs

[Scheduled Operating Permits Application Package](#)
[Non-Scheduled Operations Applications Form](#)
[Non-Scheduled Operations Application Checklist](#)
[Scheduled Operations Application Checklist](#)
[Credit Card Authorisation Form](#)

Finance & Compliance

[D. Due Diligence](#)

[E. Due Diligence Checklist](#)

[Website Finance & Compliance Fees Summary Page](#)

[Credit Card Authorisation Form](#)

[The Air Navigation \(Fees\) Regulations, 2010](#)

ABOUT US

Name of public authority

CIVIL AVIATION AUTHORITY OF THE CAYMAN ISLANDS

Ministry

Portfolio of Internal/External Affairs

Contact Information

Unit 2 Cayman Grand Harbour

PO Box 10277

Grand Cayman KY1-1003

Phone: 345-949-7811

Fax: 345-949-0761

Email: civil.avaition@caacayman.com

Web: www.caacayman.com

Key Staff

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Nicoela (Nikki) McCoy

Director of Commercial Affairs Regulation & Administration

Nikki.mccoy@caacayman.com

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David.biehn@caacayman.com

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Director of Finance & Compliance

Jane.panton@caacayman.com

Alastair Robertson

Director of Air Navigation Services Regulation

Alastair.robertson@caacayman.com

Information Manager

Mrs. Yvonne Gray-Tomlinson, FOI Manager
Information Manager
Civil Aviation Authority of the Cayman Islands
PO Box 10277
Grand Cayman KY1-1003
Cayman Islands
Ph: 345-949-7811 ext 229
Fx: 345-949-0761
FOI Email foi@caacayman.com / www.foi.gov.ky
Website: www.caacayman.com

Information Manager Designate

Mrs. Elaine Whorms
Information Manager Designate
Civil Aviation Authority of the Cayman Islands
P. O. Box 10277
Grand Cayman KY1-1003
Ph: 345-949-7811, ext. 238
Fax: 345-949-0761
FOI Email: foi@caacayman.com / www.foi.gov.ky
Website: www.caacayman.com

Organisation and Functions

The **CIVIL AVIATION AUTHORITY OF THE CAYMAN ISLANDS** is the statutory organization whose responsibility it is to provide technical and economic regulatory oversight for the Cayman Islands' aviation industry. As such our strategic Vision and Mission statements are as follows:-

VISION

Ensuring aviation safety through regulatory excellence

MISSION

To provide sustainable regulatory procedures to meet international standards. Through committed partnerships, the CAACI will ensure the safety of persons and property.

Mailing Address

PO Box 10277, Unit 2 Grand Harbour,
Grand Cayman KY1-1003 Cayman Islands
Telephone number 345-949-7811
Fax number 345-949-0761
Email address foi@caacayman.com
Website address www.caacayman.com

Location and hours	Matters handled
<p>CIVIL AVIATION AUTHORITY OF THE CAYMAN ISLANDS, Unit 2 Cayman Grand Harbour</p> <p>Open Hours Monday – Friday 8:30a.m. – 5:00p.m.</p>	<p>Air Safety Regulations Personnel Licensing Flight Operations Inspections Airworthiness Inspections Air Navigation Regulations Aerodrome Safety Inspection Commercial Affairs Regulation and Administration Operating Permits Economic Regulations Finance and Compliance</p>

Boards and Committees

Name	Meetings	Minutes
<p>Board of Directors Sheridan Brooks-Hurst– Chairman Kirkland Nixon - Vice Chair Christopher Bodden Morris Garcia William McTaggart</p>	<p>This board meets as needed with a minimum of six meetings per annum.</p>	<p>Hard copies can be requested please refer to section 3: Methods of access</p>

Frequently asked Questions and Answers

Air Navigation Services

Q. Can you explain the restrictions required for building in the vicinity of Owen Roberts airport?

A. The Cayman Islands Airport Authority has the jurisdiction over the legislation development and control pertaining to obstacles affecting Owen Roberts and Gerrard Smith Airports. The contact for this guidance is the Senior Manager Air Navigation Services, Cayman Islands Airports Authority, P.O.Box.10098, Grand Cayman KY1-1001, Tel: 345 943-7070

Q. What is required in obtaining an approval for a fireworks or lazer light display?

A. This process is explained in the CAA web link located to [Air Traffic Services / Airspace.](#)

Q. When should I be submitting a Mandatory Occurrence Report and how should I be making the report?

A. This process is explained in the Civil Aviation Authority of the Cayman Islands (CAACI) web link Mandatory Occurrence Reporting.

Q. What organization is responsible for operation of the country's airports?

A. The Cayman Islands Airports Authority (CIAA) and P.O.Box.10098, Grand Cayman KY1-1001, Tel: 345 943-7070

Q. What organization can assist with the filing of a Cuban over-flight permit?

A. The Cayman Islands Airports Authority's Air Traffic Control/Aeronautical Information Services - aisoria@caymanairports.com

Q. What organization publishes the Aeronautical Information Publication (AIP)?

A. The Cayman Islands Airports Authority's Air Traffic Control/Aeronautical Information Services - aisoria@caymanairports.com

Operating Permits

Q. Do I need an operating permit to fly an owner operated private plane into the Cayman Islands

A. No – all foreign registered aircraft operating into the territory for valuable consideration (given or promised) must have an appropriate operating permit (scheduled or non-scheduled).

Aircraft Registry

Q. Can a specific registration mark be reserved?

A. Yes, if it is available, at an additional cost of CI\$200.00.

Q. What is the validity period of a Priority Notice?

A. 14 calendar days and then it must be refilled.

Q. Who is eligible to receive "Acceptance of Maintenance Arrangements" Approval?

A. Any maintenance facility that has received acceptance/approval from the following: FAA 145 Repair Station Approval, JAA/EASA 145 Maintenance Approval and, Transport Canada CAR 573 Approved Maintenance Organization.

Q. Who is eligible for the grant of an OTAR 145 Approved Maintenance Organization?

A. All of the organizations listed in the previous question.

Q. What is the validity period for a Certificate of Airworthiness?

A. Certificate of Airworthiness is valid for one year and may be renewed up to 60 days prior to expiry and still retain the original anniversary date.

Pilot Licensing/Validations

Q. Where do you find a pilots license application?

A. Follow the attached link or this can be obtained on our website www.caacayman.com
http://www.caacayman.com/portal/page?_pageid=3321,6647426&_dad=portal&_schema=PORTAL

Q. Where do you find a validation applications?

A. Same as above

Q. Do you accept emailed for faxed copies of pilot validation application documentation?

A. No, the originals must be sent to the CAACI offices

Q. How long does it take to process an application for pilots license/validation?

A. Up to 15 days

Q. Do you have to have a rating on the aircraft being validated for?

A. Yes

Q. What is the cost of a validation?

A. CI\$200.00 or US\$ 243.90

Q. Can the validation be mailed to my home address?

A. No, it must be sent to the aircraft owner

Finance

Q. What is the conversion rate of CI\$ to US\$ for your invoices?

A. US\$1 =.82CI\$

Q. When are payments due?

A. Within 30 days of the invoice date

Q. What should be listed as reference when paying by wire transfer?

A. Aircraft registration mark and invoice #'s being paid

Q. What forms of payment are accepted?

A. The following methods of payment can be accepted by CAA Cayman islands:

- Banker's draft, cashier's cheque, money order or cheque drawn on a local Cayman Islands bank in United States or Cayman Islands currency (Mail to postal address below)
- Visa/Master Card credit card - please complete the Credit Card Authorization Form and fax to - 1 (345)949-0761 or sign and scan/email to accounts@caacayman.com
- Wire transfer in US\$ to:

Bank: Citibank, N. A., 111 Wall St., New York, NY 10043, USA

Swift Code: Citius33

ABA#: 021000089

Credit: Cayman National Bank Ltd.

US\$ Account #: 36148883

Further Credit: Civil Aviation Authority

US\$ Account #: 021-02353

Reference: Invoice #'s, Customer ID

For questions regarding payment methods and fees contact the Accounting department.

accounts@caacayman.com

Telephone: 1 345 949-7811

Fax: 1 345 949-0761

Postal Address for regular mail:

Civil Aviation Authority of the Cayman Islands

P.O. Box 10277

Grand Cayman, KY1-1003

CAYMAN ISLANDS

Street Address for express mail:

Civil Aviation Authority of the Cayman Islands

Unit #2 - Cayman Grand Harbour Complex

Shamrock Rd. George Town,

Grand Cayman, KY1-1003

CAYMAN ISLANDS

Phone: 345-949-7811

Please note that the client or person making the payment is responsible for all intermediary bank charges which are incurred in the wiring or other transmission of funds to the Civil Aviation Authority of the Cayman Islands. Thus the amount transmitted will need to include such charges so that the net payment which we receive is the same as the invoiced amount. Please be aware of transfer charges of all banks in advance so that sufficient funds can be wired. Any shortfalls will remain on the customer's account for further settlement.

A copy of the wiring instructions must be sent to Civil Aviation Authority of Cayman Islands, either by fax (Fax No. +(1 345) 949 0761 - attention Accounts Department) or by e-mail to accounts@caacayman.com.

This information can also be access on the link below

http://www.caacayman.com/portal/page?_pageid=3321.6647766&_dad=portal&_schema=PORTAL

STRATEGIC MANAGEMENT

The role of the CAACI is primarily to function as the regulatory body responsible for technical and economic regulation of the aviation industry throughout the territory and to ensure that the Cayman Islands aviation industry conforms to the standards and recommended practices of the International Civil Aviation Organization (ICAO).

The primary activities of the CAACI will be as follows:

a) Technical regulation

- Registration of aircraft;
- Issuance, renewal, cancellation, revocation and variation of certificates of airworthiness of aircraft;
- Validation of personnel licenses (crews and maintenance associated with the aircraft registry)
- Safety oversight for the local Air Operator Certificate (AOC) holders;
- Certification of aerodromes

b) Economic Regulation

- Grant of air transport permits and operating licenses for scheduled and non-scheduled foreign carriers;
- Regulation of charges levied by airport operators with a view to creating equality and not exploiting a monopoly position;

- Provide advice to the C I Government as it pertains to bi-lateral negotiations with other countries and liaise with the UK DfT and participate in the negotiation of air service agreements with other countries;
- Provide advice to the Air Transport Licensing Authority (ATLA) as it pertains to licensing of local carriers;
- Provide advice for effective implementation of regulatory policy that is in the best interest of the travelling public/end user.

Governance

The Civil Aviation Authority of the Cayman Islands is governed by the following Laws which can be found on the links below.

Air Navigation (Overseas Territories) Order 2007:

http://www.airsafety.aero/legislation_and_otar_s/

Civil Aviation Authority Law (2005 Revision): Available at the Legislative Assembly

Air Navigation Fees 2010:

[http://www.caacayman.com/pls/portal/docs/PAGE/CAAHOME/FINANCE/FCFORMS/158742%20FINANCE%20AND%20COMPLIANCE%20FEES%20SUMMARY%20\(NOV%202010\)%20%5BNEW%5D.PDF](http://www.caacayman.com/pls/portal/docs/PAGE/CAAHOME/FINANCE/FCFORMS/158742%20FINANCE%20AND%20COMPLIANCE%20FEES%20SUMMARY%20(NOV%202010)%20%5BNEW%5D.PDF)

Corporate Management

FINANCE & ADMINISTRATION

This category applies to internal support functions within the Authority, relating to finance, personnel and business administration.

Financial Management

Copies of financial records can be obtained upon requested in writing from the Information Manager.

Administration

- [Press Releases](#)
- [Job Vacancies](#)

POLICIES & PROCEDURES

Please click on the link below to access this information

http://www.caacayman.com/portal/page?_pageid=3321,6647317&_dad=portal&_schema=PORTAL

DECISIONS & RECOMMENDATIONS

Copies of the Minutes of the Civil Aviation Authority of the Cayman Islands Boards meetings can be obtained upon request in writing from the Information Manager.

LISTS & REGISTERS

The information held by the Civil Aviation Authority of the Cayman Islands are list of Aircraft registered in the Cayman Islands and Approved Aircraft Operating Permits which can be accessed through the link below.

FOI: Document Library (this is where the Aircraft Registry listing will be published work in progress)

http://www.caacayman.com/portal/page?_pageid=3321,6647267&_dad=portal&_schema=PORTAL

OUR SERVICES

This category provides information relating to services offered and activities carried out by the authority, to fulfil its high-level functions and responsibilities. The role of the CAACI is primarily to function as the regulatory organization responsible for safety oversight and economic regulation of the aviation industry throughout the territory and to ensure that the Cayman Islands aviation industry conforms to the standards and recommended practices of the International Civil Aviation Organization (ICAO). A complete list can be found on the following link:

http://www.caacayman.com/portal/page?_pageid=3321,1&_dad=portal&_schema=PORTAL

National Drug Council Publication Scheme
Produced in accordance with the Deputy Governor's Code of Practice

CONTENTS:

1. About the publication scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information

1. About the publication scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the National Drug Council to making information available to the public as part of its normal business activities.

The National Drug Council will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The National Drug Council will generally not publish:

- information in draft form;
- information that is not held by the National Drug Council, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the National Drug Council's (or another organisation's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at www.ndc.ky. If you are still having trouble locating information listed under our scheme, please contact (345) 949-9000.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi@ndc.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call (345) 949-9000 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

P.O Box 10007
Grand Cayman KY1-1001
Cayman Islands

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Simon Miller on (345) 949-9000 or at foi@ndc.ky.

The National Drug Council will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the National Drug Council is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The National Drug Council strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

There are some publications which the National Drug Council offers for sale. This includes: Policy and Procedure Manual and National Anti-Drug Strategy. These publications are charged at the cover price, plus actual postage costs as charged by the Cayman Islands Postal Service.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The National Drug Council will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the National Drug Council has received your payment.

5. Requests for information outside the publication scheme

Information held by the National Drug Council that is not published under this scheme can be requested in writing. Your request will be considered in accordance with the provisions of the FOI Law.

As a statutory body set up under the National Drug Council Law 1997, the National Drug Council is committed to openness, transparency and serving the public interest in compliance with the Freedom of Information Law, 2007. This Law was implemented on 05 January, 2009 and gives the public a right of access to all types of records held by public authorities but also sets out some exemptions from that right.

If you would like to request information from the National Drug Council, you should first visit our website (www.ndc.ky) to see if the information you seek has already been published.

Submitting a request

If you wish to make a request for information then you should contact the Information Manager either via mail, facsimile or email (see below contact information for either).

Additionally, a request can be made by visiting the National Drug Council and filling out the FOI Request form (available at the Receptionist desk).

Information Manager

Simon Miller

Address

#17 & 18 Caymanian Village,
Grand Cayman,

Mailing Address

P.O Box 10007
Grand Cayman, KY1-1001
Cayman Islands

Telephone

Ph: (345) 949-9000
Fax: (345) 949-6264

Email: foi@ndc.ky

How to make a request

Your FOI request must:

- Be in writing (letter, email or facsimile)
- Include your name and an address (either postal or e-mail)
- Where possible, include a contact telephone number
- Be as specific as possible about the information you are seeking (this will help us to respond promptly to your request)

6. Complaints

The National Drug Council aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Simon Miller on (345) 949-9000 or at foi@ndc.ky, and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained via email: foi@ndc.ky or in writing:

P.O Box 10007
Grand Cayman KY1-1001
Cayman Islands.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

Information Commissioner's Office
P O Box 1375
Grand Cayman, KY1-1108
Cayman Islands

Telephone: +1 345 747 5402
email: appeals@ico.gov.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Name of public authority

National Drug Council

Ministry

Ministry of Health, Environment, Youth, Sports & Culture

Principal Officer [or Key staff]

Joan West-Dacres
Executive Director
(345) 949-9000
jwest-dacres@ndc.ky

Information manager

Simon Miller
Information Manager
(345) 949-9000
simonmiller@ndc.ky
www.foi.gov.ky

Luisa McLaughlin
Information Manager Designate
(345) 949-9000
lmclaughlin@ndc.ky
www.foi.gov.ky

Organisation and functions

The National Drug Council (NDC) is an independent statutory body set up under the National Drug Council Law, 1997 to co-ordinate anti-drug measures in the Cayman Islands. The National Drug Council consists of 20 council members and an office which serves as the secretariat.

Functions

To keep under review the situation in the islands with respect to the abuse of drugs.

To formulate and develop drug prevention and rehabilitation policies and programmes.

To advise the Minister on drug prevention and rehabilitation policies and programmes; the licensing and operation of treatment and rehabilitation centres; drug supply control measures; and law reform relating to the misuse of drugs.

To educate the public, particularly the young, on the dangers of drug abuse, and to initiate, sponsor and support conferences, seminars, and meetings related to drug abuse.

To promote and support training in the field of Drug Abuse Prevention and Rehabilitation.

To promote and encourage the establishment of a system to coordinate the treatment and rehabilitation of drug abusers and the care of persons associated with drug abusers.

To establish and operate treatment centres.

To conduct research into, and develop and maintain a database of information on drug abuse in the islands.

National Drug Council

Unit's #17 and #18 Caymanian Village

PO Box 10007 Grand Cayman KY1-1001

CAYMAN ISLANDS

Ph: (345) 949-9000

Fax: (345) 949-6264

info@ndc.ky

www.ndc.ky

Location and hours	Matters handled
<p>National Drug Council</p> <p>Unit's #17 and #18 Caymanian Village</p> <p>Business Hours:</p> <p>Monday – Friday</p> <p>8:30am to 5:00pm</p>	<p>Keep under review the situation in the islands with respect to the abuse of drugs.</p> <p>Formulate and develop drug prevention and rehabilitation policies and programmes.</p> <p>Advise the Minister on drug prevention and rehabilitation policies and programmes; the licensing and operation of treatment and rehabilitation centres; drug supply control measures; and law reform relating to the misuse of drugs.</p> <p>Educate the public, particularly the young, on the dangers of drug abuse, and to initiate, sponsor and support conferences, seminars, and meetings related to drug abuse.</p> <p>Promote and support training in the field of Drug Abuse Prevention and Rehabilitation.</p> <p>Promote and encourage the establishment of a system to coordinate the treatment and rehabilitation of drug abusers and the care of persons associated with drug abusers.</p> <p>We encourage and support the operation of treatment centres.</p> <p>Conduct research into, and develop and maintain a database of information on drug abuse in the islands.</p>

Boards and committees

Name	Meetings	Minutes
<p>Mrs. Dorothy Crumbley, Chairman</p> <p>Mr. Rayle Roberts, Vice-Chairman</p> <p>Ms. Margaret Ramsay-Hale, Member</p> <p>Dr. Mark Lockhart, Member</p> <p>Mr. Mark C. Campbell, Member</p> <p>Mrs. Teresa Echenique-Bowen, Member</p> <p>Mr. Ricardo Forbes, Member</p> <p>Chief Officer, Ministry of H,E,Y,S&C, Ex-Officio</p>	<p>Meetings are held once a month and are closed to the public.</p>	<p>Minutes are only available in hard copy –requested in writing.</p>

Chief Officer, Ministry of CA,G&H, Ex-Officio		
Chief Officer, Ministry of E,T&E, Ex-Officio		
Minister of Finance or his representative, Ex-Officio		
Commissioner of Police or his representative, Ex-Officio		
NDC Coordinator, Ex-Officio		

Frequently asked questions

Who are the Board (Council Members) Members of the National Drug Council?

Mrs. Dorothy Crumbley, Chairman

Mr. Rayle Roberts, Vice-Chairman

Ms. Margaret Ramsay-Hale, Member

Dr. Mark Lockhart, Member

Mr. Mark C. Campbell, Member

Mrs. Teresa Echenique-Bowen, Member

Mr. Ricardo Forbes, Member

Chief Officer, Ministry of H,E,Y,S&C, Ex-Officio

Chief Officer, Ministry of CA,G&H, Ex-Officio

Chief Officer, Ministry of E,T&E, Ex-Officio

Minister of Finance or his representative, Ex-Officio

Commissioner of Police or his representative, Ex-Officio

NDC Coordinator, Ex-Officio

Who is the Staff of the National Drug Council?

Joan West-Dacres
Executive Director

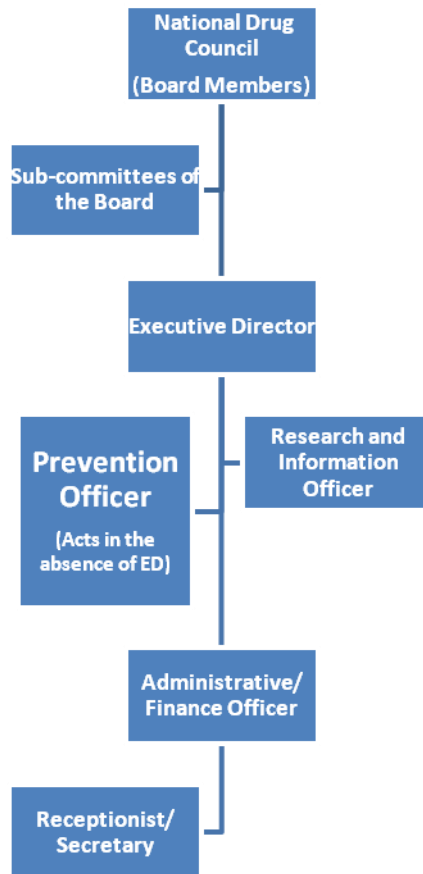
Leif Edwards-Best
Operations Administrator

Simon C. Miller
Prevention Officer

Luisa McLaughlin
Research and Information Officer

What are the lines of authority and responsibility of the National Drug Council?

Organisational Chart



What is the salary of the staff of the National Drug Council?

Salary Scale 2008/9

Alpha Code	Incremental Differential 2.5%	Annual Salary including 5% Pension	Monthly Salary including 5% Pension	Monthly Basic Salary	Monthly Pension
A	1	72,984	6,082	5,778	304
	2	74,796	6,233	5,921	312
	3	76,680	6,390	6,071	320
	4	78,600	6,550	6,223	328
	5	80,556	6,713	6,377	336
	6	82,572	6,881	6,537	344
	7	84,624	7,052	6,699	353
	8	86,748	7,229	6,868	361
	9	88,920	7,410	7,040	371
B	1	62,760	5,230	4,969	262
	2	64,332	5,230	4,969	262
	3	65,940	5,361	5,093	268
	4	67,596	5,495	5,220	275
	5	69,276	5,633	5,351	282
	6	71,016	5,918	5,622	296
	7	72,280	6,023	5,722	301
C	1	53,412	4,451	4,228	223
	2	54,744	4,562	4,334	228
	3	56,112	4,676	4,442	234
	4	57,504	4,792	4,552	240
	5	58,944	4,912	4,666	246
	6	60,420	5,035	4,783	252
	7	61,944	5,162	4,904	258
	8	63,468	5,289	5,025	264
D	1	45,840	3,820	3,629	191
	2	46,992	3,916	3,720	196
	3	47,520	3,960	3,762	198
	4	48,888	4,074	3,870	204
	5	49,944	4,162	3,954	208
	6	51,192	4,266	4,053	213
	7	52,464	4,372	4,153	219
	8	53,772	4,481	4,257	224
E	1	38,196	3,183	3,024	159
	2	39,144	3,262	3,099	163
	3	40,140	3,345	3,178	167
	4	41,124	3,427	3,256	171
	5	42,564	3,547	3,370	177
	6	43,632	3,636	3,454	182
	7	44,712	3,726	3,540	186
F	1	31,272	2,606	2,476	130
	2	32,076	2,673	2,539	134
	3	32,880	2,740	2,603	137
	4	33,672	2,806	2,666	140
	5	34,524	2,877	2,733	144
	6	35,364	2,947	2,800	147
	7	36,252	3,021	2,870	151
	8	37,164	3,097	2,942	155

A Scale

National Drugs Co-ordinator/
Executive Director

D Scale

Operations Administrator

C Scale

Prevention Specialist
Research & Information Officer

The above information can also be found on our website.

http://www.ndc.ky/file/resource/misc/quick_faqs_about_the_ndc.pdf

STRATEGIC MANAGEMENT

Governance

The National Drug Council Law (2003 Revision) – All persons seeking copies of the Law should contact the Legislative Assembly at:

Address

Legislative Assembly, 33 Fort Street, George Town, Grand Cayman

Mailing Address

Box 890, Grand Cayman KY1-1103, CAYMAN ISLANDS

Telephone

(345) 949-4236

Fax (345) 949-9514

National Anti-Drug Strategy 2009-2013 – Available online. A Hard copy of this document can be requested from the National Drug Council for a fee.

The National Anti-Drug Strategy 2009-2013 is the blueprint for the Cayman Islands' response to the misuse and abuse of both illicit and illegal drugs, including alcohol, tobacco and prescription drugs.

Corporate management

NDC Annual Reports - Available online. Hard copies of these documents can be requested from the National Drug Council.

NDC Disaster Plan - Request in writing. A hard copy of this document can be requested from the National Drug Council.

This plan addresses the NDC response to disaster conditions related to the impact of disasters including hurricanes, severe storms, fires and floods. The second element of the plan includes the preservation of records and procedures to safeguard government's 'Vital Records'.

FINANCE & ADMINISTRATION

Financial management

Ownership Agreement – Request in writing. Hard copies of these documents can be requested from the National Drug Council.

The Ownership Agreement documents the ownership performance that the Cabinet and the Board of National Drug Council have agreed that National Drug Council will seek to achieve during the financial year.

Purchase Agreement - Request in writing. Hard copies of these documents can be requested from the National Drug Council.

The Purchase Agreement details the outputs that the Cabinet of the Government of the Cayman Islands (Cabinet) and the National Drug Council have agreed that the National Drug Council will deliver, and the Cabinet will purchase, during the financial year.

Quarterly Invoices - Request in writing. Hard copies of these documents can be requested from the National Drug Council.

Quarterly Invoices are billed to Government for services rendered for the quarter as agreed by the Purchase Agreement for that fiscal year.

Administration

Press releases - Available online. Hard copies of these documents can be requested from the National Drug Council.

POLICIES & PROCEDURES

NDC - Policy and Procedure Manual - Request in writing. A hard copy of this document can be requested from the National Drug Council for a fee.

This manual provides clear policies and procedures for the operations of the NDC Secretariat (office) and its employees.

DECISIONS & RECOMMENDATIONS

Minutes of Council meetings - Request in writing. Hard copies of these documents can be requested from the National Drug Council.

NDC - Performance Agreement and Assessment - Request in writing. Hard copies of these documents can be requested from the National Drug Council.

This Performance Agreement details the performance to be achieved by the staff member concerned during the financial year. The purpose of the document is to ensure that the performance expected is clearly understood and agreed to by both parties to the agreement: the staff member and the manager to whom the staff member reports.

LISTS & REGISTERS

Asset register - Request in writing. A hard copy of this document can be requested from the National Drug Council.

OUR SERVICES

About us - Available online. www.ndc.ky/about.html

Mission

To formulate, coordinate, monitor and evaluate the implementation of the National Anti-Drug Strategic Plan based on proactive, creative and research driven strategies in collaboration with public and private sector organisations and in accordance with the provisions of the NDC Law.

Goal

To have the resident population of the Cayman Islands, free from all drug, alcohol and other substance abuse/misuse and their ill-effects.

Staff - Available online. <http://www.ndc.ky/about.html>

Executive Director – Joan West-Dacres' role includes responsibility for the day-to-day operations of the NDC's Office.

She initiates and maintains contact with all designated community organisations as a representative of the NDC, resulting in increased understanding of and support for the NDC mission.

She encourages and initiates contact with and exchanges of up-to-date information between local, regional and international organisations.

Prevention Officer – Simon Miller's role includes the provision of prevention, education and training services to schools, community groups, business and industry, parents, local government and the recovery community in both private and public agencies and organisations.

This is combined with the development, design and implementation of specific interventions with partner and stakeholder agencies and through coordination of the dissemination of prevention education information to key leaders, schools, youth service providers, and the public.

Research & Information Officer - Luisa McLaughlin is primarily responsible for establishing and maintaining a database consisting of substance abuse indicators intended to keep under the review the situation with respect to drug abuse in the Islands, interfacing with field operators and the wider community; collecting and analysing data collected from reliable sources; and documenting results.

She implements specific research initiatives of NDC, facilitates access to information by assisting members of the public to formalise their request requirements.

Operations Administrator - Leif Edwards-Best role includes providing daily operational, Financial, Human Resource (HR) and Administrative support in planning, organising and controlling the activities of the National Drug Council.

Campaigns - Available online. www.ndc.ky/media.html.

The National Drug Council provides ongoing information to the public with the aim of bringing greater awareness to issues related to substance abuse and its ill-effects, and to prevent or reduce the harm associated with substance misuse and abuse.

National Inhalants & Poisons Awareness Week

Alcohol Awareness Month

World No Tobacco Day

International Day Against Drugs

National Recovery Month

Designated Driver Campaign

Monitoring/Research – Available online. www.ndc.ky/research.html. Hard copies of these documents can be requested from the National Drug Council.

The Cayman Islands Student Drug Use Survey (CISDUS) describes the extent and patterns of alcohol and other drug use among students in grades 7-12 across the Cayman Islands.

The Cayman Islands Drug And Alcohol Survey (CIDAS) describes the extent and patterns of alcohol and other drug use among individuals 15 years of age and older in the Cayman Islands.

The Cayman Islands Drug Free Workplace Survey describes the nature and extent of substance use and misuse in workplaces of the Cayman Islands (Grand Cayman).

The National Drug Information Network (NDIN) is a group of people who, represent either themselves or an agency, and collect, analyse and disseminate information on drugs for the purpose of monitoring trends, developing policies, and implementing appropriate programmes and responses to assist those persons impacted by substance use, misuse and abuse in our communities.

Prevention – Training/Courses/Presentations

The National Drug Council provides prevention training, courses, presentations and speaking engagements at community and school events on the harmful effects of alcohol and other drugs on the individual and the community.

NDC Brochures - Available online. www.ndc.ky/resources.html. Hard copies of these documents can be requested from the National Drug Council.

Together we can talk about Alcohol
A guide for parents.

Marijuana / Ganja Info for Parents

Truth about Marijuana
Get the Facts about Marijuana

Truth about Alcohol
Get the Facts about Alcohol

Volunteer Sheet – Available online www.ndc.ky/file/resource/resource/Volunteer_Sheet.pdf. A hard copy of this document can be requested from the National Drug Council.

Sponsorship Packages - Available online.
www.ndc.ky/file/resource/resource/Sponsorship_Packages.pdf. A hard copy of this document can be requested from the National Drug Council.



Department of Environmental Health (DEH)

Publication Scheme

Produced in accordance with the Chief Secretary's Code of Practice

CONTENTS:

1. About the Publication Scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information
 - About Us
 - Strategic Management
 - Finance & Administration
 - Policies & Procedures
 - Decisions & Recommendations
 - Lists & Registers
 - Our Services

1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Department of Environmental Health (DEH) to making information available to the public as part of its normal business activities.

The Department of Environmental Health will:

- specify the information held by the authority, which falls within the seven (7) categories below;

- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The Department of Environmental Health will generally not publish:

- information in draft form;
- information that is not held by the Department of Environmental Health, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Department of Environmental Health's (or another organization's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Some of our documents are published electronically on the DEH website at www.deh.gov.ky and can be downloaded in PDF format.

If you are still having trouble locating information listed using the DEH website, please contact the FOI Information Manager Tania Johnson at 949-6696 or direct line at 743-5952 or email at tania.johnson@gov.ky or foi.evh@gov.ky.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.evh@gov.ky / to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call Tania Johnson at 949-6696 or direct line at 743-5952.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Information Manager
Department of Environmental Health
P.O. Box 1820
Cayman Islands KY1-1109

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Tania Johnson at 949-6696 or direct line at 743-5952 or email at tania.johnson@gov.ky or foi.evh@gov.ky.

The Department of Environmental Health will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Department of Environmental Health is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Department of Environmental Health strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The Department of Environmental Health will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information of the FOI regulations*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Department of Environmental Health has received your payment.

5. Requests for information outside the Publication Scheme

Information held by the Department of Environmental Health that is not published under this scheme can be requested in writing.

Your request will be considered in accordance with the provisions of the FOI Law by contacting FOI Information Manager Tania Johnson at 949-6696 or direct line at 743-5952 or email at tania.johnson@gov.ky or foi.evh@gov.ky.

6. Complaints

The Department of Environmental Health aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Tania Johnson at 949-6696 or direct line at 743-5952 or email at tania.johnson@gov.ky or foi.evh@gov.ky and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from Tania Johnson at 949-6696 or direct line at 743-5952 or email at tania.johnson@gov.ky or foi.evh@gov.ky.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building C
George Town, Grand Cayman

PO Box 1375
Grand Cayman KY1-1108
CAYMAN ISLANDS

Telephone: 1 345 747 5402
Fax: 345-949-2026
Email: appeals@ico.gov.ky | info@infocomm.ky
Website: www.INFOCOMM.ky

Hours of Work : Monday to Friday, 9:30am - 4:00pm

7. Categories of information

- About Us
- Ministry
 - Strategic Management
 - Finance & Administration
 - Laws & Regulations
- Organization and Function
- DEH Laws & Regulations
- DEH Guidelines
- Board and Committees
- DEH Policies & Procedures
- Permits Granted
- Inspections & Recommendations
- List of Information Held

ABOUT US

The Department of Environmental Health (DEH) protects the public from environmental health related hazards through measures and activities including management of food hygiene and safety, laboratory services, district sanitation and rodent control, engineering and developmental control, solid and hazardous wastes including waste collection, recycling and disposal; and public education and promotion programmes.

MINISTRY

DEH operates under the Ministry of District Administration, Works, Lands & Agriculture (DAWL&A).

STRATEGIC MANAGEMENT

The Ministry of District Administration, Works, Lands & Agriculture (DAWL&A) administering the authority's operations at the organizational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources using the laws that regulate the function of government entities.

FINANCE & ADMINISTRATION

The Ministry of District Administration, Works, Lands & Agriculture (DAWL&A) administers the authority's internal functions and managing its resources efficiently and effectively. This includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies using the laws that regulate the function of government entities.

LAWS & REGULATIONS

Financial Management

- Annual Salary Scale for Salaried Staff (September 1, 2012)
- Financial Regulations (2010 Revision)
- Public Management and Finance Law (2012 Revision)
- Public Management and Finance Regulation (2010 Revision)
- Public Holidays Law (2007 Revision)

Administration & Human Resource Management

- Health Insurance Law (2011 Revision)
- Public Service Management Law (2011 Revision) & Complete set of laws for Cayman Islands Civil Service and Personnel Regulations (2011 Revision)
- Public Servant Code of Conduct Code of Conduct for Civil Servants 05-Dec-2007
- Public Service Pensions Law (2011 Revision)
- Public Service Pensions Regulations (2011 Revision)
- Schedule One of the Personnel Regulations: A document describing Employment Terms and conditions (2011 Revision)

Records Management

- Chief Secretary's Code of Practice on Record Management
- Freedom of Information (General) Regulations (2008)
- Freedom of Information (Information Commissioner) Regulations (2008)
- The Freedom of Information Law, 2007 (Commencement) Order (2008)
- National Archive and Public Records Law (2010 Revision)
- National Archive and Public Records (Regulations) 2007

District Administration, Works, Lands & Agriculture (Ministry of)

Minister

Hon Juliana Y O'Connor-Connolly, JP, MLA

Permanent Secretary

Mr Alan Jones

Address

5thFloor, Government Administration Building, 133 Elgin Avenue, George Town, Grand Cayman

Mailing Address

Government Administration Building, Box 107
Grand Cayman KY1-9000, CAYMAN ISLANDS

Telephone: (345) 244-2412 **Fax:** (345) 949-2922

Email Ministry.dawla@gov.ky / foi.mpc@gov.ky

Website: www.dawla.gov.ky

Hours of Work: 8:30am to 5:00pm, Monday to Friday.

DEH Principle officers

Mr. Roydell Carter B.Sc. (Hon), M.Sc., DBA (Doctoral Candidate), MIIRSM

Director / Chief Environmental Health Officer / Head of Department:

Dr. Paulino Rodrigues, Ph.D.

Assistant Director, Environmental Health

Dr. Maysson Sallam, Ph.D.

Assistant Director, Solid Waste

DEH Contact Details

Grand Cayman Office Address:

Physical address:

Cayman Islands Environmental Centre, 580 North Sound Rd, Grand Cayman, Cayman Islands

Mailing Address:

P.O Box 1820,
Grand Cayman KY1-1109

Tel: 345-949-6696

Fax: 345-949-4503

Email: foi.evh@gov.ky

Website: www.deh.gov.ky

Hours of Work: 8.30am-5:00pm, Monday-Friday

Cayman Brac Office Address:

Physical address:

211 Stake Bay Road, Cayman Brac, Cayman Islands

Mailing Address:

P.O Box 212

Cayman Brac KY2-2101

Tel: 345-948-2321

Fax: 345-948-2543

Email: foi.evh@gov.ky

Website: www.deh.gov.ky

Hours of Work: 8.30am-5:00pm, Monday-Friday

DEH Information Manager

Tania Johnson at 949-6696 or direct line at 743-5952 or email at tania.johnson@gov.ky or foi.evh@gov.ky

ORGANISATION AND FUNCTIONS

RESPONSIBILITIES & FUNCTIONS OF DEH

Environmental Engineering

- Development control
 - Review environmental health aspects of development projects including air quality, noise pollution, solid waste and HAZMAT facilities, occupational health and safety, food premises plans, and swimming pool design, etc.
 - Conduct certificate of occupancy inspections to ensure compliance with relevant environmental health guidelines.
- Cemeteries management
 - Oversee and manage public cemetery capacity island-wide.
 - Construct and design vaults and new cemeteries.
- Engineering advice
 - Provide technical advice on environmental health engineering matters.
 - Review technical reports.
- Engineering inspections
 - Engineering inspections of swimming pools for tourism accommodation premises.
 - Provide other engineering inspection services as required to support the other aspects of the department's function.
- Engineering management
 - Provide project management support for various environmental health engineering projects undertaken by the department.

Environmental Health District Sanitation

- Prevent land based pollution which includes industrial, commercial and residential pollution.
 - Prevent and control illegal dumping.
 - Facilitate the removal of derelict vehicles.
- Rodent control
 - Provide rodent baiting to private homes and government buildings.
- Statutory nuisance control
 - Investigate public complaints.

Environmental Health and Safety Inspections

- Inspect all public facilities
 - Schools, pre-schools, day care centers, and elder care facilities.
 - All government buildings.
- Inspect all consumer facilities
 - Barber shops and beauty salons, gyms, laundrettes, funeral homes, and photograph studios.
- Train and certify cosmetology personnel.

Environmental Health Food Hygiene and Safety

- Conduct post-mortem inspections of locally slaughtered meats.
- Monitor imported food containers.
- Inspect all commercial food facilities.
- Train and certify food industry personnel.
- Investigate and action food recalls and condemnations.
- Investigate food-related illness and complaints.
- Conduct food and water sampling.
- Conduct inspection of public places for sale and use of Tobacco Products.

Environmental Health Laboratory

- Conduct sampling and lab analysis in the monitoring of:-
 - Public and private drinking water supplies, swimming pools, bathing beaches wastewater facility discharges, food safety, landfills.
- Conduct assessments for indoor air quality.
- Conduct environmental noise assessments.
- Conduct used oil testing.
- Provide hazmat response and support.

Environmental Health Education and Promotions

- Provides information to the public on environmental health issues.
- Facilitates training.
- Provides information to the public through school presentations & community presentations.
- Produce informational brochures.

Solid and Hazardous Waste Management

- Collection of commercial and residential waste.
- Facilitates recycling, waste reduction and reuse.
- Manage infectious/biohazardous/HAZMAT waste.

- Collects litter from the roadsides and special events.
- Manages three landfills island-wide.
- Strategic solid waste management planning.

LAWS & REGULATIONS

The Department of Environmental Health (DEH) is regulated by two main laws which are the Litter Law and the Public Health Law and Regulations. There is no regulation under the Litter Law.

The Litter Law (12 of 1982) (1997 Revision)

Public Health Law (2002 Revision)

- Public Health Law (2002 Revision)
- Public Health Law (2002 Revision) Public Health (Infectious Waste) Regulations (2002 Revision)
- Public Health Law (2002 Revision) (Garbage and Refuse Disposal) Regulations (2011 Revision)
- Public Health Law (2002 Revision) (Miscellaneous Fees) Regulations (2011 Revision)
- Public Health Law (2002 Revision) (Quarantine) (Amendment) Regulations 2011
- Public Health Law (2002 Revision) The Ships (Sanitation Control) Regulations 2011

DEH GUIDELINES

- Complaints/Requests Procedure Guidelines
- Guidelines for Indoor Mould Prevention and Remediation in Buildings
- Guidelines for the Operation of Tourist Accommodation Properties (Hotel, Condominiums & Guesthouses)
- Guidelines for the Operation of Temporary / Iterant Food Facilities
- Guidelines of the Examination of imported Foods
- Guidelines for the Production and Supply of Bottle Water in the Cayman Islands
- Guidelines for Tattooing, body Piercing & Body Art Establishments & Procedures
- Guidelines for the Operation of Barbershops & Beauty Salons
- Guidelines for the Importation and Disposition of a Deceased body or Human Ash
- Guidelines of Burial at Sea
- Plan Review Manual and Guidelines

BOARDS AND COMMITTEES

Currently, (November 2012) there are no (appointed) committees within DEH; but DEH Officers are members of a number of boards and committees that function within government and the private sector. Frequently, DEH officers are asked to produce reports or recommendations from an Environmental Health prospective.

POLICIES & PROCEDURES

In addition to the laws and regulations listed above the following policies and procedures are used at DEH.

- Complaints-handling procedure
- Human Resource policies & procedures
- Hurricane Preparedness manual
- Hazardous Materials policy and procedures
- Solid Waste Management procedures
- Environmental Health Laboratory policies and procedures

List of Forms Used (External & Internal)

- Application Form – Swimming Pool / Spa Review
- Application Forms for an Environmental Health Related Business
- Application form for Environmental Health Related Business – New Business
- Application form for Environmental Health Related Business – Re-application
- Basic Food Hygiene Training Course application Form Collection and Disposal Service Contract
- Complaints/ Request Investigation Form
- Community Clean-up Assistance Form
- Derelict Vehicles Removal Form
- Food Premises Inspection Report
- Food Safety Advice and Consultation Form
- Food Safety Risk Assessment Score Sheet
- Horse Stables and Animal Pens Inspection Reports
- Hotel / Condominium Inspection Report
- Laboratory Chain of Custody and Analysis Request Form
- Public Facilities Inspection Form
- Public Facilities Inspection Form Recreation & Institutional Health & Safety
- School Inspection Report (Pre-School & Day Care Centre)
- Waste Disposal Contracts for Incinerator Services George Town Landfill

List of Brochures at DEH

- A Common Pest: House Flies
- Aluminum Can Recycling
- Bonfire
- Business Recycling
- Camping Tips
- CAREERS in the Department of Environmental Health
- Child Safety
- Cigarette Litter
- Cistern Safety Maintenance
- DEH Christmas Tree Recycling
- Food Safety in the kitchen
- Garbage Disposal Flyer
- Garbage Dumps 2009
- Get a Grip on Litter
- Guidelines of Bonfires

- How to Disinfect Water
- Lead Acid Battery Recycling
- Lead Poisoning: What you need to know
- Leftovers
- Litter
- Lunch Box Safety
- Managing Used
- Mould
- Office Paper Recycling
- Recycling Information & Fact Sheet 2007
- Recycling Used Cooking Oil
- Recycling Aluminium Cans with Condominiums
- Responsibilities of DEH
- Rodent Control
- Solid Waste Management
- Starting Your Own Recycling Program
- Used Oil Recycling
- Water Cooler

PERMITS GRANTED

The DEH issues the following:-

- Permits to import and export human remains.
- Bonfires on public beaches.

Request for information concerning permits not issued by DEH will have to be directed to the public authority that has responsibilities for issuing a particular permit.

DECISIONS & RECOMMENDATIONS

Inspections by Environmental Health Officers are documented through reports or recommendation based on their findings. Many of these reports or recommendations can be access by the public under the FOI law.

List of inspections carried out by DEH

- Liquor Licensing inspections
 - All establishments serving alcohol such as bars and restaurants.
- Food Safety inspections
 - Food establishments such as restaurants and grocery stores.
 - Post-mortem inspection, food containers inspections, and temporary food stalls.
- Tourist Accommodation inspections
 - Hotels, condo, guest houses.
- Government Buildings inspections
 - Government offices and private & public schools.
- Cosmetology industry & other consumer facilities inspections
 - Beauty salon, barbershops, tattoo parlour, mobile beauty & barbershops.
- District Sanitation inspections

- Rodent inspections and district complaints inspections.
- Environmental Engineering Inspection
 - Inspections of apartments, commercial buildings, industrial businesses.
 - Inspections of recreation facilities such as parks, swimming pool, spas etc.
- Environmental Health Lab

Analysis of samples food, drinking water, beaches, pools, spas, wastewater, ground and surface water, landfill leachate, used oil, unknown substances, and hazardous material

CLASSES OF INFORMATION HELD

Classes of Information	Restrictions & Accessibility to information
Cabinet reports & recommendations	FOI request concerning this type of information should be directed to the Cabinet Officer or the Ministry of DAW&LA.
Personal / Human Resource records	Access to information restricted to the relevant personnel.
Inspections reports & recommendations	Majority of information can be access by the public using FOI. Access is restricted for personal information concerning clients or private residents or if information is being used in an investigation.
Complaints	Majority of the information can be accessed by the public through FOI law. Access restricted for personal information concerning clients or private residents or if information is being used in an investigation.
Lab analysis	Majority of the information can be accessed by the public through FOI law. Access restricted for personal information concerning clients or private residents or if information is being used in an investigation. Services paid for by private entities are the property of the payee unless the information is prejudice to health & human safety.
Financial information i.e. accounts, budget	Majority of the information can be accessed by the public through FOI law. Access restricted for personal information concerning clients or private residents or if information is being used in an investigation.
Tender Contracts	FOI request concerning this type of information should be directed to the Ministry of DAW&LA.



Portfolio of the Civil Service

Publication Schemes

Produced in accordance with the Deputy Governor's Code of Practice

CONTENTS:

1. About the Publication Scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information
 - About Us
 - Strategic Management
 - Finance & Administration
 - Policies & Procedures
 - Decisions & Recommendations
 - Lists & Registers
 - Our Services

1. About the Publication Scheme

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- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The Portfolio of the Civil Service will generally not publish:

- information in draft form;
- information that is not held by the Portfolio of the Civil Service or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, wherever it is practical to do so, indicating which exemptions apply.

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For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Portfolio of the Civil Services' (or another organisation's) commercial interests, or endanger the protection of the environment.

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¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

Online

Some of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at <http://www.pocs.gov.ky/>. If you are still having trouble locating information listed under our scheme, please contact Mr. Ian Fenton, Information Manager.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.pcs@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call Ian Fenton or Sherelle Clarke on (345) 244 2344 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Information Manager
Portfolio of the Civil Service
C/O Government Administration Building
Grand Cayman KY1-9000
Cayman Islands

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Ian Fenton or Sherelle Clarke on (345) 244 2344.

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5. Requests for information outside the Publication Scheme

Information held by the Portfolio of the Civil Service that is not published under this scheme can be requested in writing via email or letter. Your request will be considered in accordance with the provisions of the FOI Law, see: <http://www.pocs.gov.ky> 'Making a Request'.

6. Complaints

The Portfolio of the Civil Service aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact the authority in writing via email or letter, (see: <http://www.pocs.gov.ky> 'Complaints'), and we will try to resolve your complaint as quickly as possible.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 1375,
Grand Cayman KY1-1108,
CAYMAN ISLANDS
Telephone: +1 345 747 5402
email: *appeals@ico.gov.ky*

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Name of Portfolio of the Civil Service

The Portfolio of the Civil Service is a Ministry level agency of the Cayman Islands Government whose Chief Officer reports to the Deputy Governor.

Principle officer

The Principle officer in the Portfolio of the Civil Service is:

Chief Officer

Portfolio of the Civil Service

C/O Government Administration Building

Grand Cayman KY1-9000

Information manager

The Information Manager for the Portfolio of the Civil Service can be contacted:

By mail at:

Ian Fenton

Portfolio of the Civil Service

C/O Government Administration Building

Grand Cayman KY1-9000

Grand Cayman

By phone on:

(345) 244 2344

Or by email at:

foi.pocs@gov.ky

Organisation and functions

The Portfolio of the Civil Service (PoCS) is responsible for supporting the further development of Human Resources Management across the Civil Service, including the development and implementation of a Civil Service College, and the promotion of HR best practice. We provide policy advice on HR matters to His Excellency the Governor and the Head of the Civil Service, monitor and evaluate compliance with the Public Service Management Law and Personnel Regulations. The PoCS also provides a range of operational HR services, and is responsible for the implementation and monitoring of Public Sector reform initiatives.

Location and Hours

The Portfolio of the Civil Service is open from 8.30 a.m. until 5.00 pm from Monday to Friday and is located at:

2nd Floor Government Administration Building
Elgin Avenue,
George Town, Grand Cayman.

Boards and committees

The Portfolio Administered the Public Service Commission until 31st December 2006, and as such holds historical records relating to that body.

Frequently asked questions

Where can I see what current vacancies exist?

Job vacancies in the civil service are posted at <http://www.recruitment.gov.ky/>

STRATEGIC MANAGEMENT

Administering the Portfolio's operations at the organisational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the Portfolio's overall performance and progress towards established targets; managing programmes to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments; obtaining legal advice from external sources.

The key strategic goals from an ownership perspective for the Portfolio are available in the Annual Budget Statement for the Portfolio under the section 'Strategic Ownership Goals': (see page 759 onwards)

http://www.bmu.gov.ky/_files/file_126.pdf

Governance

Law and Regulations that direct the functions and activities of the Portfolio are:

- Cayman Islands Constitution Order 2009
- Public Service Management Law (2011 Revision)
- Personnel Regulations, 2012 Revision
- Public Management and Finance Law (2012 Revision)
- Finance Regulations (2008 Revision)
- Freedom of Information Law, 2007
- Freedom of Information (General) Regulations (2008)
- Public Service Pensions Law (2011 Revision)
- Public Service Pensions Regulations (2011 Revision)
- National Archive and Public Records Law (2010 Revision)

- National Archive and Public Records (Regulations) 2007

Corporate management

The principal planning document for the Portfolio is the Annual Budget Statement which can be found at:

http://www.bmu.gov.ky/_files/file_126.pdf

FINANCE & ADMINISTRATION

Administering the Portfolio's internal functions and managing its resources efficiently and effectively. Includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies. Principal accounting policies are adopted and are prepared in accordance with International Public Accounting Standards.

Financial management *

Documents relating to the administration of the Portfolio's monetary resources include:

- Annual Budget
- Financial statements: quarterly and annual
- Audit reports

*Copies can be obtained upon request from the Information Manager

Administration *

Documents relating to other administrative functions carried out within the Portfolio include:

- Continuity of Operations
- Pay scales
- Press releases
- Records management

*Copies can be obtained upon request from the Information Manager

POLICIES & PROCEDURES *

Current written protocols used by the Portfolio for carrying out functions, activities and delivering services include:

- Human Resources procedures
- Complaints handling procedure

*Copies can be obtained upon request from the Information Manager

DECISIONS & RECOMMENDATIONS

As a mainly advisory and auditing body, the Portfolio's decisions are mainly internal in nature.

The Portfolio holds information on:

- Evaluation criteria and selection methodology for recruitment
- Disciplinary and dismissal matters
- Procurement decisions

LISTS & REGISTERS

The Portfolio holds the following lists and registers:

- Fixed Assets Register
- Freedom of Information Disclosure Log (available at <http://www.pocs.gov.ky>)

OUR SERVICES

The Portfolio provides the following services to His Excellency the Governor, the Deputy Governor and the Cabinet:

- Policy Advice on Civil Service Matters,
 - Information held includes research papers, administrative circulars developed for the Deputy Governor and documentation for projects undertaken for the Deputy Governor
- Strategic Human Resources Functions of Government,
 - Information held includes communications with the Cayman Islands Civil Service Association, ad hoc HR reports, annual HR reports to the Cabinet, documentation for the development of the HR IRIS computer system and strategic HR advice provided to the Civil Service as a whole.
- Support on Chief Officer Employment Matters,
 - Information held includes Chief Officer's recruitment, employment agreements, resignation, discipline, dismissal, performance agreements, performance assessments and training and development.
- Auditing Compliance with Human Resource (HR) Policies,
 - Information held includes audit reports, audit programmes and audit methodologies.
- Management of Public Sector Reform,
 - Information held includes documents relating to Financial Reforms, Human Resources Reforms, Public Authorities Reform, Freedom of Information, implementation of the 2009 Constitution and the Public Sector Review.
- Management Advice and Support,
 - Information held includes requests for support, terms of reference, project plans, reports, advice, training courses and recommendations.
- Administrative Support and Technical Advice to the Civil Service Appeals Commission,
 - Information held includes communication with the Civil Service Appeals Commission.
- Workforce Development within the Civil Service - Civil Service College,
 - Information held includes research papers, design of courses, College timetables, press releases, communications with partner agencies and course statistics.

- Facilitation of Effective Human Resource (HR) Practices,
 - Information held includes policies and procedures manuals, personnel circulars issued by the Chief Officer of the Portfolio, templates and communications with HR managers

The Portfolio provides the following service to other Government Agencies

- Recruitment Services
 - Information held includes recruitment advice, advertisements, selection criteria, short lists, interview panel reports and communication with candidates.
- Job Evaluation
 - Information held includes job evaluation records.
- HR Advice and Guidance
 - Information held includes advice to Government agencies and employees on selection, pay, training, development, succession plans, termination, disciplinary investigations, and grievances.
- Records Management: Personnel Records
 - Information held includes employee personnel records including recruitment, employment agreements, resignation, discipline, dismissal, pension matters, performance agreements, performance assessments, details of dependents, training and development and personal information.
- Provision of HR Consultancy and Training Services
 - Information held includes training courses, induction programmes, Investors in People and personal development plans.

The Portfolio provides the following services to third party agencies, such as the public service agencies in other jurisdictions:

- Management of Public Sector Reform,
 - Information held includes documents relating to Financial Reforms and Human Resources Reforms.
- Management Advice and Support,
 - Information held includes requests for support, terms of reference, project plans, reports, advice, training courses and recommendations.



Ministry of District Administration, Works, Lands and Agriculture

Publication Scheme - January 2013

Produced in accordance with the Deputy Governor's Code of Practice

CONTENTS:

1. About the Publication Scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information
 - About Us
 - Strategic Management
 - Finance & Administration
 - Policies & Procedures
 - Decisions & Recommendations
 - Lists & Registers
 - Our Services

1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Ministry of District Administration, Works, Lands and Agriculture to making information available to the public as part of its normal business activities.

The Ministry of District Administration, Works, Lands and Agriculture will;

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;

- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The Ministry of District Administration, Works, Lands and Agriculture will generally not publish:

- information in draft form;
- information that is not held by the Ministry or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Ministry of District Administration, Works , Lands and Agriculture's (or another organisation's) commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on our website www.dawla.gov.ky and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility. If you are still having trouble locating information listed under our scheme, please contact the Ministry via email at foi.mpc@gov.ky

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.mpc@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call (+1 345) 244-2412 (or 244 2437) to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

The Information Manager, Ministry of District Administration, Works, Lands and Agriculture, Government Office Accommodation Building Box 107, 133 Elgin Avenue, George Town, Grand Cayman KY1-9000 Cayman Islands

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please email foi.mpc@gov.ky or contact +1 345-244-2412 (or ext 2437) and ask to speak to the Information Manger or Information Manager Designate for assistance.

The Ministry of District Administration, Works, Lands and Agriculture will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Ministry of District Administration, Works, Lands and Agriculture is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Ministry of District Administration, Works, Lands and Agriculture strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The Ministry of District Administration, Works, Lands and Agriculture will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Ministry of District Administration, Works, Lands and Agriculture has received your payment.

5. Requests for information outside the Publication Scheme

Information held by the Ministry of District Administration, Works, Lands and Agriculture that is not published under this scheme can be requested in writing please see www.dawla.gov.ky for more information. Your request will be considered in accordance with the provisions of the FOI Law.

6. Complaints

The Ministry of District Administration, Works, Lands and Agriculture aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact foi.mpc@gov.ky or call 345-244-2412 (or ext 2437), and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from www.dawla.gov.ky.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response. The Commissioner can be contacted at;

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 1375
Grand Cayman KY1-1108
CAYMAN ISLANDS

Telephone: +1 345 747 5402
Email: *appeals@ico.gov.ky*

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Name of public authority

Ministry of District Administration, Works, Lands and Agriculture.
Cayman Islands Government

Minister

Hon. Juliana O'Connor-Connolly, JP
Deputy Premier and elected Member for Cayman Brac and Little
Cayman

Principal Officer

Mr. Alan Jones, MRICS, JP
Chief Officer

Key Staff

- Mrs. Leyda Nicholson-Makasare - Deputy Chief Officer
- Mr. Tristan Hydes - Deputy Chief Officer
- Mrs. Nadisha Walters - Chief Financial Officer
- Ms. Melinda Montemayor - Chief Human Resource Officer

Information Manager and Designate

- Mrs. Tanya Vasquez-Ebanks– Information Manager
Tanya.Vasquez-Ebanks@gov.ky

- Mrs. Leyda Nicholson-Makasare – Information Manager Designate
Leyda.Nicholson-Coe@gov.ky

Organisation and Functions

The Ministry of District Administration, Works, Lands and Agriculture provides critical infrastructure services to maintain a strong and viable economy and to promote a healthy, clean and safe environment for both visitors and residents alike. The Ministry is Government's largest and is run day to day by a Chief Officer and two Deputies. The Ministry's areas of responsibility extend to the following subjects;

- Cayman Brac and Little Cayman (District Administration)
- Agriculture,
- Lands,
- Public Works,
- Vehicle & Drivers Licencing,
- Electricity Regulatory Authority,
- Environmental Health,
- Vehicle and Equipment Services,
- Information, Communications and Technology Authority
- Mosquito Research and Control Unit
- National Roads Authority
- National Weather Service
- Office of Telecommunications (OFTEL)
- Postal Services
- Recreation Parks & Cemeteries Unit
- Radio Cayman
- Petroleum Inspectorate
- Water Authority
- Sister Islands Affordable Housing
- Civic Centres & Town Halls
- Facilities Management

Physical Address:

5th Floor, Government Administration Building,
133 Elgin Avenue,
George Town
Grand Cayman KY1-9000
Cayman Islands

Contact Details:

Government Administration Building, Box 107
133 Elgin Avenue
George Town
Grand Cayman KY1-9000
Cayman Islands
Telephone: +1 345 244 2412
Email: foi.mpc@gov.ky
Website: www.dawla.gov.ky

Location and hours	Matters handled
<p>Ministry of District Administration, Works, Lands and Agriculture</p> <p>Deputy Premier and Hon. Minister's Office 5th Floor Government Administration Building 133 Elgin Avenue, George Town, Grand Cayman</p> <p>8:30 am – 5:00 pm Monday to Friday</p> <p>Tel: 345-244-2412</p>	<p>Personal Administration for Deputy Premier / Hon. Minister and Chief Officer</p> <p>Policy and Planning</p> <p>Human Resource Management</p> <p>Finance</p> <p>Day to Day Operations</p> <p>Capital Projects</p> <p>Equity Injections</p> <p>Executive Assets</p> <p>Petroleum Inspectorate</p> <p>Facilities Management</p> <p>Civic Centre & Town Halls</p> <p>Freedom of Information Requests</p> <p>Complaints</p>

Boards and Committees

The Ministry is responsible for appointing members and Directors to the following Boards & Committees;

- Animal Welfare Advisory Committee
- Electricity Regulatory Authority
- Information, Communications and Technology Authority
- Land Surveyors Board
- National Roads Authority
- Assessment Committee (roads compensation)
- Sister Islands Affordable Housing Development Corporation
- Water Authority Board
- Veterinary Board

Frequently Asked Questions

1. What areas of responsibility does your Ministry hold (i.e. Departments, Authorities, Units and Sections that report to this Ministry)?

- Cayman Brac and Little Cayman (District Administration),
- Agriculture,
- Lands,
- Public Works,

- Vehicle & Drivers Licencing,
- Electricity Regulatory Authority,
- Environmental Health,
- Vehicle and Equipment Services,
- Information, Communications and Technology Authority
- Mosquito Research and Control Unit
- National Roads Authority
- National Weather Service
- Office of Telecommunications (OFTEL)
- Postal Services
- Recreation Parks & Cemeteries Unit
- Radio Cayman
- Petroleum Inspectorate
- Water Authority
- Sister Islands Affordable Housing
- Civic Centres & Town Halls
- Facilities Management

STRATEGIC MANAGEMENT

Governance

The work of the Ministry is largely governed by directives obtained through the Governor in Cabinet. The Hon. Minister and Deputy Premier, with approval from Cabinet, appoint members to Boards of the Government Statutory Authorities and various other Government Boards/Committees to develop and implement government policies, legislation, etc.

The following list reflects the legislation that guides the management of the Ministry:

- Personnel Regulations (2006)
- Public Service Management Law (2007 Revision)
- Public Management and Finance Law (2010 Revision)
- Financial Regulations (2008 Regulations)
- Freedom of Information Law (2007 Revision)
- The Freedom of Information General Regulations (2008 Revision)
- The Cayman Islands Constitution Order (2009)

Corporate Management

The following document helps plan and evaluate the work of the Ministry:

Ministry of District Administration, Works, Lands & Agriculture – Hurricane Preparedness Plan

L:\DAWLA 2009-2013\Hurricane Preparedness\Ministry DAWLA - Disaster Control plan June 2012.pdf

The Cayman Islands Government Annual Report includes information on the Ministry. It is posted on the website www.gov.ky (search 'Annual Report' or click on the following link;) http://www.gov.ky/portal/page?_pageid=1142,1591697&_dad=portal&_schema=PORTAL

FINANCE & ADMINISTRATION

The Ministry of District Administration's Finance team administers and manages the Ministry's budget process and monetary resources. The Unit is headed by a Chief Financial Officer who reports to the Permanent Secretary/Chief Officer. For further information on finance matters please contact our Finance team at 244-2476 or email Nadisha.walters@gov.ky.

Financial management

The following documents are related to the administration of the Ministry's monetary resources:

- Annual Budget Statement
- Annual Plan and estimates
- Purchase Agreements
- Financial Statements; Half-yearly/quarterly reports
- Capital Acquisition Budget
- Accounting Policies and Procedures
- Payment Batches and Invoices
- Cabinet Invoicing
- Financial Regulations (2008 regulations)

The Ministry's annual budget can be obtained from the www.gov.ky website (search 'Budget' or use the following link:)

http://www.gov.ky/portal/page?_pageid=1142,1593653&_dad=portal&_schema=PORTAL

Administration

The following documents are related to other administrative functions carried out within the Ministry:

- Press Releases
- Staff pay and grading structures
- Records Management File Plan
- Freedom of Information (General) Regulations (2008)
- Chief Secretary's Code of Practice on Record Management

Human Resources

Please contact our Human Resources team at 244-3429 or by emailing the Chief HR Officer, Melinda.Montemayor@gov.ky for more information on human resources matters.

The following documents are used to guide the management of human resource matters in the Ministry:

- Human Resources Policy and Procedure Manual
- Public Holidays Law (2007 Revision)
- Health Insurance Law (2007 Revision)
- Public Servants Code of Conduct for Civil Servants (December 2007)
- Personnel Regulations (2011 Revision)

POLICIES & PROCEDURES

The following policies are used or have been created by the Ministry:

- Complaints Policy
- Aggregate Importation Policy (2012 Revision)
- Importation of Heavy Equipment Policy

LISTS & REGISTERS

The Ministry keeps a list or register of the following:

- Assets Register
- File Register
- List of Boards and Committees appointed by the Ministry
- FOI Requests
- List of Complaints
- List of Incoming and Outgoing Mail
- List of Press Releases
- List of Payments

OUR SERVICES

The Ministry of District Administration, Works, Lands and Agriculture funds, develops, and monitors the implementation of policy, legislation and services for its areas of responsibility.

The departments, subjects and units within its remit are: District Administration (Cayman Brac and Little Cayman) , National Weather Service, Radio Cayman, OFTEL, Postal Service, Public Works, Sister Islands Sports, Vehicle and Drivers Licensing; Vehicle and Equipment Services; Crown lands; Recreation Parks and Cemeteries Unit; Agriculture, Environmental Health, Mosquito Research and Control Unit; and Petroleum Inspectorate.

The authorities, boards and committees within its remit include: Electricity Regulatory Authority, Information and Communications Technology Authority, Water Authority, National Roads Authority, Sister Islands Affordable Housing Development Corporation, Animal Welfare Advisory Committee, Veterinary Board, Assessment Committee (Roads Compensation), Land Surveyor's Board, and Street Naming and Numbering Committee.

Department of Vehicle & Equipment Services Publication Scheme
Produced in accordance with the Deputy Governor's Code of Practice

CONTENTS:

1. About the publication scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information

1. About the publication scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Department of Vehicle & Equipment Services to making information available to the public as part of its normal business activities.

The Department of Vehicles & Equipment Services will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The Department of Vehicles & Equipment Services will generally not publish:

- information in draft form;
- information that is not held by the Department of Vehicles & Equipment Services or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Department of Vehicles & Equipment Services (or another organisation's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at <http://www.dves.gov.ky>. If you are still having trouble locating information listed under our scheme, please contact Ms. Stephane Delapenha, Information Manager.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at FOLDVE@GOV.KY to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call Ms. Stephane Delapenha at (345)949-5644 Ext#25 or Ms. Charlene Simpson at (345) 9495644 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Ms. Stephane Delapenha

Information Manager or Records Manager, Ms. Charlene Simpson

Department of Vehicles & Equipment Services

P.O. Box 1558

Grand Cayman KY1-1110

Cayman Islands

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Ms. Stephane Delapenha at (345)949-5644 Ext#24 or Ms. Charlene Simpson at (345) 949-5644 Ext#26 or by emailing foi.dve@gov.ky.

The Department of Vehicles & Equipment Services will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Department of Vehicles & Equipment Services is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Department of Vehicles & Equipment Services strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

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Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The Department of Vehicles & Equipment Services will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Department of Vehicles & Equipment Services has received your payment.

5. Requests for information outside the publication scheme

Information held by the Department of Vehicles & Equipment Services that is not published under this scheme can be requested in writing. Your request will be considered in accordance with the provisions of the FOI Law.

For further details please visit <http://www.dves.gov.ky>

6. Complaints

The Department of Vehicles & Equipment Services aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Ms. Stephane Delapenha at (345) 949-5644 or Ms. Charlene Simpson at (345) 949-5644, and we will try to resolve your complaint as quickly as possible. You can email us at Stephane.Delapenha@gov.ky or Charlene.Simpson@gov.ky.

Further information about our complaints procedures can be obtained from <http://www.dves.gov.ky>.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 10727,
Grand Cayman KY1-1007,
CAYMAN ISLANDS

Telephone: +1 345 747 5402
email: appeals@ico.gov.ky

7. Categories of information

- About Us
- Complaints
- Operating Systems
- Fleet Management Policies & Procedures
- Jobs
- Boards & Committees
- Our Services

ABOUT US

Name of public authority

Department of Vehicles & Equipment Services

Ministry

Ministry of District Administration, Works , Lands & Agriculture (DAW L & A).

Chief Officer

Mr. Alan Jones, Ministry of District Administration, Works & Gender Affairs, 4th Floor, Government Administration Building, Grand Cayman KY1-9000, Cayman Islands

Head of Department

Mr. John Carey, Director-DVES

Information Manager

Ms. Stephane Delapenha

Information Manager

Department of Vehicles & Equipment Services

P.O. Box 1558

Grand Cayman KY1- 1110

Cayman Islands

Telephone: (345) 949-5644 Ext #25

Facsimile: (345) 945-1318

Email: stephane.delapenha@gov.ky

FOI email: foi.dve@gov.ky

Website: www.dves.gov.ky

Freedom of Information website www.foi.gov.ky

Organisation and functions

DVES is responsible for providing fleet management services to the Cayman Islands Government fleet of vehicles and equipment.

Mailing address: 1558GT, Grand Cayman KY1-1110

Telephone number (345)949-5644

Fax number (345) 945-1318

Email address FOI.DVE@GOV.KY

Website address www.dves.gov.ky

Location and hours	Matters handled
DVES, 386 North Sound Road 8:00am to 4:30pm Monday to Friday.	Fleet Management Services Acquisition Disposal Fuel & Oil Sales Maintenance & Repairs Technical Advice Maintenance of Capacity for Emergencies

Boards and committees

Name	Meetings	Minutes
Departmental Tenders Committee John Carey Stephen Quinland Ernest Ebanks	When acquisition in > \$50K <\$250K are made.	Contact Members in writing for details of minutes.

Frequently asked questions:

- What is the size of Government's Fleet?
- What types of services are provided at your Facility?
- What is the operating cost on a yearly basis?

What is the size of Government's Fleet?

The total amount of units: 939 include Grand Cayman, Cayman Brac and Little Cayman.

What types of services are provided at your Facility?

Fleet Management services provided: Acquisition Disposal, Fuel & Oils; Maintenance and Repairs; Technical Advice; Maintenance of generator, Transport and Repair Capacity for Emergencies

What is the operating cost on a yearly basis?

The operating costs nets: \$4.7M per annum

How do I make an FOI request?

If you wish to make a request for information then you should contact the Information Manager listed above or in her absence, the Records Officer. Requests may also be made through our assigned email address foi.dve@gov.ky. Requests must be in writing by means of (letter, email or facsimile) and must include your name and an address (either postal or email). Please be specific as possible about the information requested as this will assist us to respond promptly. Where possible, please include a contact telephone number so we can contact you should we need to discuss your request if necessary.

The Law requires public authorities to respond within thirty (30) calendar days, allowing an extension of an additional thirty (30) calendar days if needed.

BACKGROUND INFORMATION

The Department of Vehicles & Equipment Services (DVES) emanated from the former Central Funding Scheme (CFS) that was created in 1977 as an attempt to centralize the replacement and ownership of all fleet under one department. The department's operations have since evolved into a centralized automotive business with a fleet management program in place that enables a wide range of services to be provided to government at rates much cheaper than private commercial enterprises.

The services available include:-

- ❖ Provision of technical advice on vehicle related matters.
- ❖ Acquisition.
- ❖ Disposal.
- ❖ Preventative maintenance and repairs.
- ❖ Fuels and oils.
- ❖ Maintenance and use of generator, transport and repair capacity for emergencies.

There are currently 759 units of vehicles and equipment assigned to government agencies in Grand Cayman that use DVES services. The fleet consists of a diverse range of makes and models of motorcycles, sedans, SUVs, trucks, specialized units, ambulances and large expensive pieces of heavy equipment, some costing > \$600K each. Government also has an additional 180 units assigned to the Sister Islands that DVES provides with fleet management services, upon request.

The recent increase in hurricane activity has made government and the community as a whole, become more aware and appreciative of DVES fleet management program and its role during emergencies.

Care is taken to deliver a high standard of priority fleet management services to emergency and specialized fleet which are instrumental with clean-up and recovery efforts and ensuring continuation of many of the essential and emergency services that government must provide within the community during emergencies. An adequate 'repair capacity' is maintained to service essential and emergency fleet before, during and after an emergency. All generators at hurricane shelters within the various districts are checked bi-weekly during hurricane seasons to keep them operational. The refueling facility that DVES manages for government's fleet is kept fully stocked with fuels and oils and a skeleton crew of key support staff are on site while others are on stand-by to deal with emergency service calls.

In the event of a potential storm strike, DVES provides technical advice and direction to the National Hazard Management Council (NHMC) and other customer agencies in relation to procedure on how, when and where to deploy, secure and safeguard their transport and equipment. And, after a storm, DVES assists the NHMC with selecting and coordinating the distribution of fleet which are deployed in strategic areas within various districts to assist with clean-up and recovery efforts.

It can be noted that at the end of year 2002, DVES had only seven (7) garage work stations and twenty (20) mechanics to service in excess of 500 units of vehicles and equipment however, with the necessity to replace and add new fleet as a result of destruction caused by Hurricane Ivan in late 2004 and the associated additional services required, by the end of 2007, DVES was equipped with twenty one (21) garage work stations and twenty eight (28) technical support staff to perform operations, some requiring precision techniques, specialized skills and knowledge based on extensive training and experience to carry-out assignments ranging from routine to often dangerous and complex procedures and fifteen (15) senior management, admin, accounting and clerical support staff to manage daily activities and perform financial and personnel related functions.

The DVES is customer focused and dedicates the fleet management program to meeting the expectations and requirements of government, the customer. The program is managed and operated by qualified 'in-house' expertise who ensures government's fleet is serviced safely and as quickly as possible and at the best economic price. The program is designed mainly to achieve maximum return on fleet investments before or, at the point of disposal and ensure transport and equipment are always available to government while keeping associated costs approximately 30% lower than private commercial enterprises. After all, it is the effectiveness of this program that determines whether government should continue to patronize DVES operation or, privatize it as some private competitors have suggested in the past.

STRATEGIC MANAGEMENT

To maintain efficient and effective management information and operating systems.

To complete upgrades to the garage repair workshops and Stores office.

To ensure a customer focused and positive results organization

To maintain existing staff complement and ensure quality performances in accordance with service demands and accepted international automotive industry standards.

To provide services efficiently to DVES and customers satisfaction at the best economic price.

To ensure that financial performance is such that revenues meet operating costs.

Governance

- Department Policies and Procedures Manual
- HR Management Policies & Procedures
- PMFL (2012 Revision) and Regulations (2012 revision).
- FOI Law Regulations 2008
- National Archive & Public Records Law 2010 Revision
- Public Service Management Law 2005
- Personnel Regulations 2006.
- Other laws and regulations governing the civil service.

Corporate management

High-level documents that plan and evaluate the work of the authority.

Examples:



Departmental Disaster Control Plan



Succession Plan



Continuity of Operations Plan



Deployment Plan for Hurricanes



Occupational, Safety, Health and Administration (OSHA).

FINANCE & ADMINISTRATION

Administering the authority's internal functions and managing its resources efficiently and effectively. Includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies.

Financial management

Examples:



Annual Budget



Financial. statements; Half-yearly / quarterly reports



Internal Financial and Managerial Operating and Control Systems



Accounting procedures; contracting procedures



Tendering Procedures



Auction, Procurement and Disposal procedures.

Administration

Documents relating to other administrative functions carried out within the authority – including buildings, equipment & vehicles; communications; human resources; information & technology management.

Examples:



Fleet History Files



HR Records and Files



Job vacancies; Job Applications,



Staff pay and grading structures
LANKAR- Inventory control System
GASBOY- Automated Fuel System.



Records management file plan or classification scheme

POLICIES & PROCEDURES

Current written protocols used by the authority for carrying out functions, activities and delivering services.

Examples:



Complaints-handling procedure; HR policies and procedures



Information management policy; Disposal schedule (records retention policy)



Operating policies and procedures; Standards of service

Departmental Policies and Procedures Manual.

DECISIONS & RECOMMENDATIONS

Examples:



Evaluation procedures; Assessment criteria

Staff Meetings.

DTC and CTC meetings.

LISTS & REGISTERS

Examples:



Inventory of Fleet



Inventory of Stock



Asset register; Schedule of property/buildings









FOI disclosure log

OUR SERVICES

DVES role is to provide fleet management services to government's fleet.

Examples:

-  Acquisition
-  Disposal
-  Maintenance and Repairs
-  Sale of Fuel and Oils.
-  Technical Advice
-  Maintenance of Capacity for Emergencies.

DVES services are provided locally and restricted to government.



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www.education.gov.ky

Model Publication Scheme

Ministry of Education, Training and Employment Publication Scheme

Produced in accordance with the Deputy Governor's Code of Practice

Information Manager: Janet Chisholm

CONTENTS:

1. About the publication scheme
2. Information that may be withheld
3. Methods of access



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4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information

I. About the publication scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.



The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Ministry of Education, Training and Employment to making information available to the public as part of its normal business activities.

The Ministry of Education, Training and Employment will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.



2. Information that may be withheld

The Ministry of Education, Training and Employment will generally not publish:

- information in draft form;
- information that is not held by the Ministry of Education, Training and Employment, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Ministry of Education, Training and Employment's (or another organization's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.



3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

A. If there is no link, or the link is broken, you can use our website's "Search" facility at <http://www.education.gov.ky>

If you are still having trouble locating information listed under our scheme, please contact Janet Chisholm.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.meh@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call (345) 244-2417 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Mrs. Janet Chisholm

Ministry of Education, Training and Employment
Government Administration Building Box 108
133 Elgin Avenue
Grand Cayman KY1-9000
CAYMAN ISLANDS
t. (345) 244-2417 f. (345) 949-9343
www.education@gov.ky



In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Janet Chisholm at (345) 244 -2417.

The Ministry of Education, Training and Employment will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Ministry of Education, Training and Employment is legally required to translate any information, it will do so.

4. FEES AND CHARGES

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Ministry of Education, Training and Employment strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs



The Ministry of Education, Training and Employment will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Ministry of Education has received your payment.

5. Requests for information outside the publication scheme

Information held by the Ministry of Education, Training and Employment that is not published under this scheme can be requested in writing. Your request will be considered in accordance with the provisions of the FOI Law.

B. For further details please visit – <http://www.education.gov.ky>

6. Complaints

The Ministry of Education, Training and Employment aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Janet Chisholm at (345) 244-2417, and we will try to resolve your complaint as quickly as possible.

C. Further information about our complaints procedures can be obtained from <http://www.education.gov.ky>

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building I
George Town, Grand Cayman
PO Box 10727,
Grand Cayman KY1-1007,
CAYMAN ISLANDS

Telephone: +1 345 747 5402
Email: appeals@ico.gov.ky

7. Categories of information

- About Us



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www.education.gov.ky

- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Ministry

Ministry of Education, Training and Employment

Principal officers [or Key staff]

[Hon Rolston M Anglin, MLA](#) – Minister for Education, Training and Employment

[Mrs. Mary Rodrigues](#) – Permanent Secretary & Chief Officer

[Christen Suckoo](#) – Deputy Chief Officer, Finance, Administration and Special Units

[Mrs. Nicola Anderson-Wildman](#) – Chief Financial Officer

[Steve Durksen](#) – ICT Manager

Information Manager

Mrs. Janet Chisholm
Ministry of Education, Training and Employment
133 Elgin Avenue
Grand Cayman KY1-9000
CAYMAN ISLANDS
t. (345) 244-2417 f. (345) 949-9343
Email: janet.chisholm@gov.ky, foi.meh@gov.ky

Organisation and functions

The ministry is primarily concerned with the Education, Training and Employment outcomes desired by Government, and delivers interventions to achieve these. The core ministry team's main responsibilities are: i) provision of policy advice to the Ministry and Cabinet and ii)



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accountability for the output and ownership performance of the Ministry, including its departments.

Address:

Ministry of Education, Training and Employment
Government Administration Building, Box 108
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t. (345) 244-2417 f. (345) 949-9343
www.education.gov.ky

Location and hours	Matters handled
<p>Ministry of Education, Training and Employment Government Administration Building 133 Elgin Avenue Grand Cayman t. (345) 244-2417 f. (345) 949-9343 www.education.gov.ky</p> <p>Mailing Address Government Administration Building Box 108 133 Elgin Avenue Grand Cayman KY1-9000 CAYMAN ISLANDS</p> <p>Hours: 8:30am to 5:00pm, Monday to Friday.</p>	<p>The ministry is primarily concerned with the Education, Training and Employment outcomes desired by Government, and delivers interventions to achieve these. The core ministry team's main responsibilities are: i) provision of policy advice to the Ministry and Cabinet and ii) accountability for the output and ownership performance of the Ministry, including its departments.</p>
<p>Education Standards & Assessment Unit Government Administration Building 133 Elgin Avenue Grand Cayman t. (345) 244-2417 f. (345) 949-9343 www.education.gov.ky</p> <p>Mailing Address Government Administration Building Box 128 133 Elgin Avenue Grand Cayman KY1-9000 CAYMAN ISLANDS</p>	<p>The Education Standards and Assessment Unit (ESAU) is the government body responsible for conducting independent evaluations of Cayman's public and private schools.</p>



Hours: 8:30am to 5:00pm, Monday to Friday.	
Education Services Thomas Russell Way, George Town Grand Cayman Mailing Address PO Box 910 GT Grand Cayman CAYMAN ISLANDS Hours 8:30am to 5:00pm, Monday to Friday.	The Department of Education Services implements the transformation of education in the Cayman Islands while simultaneously ensuring the smooth day to day operation of the Government School System and the strategic development of the capacity of the system to effect further improvement.
National Workforce Development Agency Midtown Plaza, 2nd Floor, 273 Elgin Avenue, George Town, Grand Cayman Mailing Address Box 2257, Grand Cayman KYI-1107, Cayman Islands Hours 8:30am to 5:00pm, Monday to Friday.	The National Workforce Development Agency deals with ways of Preventing and resolving employment disputes; Resolving individual disputes over implement rights; Providing impartial information and advice on employment matters; Improving the understanding of employment relations in the Cayman Islands; Providing job placement services for Caymanians, and assisting small business in various ways.
National Pensions Office (a division of Department of Labor and Pensions) Midtown Plaza, 2 nd Floor, 273 Elgin Avenue, George Town, Grand Cayman	National Pensions Office is the regulatory body of private pension plans in the Cayman Islands, and proactively meet service delivery



<p>Mailing Address Box 2182 GT, KY1-1105 Grand Cayman, Cayman Islands</p> <p>Hours 8:30am to 5:00pm, Monday to Friday.</p>	<p>standards and address evolving needs while balancing the interests of employees, other beneficiaries, legislators, employers, and administrators.</p>
<p>National Archive 37 Archive Lane (Crewe Rd. and Thomas Russell Way) George Town, Grand Cayman</p> <p>Mailing Address P.O Box 10160 KY1-1002 Grand Cayman CAYMAN ISLANDS</p> <p>Hours Office: 8:30am to 5:00pm, Monday to Friday. Reading room: 9:00 am – 4:30 pm (last appointment taken at 3:30 pm)</p>	<p>The National Archive has responsibilities to establish rules and procedures, as defined in The Financial Regulations section 43(2); The Personnel Regulations section 49(3); and The Freedom of Information Law section 52(3).</p>
<p>Sunrise Centre West Bay, Grand Cayman, Cayman Islands</p> <p>Mailing Address Box 100WB, Grand Cayman, Cayman Islands</p> <p>Hours 8:30 to 5:pm, Monday to Friday</p>	<p>Sunrise Adult Training Centre is a government agency in the Cayman Islands that, provides training, support, and services for the empowerment, employment and independence of adults with disabilities through a team of dedicated and caring staff. Sunrise Adult Training Centre advocates for the rights of, and promotes public. Sunrise Adult Training Centre advocates for the rights of, and promotes public Acceptance of adults with disabilities as contributing members of society.</p>



<p>Public Libraries 68 Edward Street George Town, Grand Cayman</p> <p>Mailing Address P. O. Box 1172 Grand Cayman, KY1-1102 CAYMAN ISLANDS</p> <p>Hours 8:30 to 5:pm, Monday to Friday</p>	<p>The Cayman Islands Public Library is committed to encouraging life-long learning, literacy and the joy of reading within the population of the Cayman Islands</p>
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Boards and committees

Name	Meetings	Minutes
<p><u>Education Council</u></p> <p>Minister of ETE Chairman Chief Officer, Deputy Ministry of ETE Chairman Chief Education Officer Member Mrs. Levonne Ryan Member Ms Georgene Lazzari Member Mr. Peter Embleton Member Mr. Chad Powell Member Ms Deirdre Seymour Member Ms Keisha Simms Member Ms Pearlina McGaw-Lumsden Member Ms Marjorie Ebanks Member Ms Danielle Japal Secretary</p>	<p>Meeting are held monthly, or as needed.</p>	<p>Minutes are only available in hard copy and can be obtained by requesting a copy in writing from the Information Manager at the below address: Information Manager Janet Chisholm Government Administration Building Box 108 133 Elgin Avenue Grand Cayman KY1-9000 CAYMAN ISLANDS t. (345) 244-2417 f. (345) 949-9343 www.education.gov.ky Email: foi.meh@gov.ky</p>

Frequently asked questions



Q: Which organizations are public authorities covered by the Freedom of Information Law?

If an organization is a public authority as defined by the Freedom of Information Law it will be covered by the provisions of this legislation. If it does not meet the definition it will not be a public authority and will therefore have no obligations under the Law. The Freedom of Information Law applies to information that is held by a public authority and sets out which bodies and offices are considered public authorities for the purpose of the Law:

- a) Ministry, portfolio or department;
- b) statutory body or authority, whether incorporated or not;
- c) government company which –
 - (i) is wholly owned by Government or in which the Government holds more than 50% of the shares; or
 - (ii) is specified in an Order under section 3 ((2) of FOI Law;
- d) other bodies or organization specified in an Order under section 3 (2) of FOI Law.

Q: Who can request information?

Under the Freedom of Information Act, any individual, anywhere in the world, is able to make a request to a public authority for information. An applicant is entitled to be informed in writing as to whether the information is held and have the information communicated to them. If any of the information is to be refused, the organization must provide you with a Refusal notice which clearly states the reasons why it is withholding the information you have requested and making clear the appeals process.

Q: How do I make a request?

Your request must:

- be made in writing (this can be electronically e.g., fax, email) to the Ministry of Education, Training and Employment;
- state the name of the applicant and an address for correspondence; and
- describe the information requested.

FOI request cannot be made over the telephone.

Q: What can I request under the Freedom of Information Law?

You have the right to request any information held by public authorities. The Law allows access to recorded information, such as emails, meeting minutes, research or reports, held by public



authorities in the Cayman Islands. Public authorities are subject to the Freedom of Information Law 2007.

Q: Do I need to complete a form?

No, just write a letter or send an e-mail message with as much detail as possible about the records you want.

Q: How long will it take the Ministry of Education, Training and Employment to respond to my request?

Under FOI Law, agencies have 30 working days to answer a request. You must be informed in writing whether the public authority holds the information requested and if so, have the information communicated to you, promptly, but not later than 30 working days after they receive the request. In some circumstances a request may be refused. If this is the case, generally a Refusal Notice should have been issued to you. This should state the exemption providing the basis for refusal within the Freedom of Information Law.

Q: How do I know if the Ministry of Education, Training and Employment has withheld records from me?

The FOI Manager will tell you in its response letter if records or parts of records you requested have been withheld and which exemptions apply.

Q: What happens if the Ministry of Education, Training and Employment does not have the records I want?

The FOI Manager will tell you in writing if they are unable to locate records you requested.

Q: What are the fees for filing a FOI request?

There are no fees associated with FOI request made to the Ministry of Education, Training, and Employment at this time.

Q: How can I reach the Ministry of Education, Training and Employment FOI Office?

The FOI Manager, Janet Chisholm can be reached by phone at (345) 244-2417.
Government Administration Building Box 108
133 Elgin Avenue
Grand Cayman KY1-9000
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Q: Will I be able to get any information I want?

Not always. The Freedom of Information Law recognizes that there will be valid reasons why some kinds of information may be withheld, such as if its release would prejudice national security or commercial interests.

Q: I choose how I receive the information?

When making a request you can state a preference of how you want the information communicated to you. This could be providing a hard copy, or an electronic copy of the information, providing you an opportunity to inspect a record containing the information or providing a digest or summary of the information. The public authority should give effect to this as far as is reasonably practical, or notify you why it is not so.

Q: Does the Freedom of Information Law apply to personal data?

The Freedom of Information Law gives applicants the right to request information held by public authorities. It does not provide a right of access to personal information about you.

Q: What is the difference between the Ministry of Education and the Education Department?

The Education Department is a department within the Ministry of Education that delivers the education services to the people of the Cayman Islands. While the core ministry main responsibilities are: i) provision of policy advice to the Ministry and Cabinet and ii) accountability for the output and ownership performance of the Ministry, including its departments.

Q: How do I apply for an Overseas Government Scholarship?

You can apply for a scholarship online at <http://mete.starsscholarshipsonline.com/stars> Application form are also available at www.education.gov.ky by selecting the Education tab, then clicking on Scholarships.

Q: Can I get a scholarship for online study?

Scholarships for online study are only awarded for graduate programmes. Undergrad online programmes are not supported.

Q: How much money can I get each year to study overseas?



For undergraduate programmes one need get up to CI\$20,000 per annum for up to two years.

For Masters Programmes one can get up to CI\$25,000 per annum for up to 2 years.

Q: After completion of studies overseas, does one have to return to the Islands and work for the Government?

One is bonded to the Cayman Islands in general not specifically to the government.

Q: If I am not happy with the information that I have received from the Information Manager, the following are steps that needs to be taken:

1. appeal to the Personnel Secretary, if not satisfied,
2. appeal to the to the Information Commissioner who rehears the matter, and if still dissatisfied,
3. appeal by way of judicial review to Grand Court.

STRATEGIC MANAGEMENT

Governance

The following Reports are accessible at: <http://www.education.gov.ky>

- Strategic Plan for Education 2012-2017
- Curriculum Documents
- Early Childhood Care & Education Curriculum
- Valuing Education
- Public School Calendar
- Approved Education Policies
- Special Education Needs Report
- Committee for Persons with Disabilities in the Cayman Islands
- Recommendations for Effective Systems of Learning Support
- The Passport2Success Programme
- The new National Curriculum for Schools 2008
- Tenders

The following laws and regulations can be accessed from the Cayman Islands Legislative Assembly Office.



- ✓ Public Management and Finance Law/Financial Regulations (2003 Revision) The Financial Regulations, 2004
- ✓ Public Service Management Law, 2005 HR Law
- ✓ Public Service Management Law (2007 Revision)
- ✓ Public Service Management Law, 2005 (Law 27 of 2005) Personnel Regulations, 2006
- ✓ Freedom of Information Law (Law 10 of 2007)
- ✓ Freedom of Information (General) Regulations 2008

**Employment Information and Human Resources
Activity Annual Report: (retrievable from the link below).**
<http://www.gov.ky>

Corporate management

[Annual reports](#)

Plans for business continuity, hazard management and disaster recovery
Please contact Freedom of Information Manager at (345) 244-2417 for access to this document.

FINANCE & ADMINISTRATION

Financial management

Financial management*

- ✓ Finance and Accounting
- ✓ Annual Budget
- ✓ Financial statements; quarterly reports/annually
- ✓ Annual plan & estimates
- ✓ Sources of revenue; Investments; Capital programme
- ✓ List of current tenders - recently-awarded contracts

Financial documents can be accessed by contacting the Information Manager at (345) 244-2417.

Administration

Human Resource Management Policies and Procedures Manual

This document can be accessed by contacting the Information Manager at (345) 244-2417

Public service management law (2012 Revision)



MINISTRY OF
EDUCATION, TRAINING,
& EMPLOYMENT
CAYMAN ISLANDS GOVERNMENT

Government Administration Building Box 108
133 Elgin Avenue Grand Cayman KY1-9000
CAYMAN ISLANDS
t. (345) 244-2417 f. (345) 949-9343
www.education.gov.ky

<http://www.gazettes.gov.ky>

Press releases

<http://www.education.gov.ky>

Job vacancies; career opportunities

<http://www.education.gov.ky/>

Staff pay and grading structures

<http://www.gov.ky/pls/>

Records management file plan or classification scheme

Available upon request from Information Manager at (345) 244-2417







POLICIES & PROCEDURES

EXTERNAL COMPLAINTS PROCEDURE

GENERAL COMPLAINTS FORM

Available upon request from Information Manager at (345) 244-2417

DECISIONS & RECOMMENDATIONS

-  [Education Stabilization Plan — January 2011](#)
-  [Education Progress Report — January 2011](#)
-  [International Baccalaureate](#)
-  [New Graduation Criteria for Government High Schools Hand Out](#)
-  [Table for CINQOF final](#)
-  [Cayman Islands Professional Standard for Teachers](#)
- [The national Consensus on the future of Education in the Cayman Islands.](#)
- [New Model for the Governance of Education Services.](#)
- [2008 national Curriculum documents](#)

<http://www.education.gov.ky>

LISTS & REGISTERS

List of public authorities

- [Department of Education](#)
- [National Workforce Development Agency](#)



- [Education Standards and Assessment Unit](#)
- [National Pensions Office](#) (a division of Department of Labor and Pensions)
- [Public Libraries](#)
- [Sunrise Centre](#)
- [National Archive](#)

Asset Register

Retrievable from Information Manager at (345) 244-2417

FOI disclosure log

Available upon request from Information Manager at (345) 244-2417

OUR SERVICES

Inspecting; Investigating; Monitoring; Regulating Scholarships

Application Form & Criteria

-  [Brochure for Overseas Scholarships](#)
-
-  [Application for Overseas Scholarship](#)
Deadline for Overseas Scholarship Application: March 31st, every year.
-
-  [Medical Form](#)
-  [Brochure for Local Scholarships](#)
-
-  [Application For Local Scholarship - A Levels 2011](#)
-
-  [Application For Local Scholarship](#)
Deadline for Local Scholarship Application: June 30th, every year.

Other Scholarship Opportunities

The Ministry of Education, Training & Employment also encourages Caymanian Students to apply for other local scholarships as well and information regarding other scholarships will be coming soon.

Links to information about these opportunities will appear below when available.



- [Gwen Bush Memorial Scholarship](#)
- [Harry Chisholm Scholarship](#)
- [Scholarships Opportunities in the Maritime Sector](#)

Classes of Information

A Class of Information is a way of collecting together similar types of information. The Ministry of Education, has grouped its Classes of Information into broad categories (or functions) which reflect the Ministry's outputs. If you are intending to make a request, the following grouping of information should give you an indication of where the information may be found.

Function	Description	Activity
Administration	Business Service	Vendors
Administration	Information, Communication & Technology (ICT).	Software, Networking, Video Conferencing Equipment
Finance	Budget & Reports	Service Level Agreement, Invoices
Human Resources	Employee Relations	External Development Training, Human Resources Management
Administration	Departmental	Education, Pensions, Employment, Facilities, National Archive

All documents can be obtained by writing or calling our Information Manager the below address between the hours of 8:30am and 4:30pm, Monday to Friday.

Information Manager
Janet Chisholm
Government Administration Building Box 108
133 Elgin Avenue
Grand Cayman KY1-9000
CAYMAN ISLANDS
t. (345) 244-2417 f. (345) 949-9343
www.education.gov.ky
Email: foi.meh@gov.ky



National Housing Development Trust

Publication Scheme

Produced in accordance with the Chief Secretary's Code of Practice

CONTENTS:

1. About the Publication Scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information
 - About Us
 - Strategic Management
 - Finance & Administration
 - Policies & Procedures
 - Decisions & Recommendations
 - Lists & Registers
 - Our Services

1. About the Publication Scheme

Every public company covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the National Housing Development Trust to making information available to the public as part of its normal business activities.

The National Housing Development Trust will:

- specify the information held by the Trust, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the Trust and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The National Housing Development Trust will generally not publish:

- information in draft form;
- information that is not held by the National Housing Development Trust, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the National Housing Development Trust's (or another organisation's) commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Email

If information is listed in our publication scheme, we may be able to send it to you by email. You can email us at foi.nhdt@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call Mr. Julio Ramos or Anita Lansdell at (345) 945-7649 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Anita Lansdell
Information Manager
National Housing Development Trust
P.O. Box 2379
George Town
Grand Cayman KY1-1105
CAYMAN ISLANDS

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Mr. Julio Ramos or Anita Lansdell at (345) 945-7649.

The National Housing Development Trust will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the National Housing Development Trust is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The National Housing Development Trust strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The National Housing Development Trust will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the National Housing Development Trust has received your payment.

5. Requests for information outside the Publication Scheme

Information held by the National Housing Development Trust that is not published under this scheme can be requested in writing. Your request will be considered in accordance with the provisions of the FOI Law.

How do I make an FOI Request?

If you wish to make a request for information then you should contact the Information Manager listed above or in her absence, the Information Manager Designate. Requests may also be made through our Government assigned email address foi.nhdt@gov.ky. Requests must be in writing (letter, email or facsimile) and must include your name and an address (either postal or e-mail). Please be as specific as possible about the information you would like, as this will help us to respond promptly. Where possible, please include a contact telephone number so we can call to discuss your request if necessary.

We will respond to your request immediately. The Law requires public authorities to respond within 30 calendar days, allowing an extension of an additional 30 calendar days if needed. We are obligated by law to always acknowledge receipt of all FOI requests made to

the Information Manager and we are also obligated to let you know if there is a need to extend the deadline. For detailed advice on what sorts of information is exempt please see the FOI Unit website.

6. Complaints

The National Housing Development Trust aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Julio Ramos at (345) 945-7649 or julio.ramos@gov.ky, and we will try to resolve your complaint as quickly as possible.

Below is an outline of how the public can make a complaint:

How to make a complaint

Formal complaints can be made in the form of a letter to the National Housing Development Trust in person, or by mail. As a matter of policy, the National Housing Development Trust will not accept complaints from third parties as issues of confidentiality may arise.

Written complaints must be clear and state the nature of the issue including individuals involved, dates, times, etc. Contact details (mailing address, telephone numbers, email, etc.) are required and all such complaints must be signed and dated in order to be processed as promptly as possible.

If the National Housing Development Trust is unclear about any part of the formal complaint at any point, clients may be contacted to provide further clarification before a full investigation can be conducted.

You can make a complaint:

1. In writing to:

Julio Ramos
General Manager
P.O. Box 2379GT
Grand Cayman KY1-1105
CAYMAN ISLANDS

2. Via email: julio.ramos@gov.ky

How National Housing Development Trust handles complaints

When your complaint has been received it will be formally recorded and processed in the following manner:

- The matter will be investigated and a full response will be sent out within 30 business days of receiving the complaint
- Where a full response cannot be made within 30 business days, the client will be notified of the progress of the complaint and advised when a response can be expected.
- All parties involved will be given an opportunity to provide the National Housing Development Trust with the necessary information to resolve the issue. All information will be gathered as appropriate to the case.
- All attempts will be made to handle complaints with confidentiality and sensitivity. In exceptional circumstances it may not be possible to maintain confidentiality in order to resolve the issue. Should this be the case, the client will be consulted to discuss available options.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 1375
Grand Cayman KY1-1108
CAYMAN ISLANDS

Telephone: +1 345 747 5402
Email: *appeals@ico.gov.ky*

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Name of public company

National Housing Development Trust

Ministry

Ministry of Community Affairs, Gender and Housing
5th Floor, Government Administration Building
George Town

Grand Cayman

General Manager

Mr. Julio Ramos
118 Dorcy Drive
Cayman Centre, Building E, Unit 4
P.O. Box 2379
Grand Cayman KY1-1105
CAYMAN ISLANDS

Information Manager

Anita Lansdell
Information Manager
P.O. Box 2379
Grand Cayman KY1-1105
CAYMAN ISLANDS
NHDT FOI Email: foi.nhdt@gov.ky
FOI Website: www.foi.gov.ky
Ph: (345) 945-7649
Fax: (345) 945-7679

Designate

Sara Lee Moore

Organisation and functions

The National Housing Development Trust's objects are the business of providing:

1. housing;
2. accommodation;
3. assistance to help house people;
4. associated facilities and amenities;
5. loans and advances and the giving of guarantees for the benefit of the people of the Cayman Islands.

Location and hours	Matters handled
National Housing Development Trust Cayman Centre, Building E, Unit 4 118 Dorcy Drive George Town Grand Cayman Opening hours: Mon – Fri 9:00am – 4:30pm	1. Assist low income Caymanian families to obtain rental accommodation via the Affordable Housing Initiative program. 2. Administer the Government Guaranteed Home Assisted Mortgage Program on behalf of the Cayman Islands Government.- GGHAM

Boards and committees

Name	Meetings	Minutes
<u>Board of Directors</u> Mr. Rayal Bodden, Chairman Ms. Ann-Marie Powell, Director Ms. Terryann Arch, Director Ms. Delia Hydes, Director Mr. Allan Bush, Deputy Chairman Mr. Jaron Jackson, Director Mr. Michael Godfrey, Director Mr. Julio Ramos, Secretary	NHDT Board Meetings are not open to public and are held at least twice a month.	Minutes are only available in hard copy and can be obtained by requesting a copy in writing from the Information Manager.

Frequently Asked Questions

- What is the Government Guaranteed Home Assisted Mortgage?

The Cayman Islands Government, working with the National Housing Development Trust and local private Banks to provide mortgages to Caymanian and Caymanian Status Holders.

- How does the GGHAM Work?

The Government Guaranteed Home Assisted Mortgage Scheme (GGHAM) is a great way to home ownership for people with the financial means to qualify for a mortgage from a private bank, but who lack the required capital injection (deposit) to achieve home ownership. Under this scheme, applicants can qualify for up to 100% of the loan amount, including closing costs, provided the total amount does not exceed the current market value of the home being purchased.

For more FAQ's about the Government Guaranteed Home Assisted Mortgage programme please refer to the Government Guaranteed Home Assisted Mortgage brochure.

- How do I qualify for the Affordable Housing Program?
 - ⇒ Be a first-time home owner
 - ⇒ Not earn more than CI\$30,000.00 per year (single applicant) or CI\$45,000.00 (joint applicants).
 - ⇒ Become the owner/occupier of the home being purchased
 - ⇒ Be currently employed for at least one year or self-employed for two years or more.
 - ⇒ Currently reside in Grand Cayman

- ⇒ Be Caymanian or hold Caymanian Status
- ⇒ Be within the age bracket required for repaying a mortgage.

- Can I apply for a home now?

Yes, Application packages can be collected from the NHDT office.

For more FAQ's about the Affordable Housing Program please refer to the Building Partnerships for Affordable Housing brochure.

- How do I make an FOI Request?

If you wish to make a request for information then you should contact the Information Manager listed above or in her absence, the Information Manager Designate. Requests may also be made through our Government assigned email address foi.nhdt@gov.ky. Requests must be in writing (letter, email or facsimile) and must include your name and an address (either postal or e-mail). Please be as specific as possible about the information you would like, as this will help us to respond promptly. Where possible, please include a contact telephone number so we can call to discuss your request if necessary.

We will respond to your request immediately. The Law requires public authorities to respond within 30 calendar days, allowing an extension of an additional 30 calendar days if needed. We are obligated by law to always acknowledge receipt of all FOI requests made to the Information Manager and we are also obligated to let you know if there is a need to extend the deadline. For detailed advice on what sorts of information is exempt please see the FOI Unit website.

STRATEGIC MANAGEMENT

Administering the Trust's operations at the organisational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the Trust's functions and responsibilities; obtaining legal advice from external sources.

Governance

- Development and Planning Law and Regulations
- Development and Planning Law Building Code Regulations
- Public Management and Finance Law and Regulations
- Public Accountants Law
- Labour Law and Regulations
- National Archive and Public Records Law 2007
- Freedom of Information Law and Regulations
- Health Insurance Law and Regulations
- National Pensions Law and Regulations

- Immigration Law
- Other Local Laws and Regulations

Corporate management

- Inspections; reviews; performance evaluations
- Statistics

FINANCE & ADMINISTRATION

Administering the Trust's internal functions and managing its resources efficiently and effectively. Includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies.

Financial management

- Annual Budget
- Annual Financial statements
- Output Service Revenue
- Real Estate Investments
- Accounting procedures; Contracting Procedures
- Board members allowances and expenses

Administration

- Insurance Policies
- Press Releases
- Career Opportunities
- Staff pay and grading structures
- Human Resources
- Maintenance of real estate investments

POLICIES & PROCEDURES

- HR Employee Handbook
- Complaints Handling Procedure
- Customer Service Procedure
- Cash Management Policy

DECISIONS & RECOMMENDATIONS

- Minutes of meetings

LISTS & REGISTERS

- Schedule of real estate investments
- Schedule of office equipment, furniture and fixtures
- Schedule of vehicles
- FOI disclosure log

OUR SERVICES

Government Guaranteed Home Assisted Mortgage (GGHAM)

The GGHAM scheme is a great way to home ownership for people with the financial means to qualify for a mortgage from a private bank, but who lack the required capital injection (deposit) to achieve home ownership.

Under this scheme, applicants can qualify for up to 100% of the loan amount, including closing costs, provided the total amount does not exceed the current market value of the home being purchased.

Complete the Mortgage Application Form and refer to the Application Document Checklist to apply for this service.

Produced in accordance with the Deputy Governor's Code of Practice

CONTENTS:

1. About the Publication Scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the Publication Scheme
6. Complaints
7. Categories of information

1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law, 2007 has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The Publication Scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This Publication Scheme commits the NRA to making information available to the public as part of its normal business activities.

The NRA will:

- Specify the information held by the Authority, which falls into the categories below;
- Proactively publish or otherwise make routinely available, information which is held by the Authority and falls within the categories below;
- Describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- List any fees charged for access to information described in this scheme;
- Publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- Make this publication scheme available to the public;
- Regularly review and update the information made available under this scheme.

2. Information that may be withheld

The NRA will generally **not** publish:

- Information in draft form;
- Information that is not held by the NRA, or which has been disposed of in accordance with a legally authorized disposal schedule;
- Information that is not readily available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- Information which is exempt under the FOI Law or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this Publication Scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *Section 7: Categories of Information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the NRA's (or another organization's) commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *Section 6: Complaints*.

3. Methods of access

Information available under our Publication Scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on the NRA website at www.caymanroads.com and can be downloaded in PDF format.

If you are still having trouble locating information listed using the NRA website, please contact the Information Manager Lois Hall-Vaughan at 946-7780 or email at lois.hall-vaughan@nra.ky or foi.nra@gov.ky.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

Email

If information is listed in our Publication Scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.nra@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the Publication Scheme can be requested by telephone. Please call Lois Hall-Vaughan at 946-7780 or email at lois.hall-vaughan@nra.ky to request information.

Post

All information listed in the Publication Scheme will usually be available in hard copy. Requests may be addressed to:

Information Manager
National Roads Authority
370 North Sound Road
PO Box 10426
Grand Cayman KY1-1004

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details).

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the Publication Scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Lois Hall-Vaughan Information Manager, at 946-7780 or email at lois.hall-vaughan@nra.ky.

The NRA will adhere to its obligations under section 10 of the FOI Law and any requirements relating to disability or discrimination, when providing information in accordance with this Publication Scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the NRA is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The NRA strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of CI\$1.00 per copy (black & white – 8 ½ X 11 & 8 ½ x 14) and CI\$1.50 per copy (colored – 8 ½ x 11 & 8 ½ x 14) and computer discs at a rate of CI\$2.00 per disc as per the FOI Law.

The NRA will charge CI\$3.00 per copy (black & white – 11 x 17) and CI\$3.50 per copy (colored – 11 x 17).

Postage costs

The NRA will pass on to the requester the actual costs of postage or courier delivery.

Deliveries of any individual charges which differ from the above policy are provided within section 7: Categories of information.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the NRA has received your payment.

5. Requests for information outside the Publication Scheme

Information held by the NRA that is not published under this scheme can be requested in writing. Your request will be considered in accordance with the provisions of the FOI Law by contacting the Information Manager Lois Hall-Vaughan at 946-7780 or email at lois.hall-vaughan@nra.ky to request information.

6. Complaints

The NRA aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this Publication Scheme, please contact Lois Hall-Vaughan at 946-7780 or email at Lois.Hall-Vaughan@nra.ky or foi.nra@gov.ky and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from Lois Hall-Vaughan at 946-7780 or email at Lois.Hall-Vaughan@nra.ky or foi.nra@gov.ky .

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman
PO Box 10727
Grand Cayman, KY1-1007
CAYMAN ISLANDS

Telephone: # 1-345-747-5402
Email: appeals@ico.gov.ky

7. Categories of Information

- About Us
 1. Ministry
 2. Organization & Function
 3. Laws & Regulations
 4. Board & Committees
 5. Permits Granted
- Policies and Procedures
- Strategic Management
 1. Governance
 2. Corporate Management
- Finance & Administration
 1. Financial Management
 2. Administration
- Our Services

ABOUT US

The NRA was created July 1st, 2004 by the National Roads Authority Law (2004). The NRA was created to administer, manage, control, develop and maintain the Cayman Islands public roads and related facilities such as signals, storm water facilities, roadway lighting, roadway directional signage, etc. It performs the following: collects information on the performance of the existing transportation system, forecasts future traffic demand, and identifies possible solutions to anticipated issues in system performance and deficiencies. The NRA will publish a long-term National Roads Plan (NRP) every four years to be updated annually. The NRP which is a general planning document will be the provision on which medium to long-term plans for road development will be identified. It also will be used to seek approval for funding of NRP projects that will be implemented according to the objectives of this long-term plan.

A Board of Directors governs the NRA and members of the Board are appointed by the Governor in Cabinet. The Managing Director oversees daily operations, supported by the Deputy Director.

According to the NRA Law, the Managing Director is charged with specifying a three-year public roads development plan that included construction programmes for new public roads.

Ministry

The NRA operates under the Deputy Premier Mrs. Juliana Connor-Connolly of the Ministry of District Administration, Works, Land & Agriculture (DAW&LA), Government Administration Building, Grand Cayman, CAYMAN ISLANDS. The Ministry is responsible for the authority and may give general policy directions to the Board. The Board is then responsible for enacting NRA policy and the general affairs and business of the Authority.

Chief Officer

Mr. Alan Jones
Ministry of District Administration, Works, Land & Agriculture
Government Building, George Town
Grand Cayman

Principal Officers

Mr. Edward Howard

Acting Managing Director
Planning & Administration
National Roads Authority

Mr. Paul Parchment

Acting Deputy Managing Director
Engineering and Operations
National Roads Authority

Mr. Paul Schreiner

Chief Financial Officer
Finance
National Roads Authority

Mr. Denis Thibeault

Assistant Director
Transportation & Planning
National Roads Authority

Information Manager

Mrs. Lois Hall-Vaughan
Executive Secretary to the NRA Board of Directors/Information Manager
National Roads Authority
PO Box 10426
Grand Cayman KY1-1004
Tel # 1-345-946-7780
Fax # 1-345-946-4151
Email: lois.hall-vaughan@nra.ky
Website: www.caymanroads.com

Designate

Mrs. Aldene Kidd-Hylton
Administration & Operations Officer/Information Manager Designate
National Roads Authority
PO Box 10426
Grand Cayman KY1-1004
Tel # 1-345-946-7780
Fax # 1-345-946-4151
Website: www.caymanroads.com

Organization and Functions

The Mission of the NRA is to contribute to sustainable transport and land development in the Cayman Islands by building and maintaining a safe and efficient network of national roads, in partnership with Cabinet and the Private Sector, having regard to national and economic growth strategies.

The vision of the NRA is that commitment to our mission will enhance the quality of life, promote economic prosperity, and improve access and mobility for all residents

and visitors to the Cayman Islands. We will be a recognized leader in the Caribbean for providing high quality roads and transport related infrastructure.

The NRA's primary function is to secure the provision of a safe and efficient network of national roads. It has overall responsibility for the planning and supervision of construction and maintenance of national roads. In addition, the NRA has a number of specific functions under the National Roads Authority Law 2004, including:

- Provision of medium to long term plans for road development that make up a National Roads Plan (updated every four (4) years)
- Implementation of a management system for planning, organizing, directing and controlling routine and periodic maintenance activities performed by employees of the Authority or through independent contractors
- Securing the carrying out of construction, improvement and maintenance works on national roads
- Carrying out on a permanent basis such necessary engineering traffic and economic studies that it may consider necessary for the maintenance and improvement of public roads
- Training, research or testing activities in relation to any of its functions.

National Roads Authority
PO Box 10426
Grand Cayman KY1-1004
CAYMAN ISLANDS
Website: www.caymanroads.com

National Roads Authority
Office location: 370 North Sound Road
Public Works Department Compound
George Town
Operating hours: Monday to Friday – 8:30am to 5:00pm

Laws and Regulations

- The National Roads Authority Law 2006
- The Roads Law 2005 (Revision)
- The Traffic Law & Regulations 2012

Board and Committees

The NRA Board of Directors
Mr. Colford Scott - Chairman (NRA Board of Directors)
Mr. Troy Whittaker - Deputy Chairman (NRA Board of Directors)

This Board meets once a month (or more if required). The Minutes are available on the NRA's website and can also be obtained in a hard copy from the Information Manager. There are two (2) sub-committees of the Board, the Personnel Sub-Committee which reviews HR matters and the Finance Sub-Committee which reviews the finances of the NRA. Select members of the Board are members of both committees.

Members of the Senior Management of the NRA staff also sit on the following committees:

- The Traffic Advisory Committee
- The Aggregate Assessment Committee

- The Utilities Committee
- Hazard Management Cayman Islands
- The Development Planning Review Committee

Permits/Licenses Granted

The NRA grants permits for the importation, transportation and storage of explosives and also grants licenses to blasters in the Cayman Islands.

POLICIES AND PROCEDURES

The following are policies and procedures of the NRA, the ones with red asterisk * are awaiting approval:

- Absence Management
- Management of Leave
- Overtime Working, TOIL, Flexible Working, Flexible Hours
- Staff Development
- Capability
- Health & Safety
- Sickness Absence
- Recruitment Selection
- Promotion
- Performance Management
- Discipline & Dismissal
- Redundancy
- Talent Management & Success Planning
- Grievances
- Drug & Alcohol Abuse *
- Complaints handling Procedure
- Information Management Policy
- Disposal schedule (records retention policy)
- Operating policies & procedures
- Standards of service
- Probationary Employment *
- Managing Staff Reductions *

STRATEGIC MANAGEMENT

Administering the Authority's operations at the organizational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the authority's overall performance and progress towards established targets; managing programs to improve business procedures and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources.

Governance

- The National Roads Authority Law (2006)
- The Roads Law 2005 (Revision)

- The Traffic Law & Regulations (2012 Revision)
- The Labour Law (2007)
- The Public Management, Finance Law (2012 Revision)
- The National Archive & Public Records Law
- The Freedom of Information Law 2007

Corporate Management

- Corporate Plans
- Annual Reports
- Audit reports on overall operations and major projects
- Monthly NRA Management Report
- Compliance assessments; inspections; reviews; performance evaluations
- Statistics (collect traffic counts)
- Asset Management (pavement, street lights, storm water management, structure, traffic signs and signals)
- Plans for business continuity, hazard management and disaster recovery
- Access Management Plan (this details access points on primary arterial roads especially the newly constructed Esterley Tibbetts Highway & the East/West Arterial)
- Long-Range Transportation Plan

FINANCE & ADMINISTRATION

Administering the authority's internal functions and managing its resources efficiently and effectively. This includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies.

To finance the NRA, government created a 'Road Fund' with four (4) categories of revenue. These are:

- 20% of the duty collected motor gasoline imported into the Cayman Islands
- 16 2/3% of the duty collected upon diesel oil imported into the Cayman Islands, (excluding diesel used by Caribbean Utilities Co. Ltd.)
- 100% of the fees paid to the infrastructure fund, as outlined in the Development and Planning Law (2003 Revision)
- 80% of the fees paid in respect of the registration of motor vehicles under Part II of the Traffic Law (2003 Revision)

Financial Management

- Annual Budget
- Financial Statements; monthly reports
- Sources of revenue; payment of invoices
- Accounting procedures; contracting procedures
- Board members allowances and expenses
- List of current tenders, contracts or quotations; recently awarded contracts

Administration

- Insurance Policies
 1. Health Insurance for staff
 2. Motor Vehicle Insurance
 3. Property Insurance
 4. Liability Insurance (Risk Management)
- Press Releases
 1. Information regarding road projects
- Job vacancies
- Staff pay and grading structures
- Records management file plan or classification scheme

OUR SERVICES

The architecture of a country defines its culture; the efficiency of its transportation systems defines its intellect.

Roads are one of the first indicators of the stability and strength of any country's infrastructure. They are the avenues to social and economic growth, providing access to health centres, financial institutions, supermarkets and most importantly, to family and friends.

Not only does the NRA build and maintain roads, we also collect information on the performance of the existing transportation system; forecast future traffic demand; and identify possible solutions to anticipated issues in system performance and deficiencies.



Public Service Pensions Board

Publication Scheme

Produced in accordance with the Deputy Governor's Code of Practice

CONTENTS:

1. About the Publication Scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information
 - About Us
 - Strategic Management
 - Finance & Administration
 - Policies & Procedures
 - Decisions & Recommendations
 - Lists & Registers
 - Our Services

1. About the publication scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Public Service Pensions Board to making information available to the public as part of its normal business activities.

The Public Service Pensions Board will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;

- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The Public Service Pensions Board will generally not publish:

- information in draft form;
- information that is not held by the Public Service Pensions Board, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in section 7: Categories of information.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Public Service Pensions Board's (or another organisation's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to section 6: Complaints.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within section 7: Categories of information will direct you to the relevant page or document.

¹

A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

If there is no link, or the link is broken, you can use our website's "Search" facility at www.pspb.gov.ky. If you are still having trouble locating information listed under our scheme, please contact the Information Manager at (345) 945-8175.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.peb@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call (345) 945-8175 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Attention: Information Manger

Public Service Pensions Board

Box 912, Grand Cayman KY1-1103, CAYMAN ISLANDS

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See section 4: Fees and charges for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in section 7: Categories of information, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact the Information Manager at (345) 945-8175.

The Public Service Pensions Board will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Public Service Pensions Board is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Public Service Pensions Board strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The Public Service Pensions Board will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within section 7: Categories of information.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Public Service Pensions Board has received your payment.

5. Requests for information outside the publication scheme

Information held by the Public Service Pensions Board that is not published under this scheme can be <http://www.pspb.gov.ky> "Making a Request". Your request will be considered in accordance with the provisions of the FOI Law.

6. Complaints

The Public Service Pensions Board aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact the Managing Director at (345) 945-8175, and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from http://www.pspb.gov.ky/portal/page?_pageid=1628,3520505&_dad=portal&_schema=PORTAL Internal Complaints Procedure.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 10727,
Grand Cayman KY1-1007,
CAYMAN ISLANDS

Telephone: +1 345 747 5402
email: appeals@ico.gov.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Name of public authority

Public Service Pensions Board

Ministry

Portfolio of the Civil Service

Principle officer

Jewel Evans Lindsey, Managing Director

Main line: (345) 945-8175 Direct Line: 244-7102

Email: jewel.evans-lindsey@pspb.ky

Faith Ebanks, Director, Financial Reporting

Main line: (345) 945-8175 Direct Line: 244-7141

Email: faith.ebanks@pspb.ky

Richard Moody, Director, Plan Administration

Main line: (345) 945-8175 Direct Line: 244-7121

Email: richard.moody@pspb.ky

Information Manager

Faith Ebanks, Information Manager

Main line: (345) 945-8175 Direct line: 244-7141

Email: faith.ebanks@pspb.ky or foi.peb@gov.ky

Website: www.pspb.gov.ky or www.foi.gov.ky

Maria Dixon, Information Manager (Designate)

Main line: (345) 945-8175 Direct line: 244-7104

Email: maria.Dixon@pspb.ky or foi.peb@gov.ky

Website: www.pspb.gov.ky or www.foi.gov.ky

Organisation and functions

To provide public sector employees with retirement provisions that are adequate, equitable and safe, through effective management of the public sector pension funds, efficient administration of the plan(s) provisions, proper communications to participants, and ensuring that the financial provisions being made conform to professional standards, taking into account the very long-term commitment of obligations.

P O Box 912
Grand Cayman KY1-1103
CAYMAN ISLANDS
(345) 945-8175
(345) 949-3573
www.foi.peb@gov.ky
www.pspb.gov.ky

Location and hours	Matters handled
Ground Floor Government Administration Building 133 Elgin Avenue, George Town Grand Cayman, Cayman Islands Opened from 8:30am to 5:00pm	All matters relating to the administration of the Public Service Pension Fund, the Plans governed by the Public Service Pensions Law, The Parliamentary Pensions Law, and the Judges' Emoluments And Allowances Law

Boards and Committees

Name	Meetings	Minutes
Board of Directors Members: Hon. Kenneth Jefferson, Chairman Mrs. Sonia McLaughlin, Deputy Chairman Mr. Wayde Bardswell, Legal Council Mr. Eric Bush Mr. James Walter, CICA President Mr. Kirkland Nixon, Pensioner's Representative Mr. Leonard Ebanks, Private Sector Representative Mr. Nicholas Freeland, Private Sector Representative Mrs. Jewel Evans Lindsey, Managing Director Ms. Bethany Powery, Executive Secretary to the Board	Meetings are held quarterly and are not open to the public.	Copies of minutes signed by the Chairman of the Board can be requested in writing through the Information Manager.

Frequently Asked Questions

http://www.pspb.gov.ky/portal/page?_pageid=1628,2625821&_dad=portal&_schema=PORTAL

How much pension will I get when I retire from the Service?

If you are a participant of the Defined Benefit Part of the Plan, your pension will be based on your pensionable years of service, pensionable earnings and rate of accrual. The longer the pensionable service, the higher your pension benefits. Similarly, the higher the pensionable earnings, the higher the pension benefits. If you are a participant of the Defined Contribution Part of the Plan, your pension will be based on the sum of the balance in both your Participant Contribution Account and your Employer Contribution Account with interest.

Who gets my pension benefits if I pass-on tomorrow?

Should you die whilst an active participant in the Plan, then a monthly pension equal to one-half of your Accrued Benefit will be paid to your surviving spouse. This pension will continue for the remainder of your spouse's life. In addition to the pension payable to your surviving spouse, pensions equal to one-half of your Accrued Benefit will be equally divided among all your dependent children. If you die leaving dependent children but no surviving spouse, then your dependent children will receive, in addition, the pension that would have been payable to your spouse, shared equally among them. If you do not have a spouse and dependent children, your benefits will be given to your designated beneficiary.

In the Pension Law what is the definition of 'Dependent Children'?

Dependent child means a participant's child (including an adopted child who was adopted in a manner recognized by Law, an illegitimate child, a posthumous child or a step-child) who is either (a) under the age of 18, (b) under age 23 and in full-time education, or (c) mentally or physically incapable of employment, as certified by the Chief Medical Officer.

When can I retire?

You can retire from the Plan and start to receive your pension in any of the following situations: When you reach Normal Retirement Age, age 60; When you reach Early Retirement age 50, as long as you have at least ten years of Qualifying Service; If you become permanently disabled, as certified by the Chief Medical Officer, regardless of your age; or If your office is abolished or if your department is reorganised and you are removed from office, regardless of your age. This is called Special Retirement.

I am separated from my spouse. Will he/she get my pension benefits if I don't want them to?

Your spouses' benefits can be assigned to your children by election and we have a form available for this. This form is the "Transfer of Spouse's Pension Election Form" and can be found on the e-Forms section of this website.

Can I lose my pension?

The Public Service Pensions Law protects your pension from forfeiture, even if convicted of a crime or declared bankrupt. Any pension granted is also exempt from execution, seizure, attachment or any other process in respect of any debt or claim of a creditor. The pension is also not transferable or assignable except if a debt is due to the Government, or a Court Order directs the pension payments to a dependant.

When was the Public Service Pensions Fund established?

The Public Service Pensions Fund was established on the 1st January 1992 with employee contributions dating back to 1990. Government contributions commenced in 1991 with a matching contribution rate of 4% of pay.

Who was the first Chairman of the Board?

The first Chairman of the Board was Mr. Thomas C. Jefferson OBE, JP.

What employers participate in the Public Service Pensions Plan?

In addition to the Government, there are fourteen Public Sector employers that participate in the Public Service Pensions Plan. These are: Cayman Islands Airports Authority, Civil Aviation Authority, Cayman Islands Monetary Authority, Cayman Turtle Farm, Water Authority Cayman, Public Service Pensions Board, CAYS Foundation, CI Development Bank, Maritime Authority of the Cayman Islands, Health Services Authority, Cayman Islands National Insurance Company, National Roads Authority, Electricity Regulatory Authority and Information and Communications Technology Authority.

How many participants are there in the Plan?

The current active participants count now stands at 5,482.

How many pensioners are there?

There are currently 1,355 pensioners representing retirees from the three Government sponsored plans.

What plans does the Board administer?

Plans administered by the Board include Parliamentary, Judiciary, and the Public Service Pensions Plan.

When was the first actuarial validation carried out? What is the value of the actuarial deficiency?

The first actuarial validation was carried out as at 31st December 1989 which disclosed a contingent liability of \$32.5 million for the Public Service Pensions Plan. The actuarial deficiency as at 1 January 2011 was \$154,067 million.

Who was the first administrator of the Public Service Pensions Fund?

The first administrator of the Public Service Pensions Fund was the then Manager, Currency Board, Mrs Jewel Evans Lindsey.

STRATEGIC MANAGEMENT

Administering the authority's operations at the organizational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources.

Governance

High-level documents that inform and direct the functions and activities of the authority.



Public Service Pensions Law (2004 Revision)



Public Service Pensions Regulations (2008 Revision)



Public Service Pensions (Ex-Gratia Pensions) (Amendment) Regulations, 2009



Parliamentary Pensions Law, 2004



Judges Emoluments and Allowances Order 2005

Corporate management

High-level documents that plan and evaluate the work of the authority.



Annual reports

<http://www.pspb.gov.ky/pls/portal/docs/PAGE/PEBHOME/ABOUTUS/REPORTS/2004ANNUALREPORT.PDF>



Actuarial Valuations



Investment Managers Reports

FINANCE & ADMINISTRATION

Administering the authority's internal functions and managing its resources efficiently and effectively. Includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies.

Financial management

Documents relating to the administration of the authority's monetary resources – including projected and actual income and expenditure; tendering; procurement; and contracts.



Annual Board approved budget



Annual Financial statements

Administration

Documents relating to other administrative functions carried out within the authority – including buildings, equipment & vehicles; communications; human resources; information & technology management.



Press releases

http://www.pspb.gov.ky/portal/page?_pageid=1628,2686101&_dad=portal&_schema=PORTAL



Bi-Annual Newsletter



Job vacancies; career opportunities

http://www.pspb.gov.ky/portal/page?_pageid=1628,3520539&_dad=portal&_schema=PORTAL



Organizational chart

http://www.pspb.gov.ky/portal/page?_pageid=1628,3520505&_dad=portal&_schema=PORTAL



Records management file plan or classification scheme

POLICIES & PROCEDURES

Current written protocols used by the authority for carrying out functions, activities and delivering services.



Complaints-handling procedure

http://www.pspb.gov.ky/portal/page?_pageid=1628,3520505&_dad=portal&_schema=PORTAL

DECISIONS & RECOMMENDATIONS

Information about proposals, resolutions, assessments and results, including decision-making processes.



Minutes of the Board of Directors that have been signed off by the Chairman

LISTS & REGISTERS

Information held in registers required by law and other lists or registers relating to the functions of the authority.

Actual lists and registers may be published under this heading.

Alternatively, the authority should enter details about each list or register – how it can be viewed or accessed, and whether any fees or charges apply.



FOI disclosure log

OUR SERVICES

This category provides detailed information about the services offered and activities carried out by the authority, to fulfil its high-level functions and responsibilities.

It should describe the services and activities available locally, nationally and internationally.

The authority should publish:

- documents used by the authority in providing those services;
- documents used by clients to obtain those services;
- links to web pages where services are available online.



Forms

Benefit Election Form

Designated Beneficiary Election Form

Designated Guardian Election Form

http://www.pspb.gov.ky/portal/page?_pageid=1628,3520505&_dad=portal&_schema=PORTAL



Tax Information Authority

Publication Scheme

Produced in accordance with the Deputy Governor's Code of Practice

CONTENTS:

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 2. Information that may be withheld
 3. Methods of access
 4. Fees and charges
 5. Requests for information outside the publication scheme
 6. Complaints
 7. Categories of information
 - About Us
 - Strategic Management
 - Finance & Administration
 - Policies & Procedures
 - Decisions & Recommendations
 - Lists & Registers
 - Our Services
-

1. About the publication scheme

Every public authority covered by the Freedom of Information Law ("the FOI Law") and the Freedom of Information (General) Regulations ("the FOI regs") has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information and to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Tax Information Authority to making information available to the public as part of its normal business activities.

The Tax Information Authority will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The Tax Information Authority will generally not publish:

- information in draft form;
- information that is not held by the Tax Information Authority, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Tax Information Authority's (or another organisation's) commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information, provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. If you are still having trouble locating information listed using the Tax Information Authority's website (www.tia.gov.ky), please contact the FOI Information Manager, Iain Blackwell, at 244-2354 or email at Iain.Blackwell@gov.ky or foi.tia@gov.ky. Alternatively, the Information Manager Designate, Marlene Carter, may be contacted (Tel: 244-2447 or Marlene.Carter@gov.ky).

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.tia@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call the Information Manager, Iain Blackwell on (345) 244-2354 to request information. Alternatively, the Information Manager Designate, Marlene Carter, may be contacted (Tel: 244-2447 or Marlene.Carter@gov.ky).

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Iain Blackwell
Assistant Director & FOI Information Manager
Tax Information Authority
P.O. Box 10080
Grand Cayman KY1-1001
CAYMAN ISLANDS

Note: Letter may also be addressed to Marlene Carter, Deputy Director & Information Manager Designate.

In your request, please provide your name and address, and full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in where necessary in *section 7: Categories of information*.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact the FOI Information Manager, Iain Blackwell, at 244-2354 or email at Iain.Blackwell@gov.ky or foi.tia@gov.ky. Alternatively, the Information Manager Designate, Marlene Carter, may be contacted (Tel: 244-2447 or Marlene.Carter@gov.ky).

The Tax Information Authority will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Tax Information Authority is legally required to translate any information, it will do so

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Tax Information Authority strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The Tax Information Authority will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges, which differ from the above policy, are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Tax Information Authority has received your payment.

5. Requests for information outside the publication scheme

Information held by the Tax Information Authority that is not published under this scheme can be requested in writing. Your request will be considered in accordance with the provisions of the FOI Law by contacting the FOI Information Manager, Iain Blackwell, at 244-2354 or email at Iain.Blackwell@gov.ky or foi.tia@gov.ky. Alternatively, the Information Manager Designate, Marlene Carter, may be contacted (Tel: 244-2447 or Marlene.Carter@gov.ky).

6. Complaints

The Tax Information Authority aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact the FOI Information Manager, Iain Blackwell, at 244-2354 or email at Iain.Blackwell@gov.ky or foi.tia@gov.ky, and we will try to resolve your complaint as quickly as possible. Alternatively, the Information Manager Designate, Marlene Carter, may be contacted (Tel: 244-2447 or Marlene.Carter@gov.ky).

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town,
Grand Cayman
PO Box 10727,
Grand Cayman KY1-1007,
CAYMAN ISLANDS

Telephone: +1 345 747 5402
email: appeals@ico.gov.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Name of public Authority

Tax Information Authority

Ministry

The Tax Information Authority is part of the Ministry of Finance, Tourism and Development.

Principal Officer

Mr. Duncan Nicol, Director

Information manager

Iain Blackwell
Assistant Director & FOI Information Manager
Tax Information Authority
P.O. Box 10080
Grand Cayman KY1-1001
CAYMAN ISLANDS
Direct Line: 244-2354
Email: Iain.Blackwell@gov.ky
FOI email: foi.tia@gov.ky
Website: www.tia.gov.ky
Freedom of Information website: www.foi.gov.ky

Note: Information Manager, Marlene Carter, may also be contacted (Tel: 244-2447 or Marlene.Carter@gov.ky).

Organisation and functions

The Tax Information Authority is the Cayman Islands competent authority for international co-operation on matters involving the provision of tax-related information. As the sole, dedicated channel in the Cayman Islands for these purposes, the Tax Information Authority has statutory responsibility in the areas of:

- tax information assistance under the [Tax Information Authority Law \(2009 Revision\)](#)
- reporting of savings income information under the [Reporting of Savings Income Information \(European Union\) Law \(2007 Revision\)](#).

The over-riding objective of the Tax Information Authority is to carry out the lawful and effective implementation of Cayman's international cooperation arrangements in tax matters. With separate statutory schemes governing [Tax Information Assistance](#) on the one hand and [Reporting of Savings Income Information](#) on the other, the Tax Information Authority carries out its responsibilities in a separate and distinct manner in these two areas of activity.

As competent authority under the Tax Information Authority Law, the Tax Information Authority has the following functions:

- Administer, manage and implement international Tax Information Arrangements and Agreements (“TIEAs”) entered into by the Cayman Islands
- Execute requests for assistance under relevant legislation and TIEAs including related court applications, enforcement action and exercise of statutory powers
- Develop and enter into agreements with other Competent Authorities on TIA operational matters, provide advice on matters relating to tax information and perform ancillary statutory functions under the Tax Information Authority Law

As competent authority under the Reporting of Savings Income Information Law, the Tax Information Authority has the following functions:

- Administer, manage and implement the legal regime for reporting of savings income information in accordance with relevant legislation and Agreements on the Reporting of Savings Income Information
- Report prescribed savings income information received from paying agents to counterpart Competent Authorities in accordance with relevant legislation and Agreements
- Issue UCITS certificates, tax residency certificates and Guidance Notes, provide advice on matters relating to the operation of the relevant legislation and Agreements, and perform ancillary statutory functions under the Reporting of Savings Income Information (European Union) Law

Location and Hours	Matters Handled
<p>Elizabethan Square (3rd Floor, Phase III) 80 Shedden Road George Town Grand Cayman CAYMAN ISLANDS</p> <p>TEL: (345) 244-2354</p> <p>FAX: (345) 946-4804</p> <p>EMAIL: foi.tia@gov.ky</p> <p>Hours of Work: 8:30am-5pm, Monday to Friday (except Public Holidays)</p>	<p>The administration, management and implementation of the Tax Information Authority Law (2009 Revision) and relevant international Tax Information Agreements entered into by the Cayman Islands.</p> <p>The administration, management and implementation of the Reporting of Savings Income Information (European Union) Law (2007 Revision).</p>

Boards and committees

None

Frequently asked questions

- Q.** Can the Tax Information Authority provide me with a current list of Cayman Islands Tax Information Exchange Agreements/Arrangements (“TIEAs”)?
- A.** Yes, these can be found on the Tax Information Assistance page of our website. (Click [HERE](#) to view TIEAs)
- Q.** Does the Tax Information Authority release statistics on the Reporting of Savings Income Information?
- A.** Yes, these are published annually on our website. (Click [HERE](#) to view statistics)
- Q.** Does the Tax Information Authority have a Publication Scheme?
- A.** Yes, this contains further information about us and may be viewed [HERE](#).
- Q.** Where can I find information on the legal requirements for Reporting of Savings Income Information?
- A.** This may be found in the [Guidance Notes](#) that are published on our website.
- Q.** Where can I find information on the Tax Information Authority Law?
- A.** The Law can be found on the [Tax Information Assistance](#) page of our website together with the [Guide to the Tax Information Authority Law](#).
- Q.** Is the Tax Information Authority a tax administration or revenue agency?
- A.** No, the Tax Information Authority is a Competent Authority for the purposes of the Cayman Islands international co-operation arrangements on tax matters.

Queries in relation to specific revenue matters should be directed to the relevant Government agency. For example:

For information on imports/exports and tariffs - [Cayman Islands Customs](#); information on Tourist accommodation tax (Tel: (345) 949-0623) - [Cayman Islands Department of Tourism](#).

- Q.** Is the Tax Information Authority part of the Cayman Islands Monetary Authority (“CIMA”)?
- A.** No, CIMA is the Cayman Islands financial services regulator and is also responsible for the Cayman Islands Currency Board. For more information about CIMA, please visit their website at www.cimoney.com.ky.
- Q.** Is the Tax Information Authority a Statutory Authority?
- A.** No, the Tax Information Authority is a government department and falls within the Ministry of Finance, Tourism and Development.
- Q.** Can the Tax Information Authority provide a company tax exemption certificate?
- A.** No, these are issued by the Cabinet Office. (Tel: (345) 244-2208 or (345) 244-2210, website: www.cabinetoffice.gov.ky)

Q. Are there any boards or committees within the Tax Information Authority?

A. No.

STRATEGIC MANAGEMENT

In accordance with its statutory responsibilities and functions, the Authority's strategic goals are:

- to implement, manage and administer the legal structures and mechanisms for fulfilling its statutory roles, including appropriate systems and procedures to accommodate the third-party driven request process for international co-operation in tax matters;
- to ensure the effective operation of the statutory regimes relating to international tax information agreements entered into by the Cayman Islands and the requirements for the reporting of savings income information;
- to cooperate effectively with counterpart competent authorities and operate in accordance with current and developing international standards;
- to maintain human and other resources at levels which demonstrate and provide capacity to carry out all functions in accordance with international standards

Governance

Tax Information Assistance:



[Tax Information Authority \(Amendment\) Law, 2012](#)



[Tax Information Authority Law \(2009 Revision\)](#)



[Tax Information Authority \(Amendment\) Regulations, 2012](#)



[Tax Information Authority Regulations \(2009 Revision\)](#)



[Tax Information Authority \(Tax Information Agreements\) Order, 2009](#)



[Tax Information Authority \(Tax Information Agreements\) Order, 2010](#)



[Tax Information Authority \(Tax Information Agreements\) \(No.2\) Order, 2010](#)



[Tax Information Authority \(Tax Information Agreements\) Order, 2011](#)



[Tax Information Authority \(Tax Information Agreements\) \(No.2\) Order, 2011](#)

Reporting of Savings Income Information:



[Reporting of Savings Income Information \(European Union\) Law \(2007 Revision\)](#)



[Reporting of Savings Income Information \(European Union\) Regulations, 2005](#)

Note: Copies may be obtained upon request from the Information Manager.

Corporate management



[Business Continuity Plan – Tax Information Authority](#)



Hazard Management Plan for Records



Disaster Recovery Plan

FINANCE & ADMINISTRATION

Financial management



[Annual budget](#)



[Financial statements; Half-yearly / quarterly reports](#)



Public Management & Finance Law



Public Management & Finance Law - Financial Regulations

The Tax Information Authority is a non-revenue raising department and is funded as a core Government function.

Administration



Public Services Management Law



Public Services Management Law, Personnel Regulations



Human Resources policies and procedures



National Archive and Public Records Law



[Press releases](#)



Insurance policies



[Job vacancies; career opportunities](#)



Staff pay and grading structures



[Records management file plan](#)



[Freedom of Information Law](#)



[Freedom of Information \(General\) Regulations](#)

Note: Copies may be obtained upon request from the Information Manager.

POLICIES & PROCEDURES



[Internal complaints procedure](#)



Human Resources policies and procedures



[Information management policy](#); Disposal schedule (records retention policy)



Operating policies and procedures; Standards of service



Asset & Equipment Disposal Policy

Records Management laws, policies and procedures may be found on the Cayman Islands National Archive website: <http://cina.gov.ky/recordsmanagement.htm>

Note: Copies may be obtained upon request from the Information Manager.

LISTS & REGISTERS



Asset register



[FOI disclosure log](#)



[List of Public Authorities](#)

Note: Copies may be obtained upon request from the Information Manager.

OUR SERVICES

Tax Information Assistance:

Arrangements with other countries that provide for assistance in the area of tax information are part of the Cayman Islands' overall framework for international co-operation. The Tax Information Authority is the Cayman Islands competent authority for these purposes and is the sole, dedicated channel for the provision of information on tax-related matters.



[Guide to the Cayman Islands Tax Information Authority Law - \(Version 1.0\) March 2009](#)

Reporting of Savings Income Information:

The Tax Information Authority is the Cayman Islands competent authority for the purposes of savings income information reporting requirements. It is responsible for receiving the prescribed information from local organizations which qualify as “paying agents” and for transmitting that information to its counterpart competent authorities in each EU Member State. These requirements are the domestic measures which equate to the European Union Savings Directive (“EUSD”). Other principal functions of the Tax Information Authority include issuing Tax Residence Certificates and issuing Guidance Notes.



[Guidance Notes on the Reporting of Savings Income Information Requirements in the Cayman Islands \(Version 2.0\)](#)



[Explanatory Memorandum for Version 2.0 of the Guidance Notes](#)



[Savings Income Report – Schedule 2](#)



[Savings Income Report – Schedule 3](#)



[Notes on the Completion of Savings Income Reports](#)

Note: Copies may be obtained upon request from the Information Manager.

Appendix A: Model Publication Scheme

Department of Agriculture Publication Scheme **Produced in accordance with the Deputy Governor's Code of Practice**

CONTENTS:

1. About the publication scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information

1. About the publication scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Department of Agriculture to making information available to the public as part of its normal business activities.

The Department of Agriculture will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The Department of Agriculture will generally not publish:

- information in draft form;
- information that is not held by the Department of Agriculture, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Department of Agriculture's (or another organisation's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents will be published electronically on the Department of Agriculture's website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If you are still having trouble locating information listed under our scheme, please contact Executive Officer – Customer Service.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.agr@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call 345-947-3090 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

P. O. Box 459
Grand Cayman KY1 -1106

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Executive Officer – Customer Service.

The Department of Agriculture will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Department of Agriculture is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Department of Agriculture strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

There are currently no publications which the Department of Agriculture offers for sale.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The Department of Agriculture will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Department of Agriculture has received your payment.

5. Requests for information outside the publication scheme

Information held by Department of Agriculture that is not published under this scheme can be requested. Your request will be considered in accordance with the provisions of the FOI Law.

6. Complaints

The Department of Agriculture aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Executive Officer - Customer Service, and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from Department of Agriculture's Office.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 10727,
Grand Cayman KY1-1007,
CAYMAN ISLANDS

Telephone: +1 345 747 5402
email: appeals@ico.gov.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Name of public authority

Cayman Islands Department of Agriculture

Ministry

Ministry of District Administration, Works, Lands & Agriculture

Principle officer and Key Staff

- *Mr. Adrian Estwick, Director of Agriculture*

- *Mr. Brian Crichlow, Assistant Director (Agriculture Services)*
- *Dr. Kanyuira Gikonyo, Veterinary Officer I*
- *Dr. Nigel Elliott, Veterinary Officer II*
- *Mr. Telford Miller, Senior Agricultural Officer*
- *Mr. Raymond Coleman, Agronomist*
- *Miss Joan Steer, Plant Protection Officer*
- *Mr. Ronald Green, Senior Animal Health and Welfare Officer*
- *Miss Ceita Christian, Financial Administrator*
- *Miss Claudette McKenzie, Extension Officer Cayman Brac*

Information manager

Mr. Brian Crichlow, Assistant Director (Agriculture Services) (Acting Information Manager) – 345-947-3090

Organisation and functions

Mission Statement

The organization seeks to develop sustainable agricultural production in order to promote measures of self-sufficiency and food security (compatible with economic reality) for the Cayman Islands. To preserve and protect the state of health and well being of plants and animals and to indirectly promote the wellness of residents through dynamic planned development.

Grand Cayman

Administrative Offices, Sales, Technical Services & Propagation Station

Hours of Operation:

Administration:	Monday to Friday – 8:30am – 5:00pm
Agriculture Sales:	Monday to Friday – 8:00am - 4:30pm
	Saturday – 8:30am – 1:00pm

181 Lottery Road, Lower Valley
Bodden Town, Grand Cayman

PH: 1-345-947-3090

Fax: 1-345-947-6501

Agricultural Health Inspection Services (AHIS)

Hours of Operation: Monday to Friday – 8:00am-4:30pm

136 Owen Roberts Drive
Cargo Express Building
Airport Road, George Town

PH: 1-345-946-6927

Fax: 1-345-945-2251

Agricultural Health Inspection Services

(Owen Roberts International Airport)

298 Owen Roberts Drive
George Town, Grand Cayman

PH: 1-345-949-7909

Fax: 1-345-945-2267

Cayman Brac

Administrative Offices, Sales, Technical Services & Propagation Station

Hours of Operation: Monday to Friday – 8:00am-4:30pm

48 Spot Bay Rd.
Cayman Brac

PH: 1-345-948-0522

Fax: 1-345-948-0407

Mailing Addresses

Grand Cayman: P. O. Box 459
Grand Cayman KY1 -1106

Cayman Brac: P. O. Box 136
Cayman Brac KY2 – 2401

Boards and committees

Name	Meetings	Minutes
<i>Animal Welfare and Control Committee</i> - Dr. Jackman - Mr. Alvin McLaughlin - Ms. Carolyn Parker	<i>Not open to the public.</i> <i>Meets every other month.</i>	<i>Hard Copy and Electronic Copies are stored at the Department of Agriculture.</i>

- <i>Ronald Green</i>		
<i>Veterinary Board</i> - <i>Dr. Lana Watler-Rowell</i> - <i>Dr. Joseph Jackman</i> - <i>Mr. Ronald Green</i>	<i>Not open to the public.</i> <i>Meets quarterly or on necessity.</i>	<i>Hard Copy and Electronic Copies are stored at the Department of Agriculture.</i>
<i>Administrative Strategic Planning Committee</i> - <i>Mr. Adrian Estwick, Director of Agriculture</i> - <i>Mr. Brian Crichlow, Acting Assistant Director (Agriculture Services)</i> - <i>Dr. Kanyura Gikonyo, Veterinary Officer I</i> - <i>Dr. Nigel Elliott, Veterinary Officer II</i> - <i>Mr. Telford Miller, Senior Agricultural Officer</i> - <i>Mr. Raymond Coleman, Agronomist</i> - <i>Miss Joan Steer, Plant Protection Officer</i> - <i>Mr. Ronald Green, Senior Animal Health and Welfare Officer</i> - <i>Miss Ceita Christian, Financial Administrator</i>	<i>Not open to the public</i>	<i>Hard Copy and Electronic Copies are stored at the Department of Agriculture.</i>

Frequently asked questions

Frequently asked questions and answers will be published in the near future on the Department of Agriculture's website

STRATEGIC MANAGEMENT

Administering the authority's operations at the organisational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources.

Governance

- The Animals Law (2011 Revision)
- The Animals Law (1999 Revision) Animals (Exportation, Importation, Protection and Control) Regulations (2004 Revision)
- The Animals Law (1996 Revision) The Animals (Restrictions on Riding) Order (1996 Revision)
- Animals Law (1996 Revision) Animals (Disposal) Regulations, 1997
- Animals Law (1999 Revision) Animals (Prohibited Dogs) Regulations (2004) Revision)
- Veterinary Law (1997 Revision)
- The Veterinary Regulations (1998 Revision)
- The Plants (Importation and Exportation) Law (1997 Revision)
- The Endangered Species Protection and Propagation Law (1999 Revision)
- The Endangered Species (Trade and Transport) Law, 2004 (Law 14 of 2004)
- The Plant (Importation and Exportation) (Fees) Regulation 2009
- Freedom of Information Law (2007)
- Freedom of Information (General) Regulations (2008)
- Freedom of Information (Information Commissioner) Regulations (2008)
- The Freedom of Information Law, 2007 (Commencement) Order (2008)
- Public Service Management Law (2011)
- Public Service Personnel (Regulations) (2011)
- Public Management and Finance Law (2012 Revision)
- Financial Regulations (2008 Revision)
- Public Service Pensions Law (2011 Revision)
- Public Service Pensions Regulations (2011 Revision)
- Public Holidays Law (2007 Revision)
- National Archive and Public Records Law (2010 Revision)
- National Archive and Public Records (Regulations) 2007
- Health Insurance Law (2011 Revision)

Corporate management

The organization seeks to develop sustainable agricultural production in order to promote measures of self-sufficiency and food security (compatible with economic reality) for the Cayman Islands. To preserve and protect the state of health and well being of plants and animals and to indirectly promote the wellness of residents through dynamic planned development.

Annual reports

http://www.gov.ky/portal/page?_pageid=1142,1591697&_dad=portal&_schema=PORTAL

Statistics

Documents	Location
▪ Farmers Registration	Agency Office
▪ Animal License Registration	Agency Office
▪ Livestock Population	Agency Office
▪ Tuna Importation Log	Agency Office
▪ Toothfish Importation Log	Agency Office
▪ Pest List	Agency Office
▪ Goods Seized and Detained	
▪ Inspection Checklist Summary - Electronic	
▪ Interceptions	
▪ Snails and Slugs Collection	
▪ Aggregate Importation Log	
▪ Animal Rescue Shelter Visitor List	Agency Office

Plans for business continuity, hazard management and disaster recovery

▪ Hurricane Preparedness Plan	Agency Office
▪ Business Interruption and Continuity Plan	Agency Office

FINANCE & ADMINISTRATION

Administering the authority's internal functions and managing its resources efficiently and effectively. Includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies.

Financial management

Documents relating to the administration of the authority's monetary resources – including projected and actual income and expenditure; tendering; procurement; and contracts.

Annual budget

[http://www.bmu.gov.ky/ files/file_126.pdf](http://www.bmu.gov.ky/files/file_126.pdf)

Accounting procedures; Contracting procedures

- Month-End Cut-Off Dates for Drafts/Wire Transfers
- Month-End Procedures & Cabinet Billing Instructions
- CI Gov't Pay Dates (payroll done in accordance)
- Ministry of DAWLA Output Group Codes
- Fixed Assets & Inventory Counts: Year End Procedures
- IRIS Approval Limits
- Changes to Royal Online Gold (wire transfers)
- Procedures for Receipt of Cabinet Funding
- Fixed Assets Procurement Details
- Batch Control Cover Sheet
- Draft Requisition
- Draft Cancellations Request
- RBC Draft Re-Deposit
- Wire Transfer Requisition
- Inter-Office Requisitions (Local & Overseas)
- Request for Creation of New Vendor (IRIS)
- Fixed Asset Purchasing Form
- Permission for Users to Create Draft/Wires (RBC Online Gold)

Board members allowances and expenses

- Compensation for Board Members is filed according to vendor in the Accounts Unit

List of current tenders, contracts or quotations; Recently-awarded contracts:

Grand Cayman

L&P Janitorial Services

- Department of Agriculture Main Office, located at John Bothwell Building – \$1,100.00 ;
- Airport Office, located at Owen Roberts International Airport, George Town – \$400.00;
- Animal Rescue Shelter, located at Agricola Drive, Lower Valley – \$400.00
- Agricultural Health Inspection Services Office, located at Customs Cargo Facility, George Town Grand Cayman – \$400.00; and
- Feed and Fertilizer Storage Building, Lower Valley – \$250.00

The total amount for the Agreements is **CI\$2,550.00** per month.

These Agreements are effective from November 1, 2012 until October 31, 2013.

Cayman Brac

D’Cleaners

- Department of Agriculture, Spot Bay, Cayman Brac CI\$180.00/month
- Additional profession fee (buffing of floors quarterly) CI\$250.00/quarter

Administration

Press releases

- All Press Releases are posted on the CIG Government Information Systems website.

Job vacancies; career opportunities

- All employment opportunities are advertised on CIG intranet services and in the local news papers.

Staff pay and grading structures

- Staff pay and grading structures are available on the Cayman Islands Government’s website

Records management file plan or classification scheme

- Department of Agriculture’s Record Management File Plan

POLICIES & PROCEDURES

Complaints-handling procedure; HR policies and procedures; Operating policies and procedures; Standards of service

- Standard Operating Procedures for Abattoir Personnel Safety
- Standard Operating Procedures for all Types of Leave Requests i.e. Vacation Leave, Sick Leave, Compassionate Leave, Bereavement Leave and Compensatory Leave
- Health and Safety Standard Operating Procedures for Veterinary Services Field Staff

- Standard Operating Procedures for Daily POS Closeout, Deposits & Processing
- Standard Operating Procedures for Quarterly General Staff Meetings
- Standard Operating Procedures for Travel Advances & Claims
- Administration Guidelines
- Standard Operating Procedures for Veterinary Services Field Staff
- Personnel Matters for Individual Staff (Confidential)
- Ministry of District Administration, Works, Lands & Agriculture- Human Resource Management Policies and Procedures Manual
- Application to the Veterinary Board for Enrolment as an Animal Health Assistant
- Application for Registration as a Veterinary Surgeon
- Mission Statement and Strategic Goals for DoA
- Job Descriptions - Agriculture Staff
- Job Vacancies – Wage Earners and Contracted Officers
- Tender Review Committee – Janitorial
- Quarantine Inspection Procedures Manual
- Laboratory Procedures Manual
- Grand Cayman Landscaping Guidelines Planning Department 2007X
- Central Planning Authority's Aggregate Policy
- Training Manual for Safe Use and Handling of Pesticide Products
- Internal Complaints Procedure
- Standard Operating Procedure for National Livestock Genetic Improvement Program
- Standard Operating Procedure for National Livestock identification System
- Standard Operating Procedure for Teaser Bull and Registration Form
- Summary of Procedures for Poultry Orders and Sales
- Standard Operating Procedure for the Impounding of Large Animals
- Department of Agriculture Animal Transfer Policy
- Department of Agriculture Adoption Policy
- Standard Operating Procedures for the Use of Departmental Cell Phones
- Standard Operating Procedures for the Request and Use of Citrix Tokens
- Standard Operating Procedures for St. Matthew Students Volunteers for Agriculture Shows
- Standards for International Shipping of Biologicals

- Policy and Procedures for the Feed and Fertilizer Warehouse

DECISIONS & RECOMMENDATIONS

Information about proposals, resolutions, assessments and results, including decision-making processes.

Policy proposals; Recommendations; Minutes of meetings; Public consultations

- Animal Welfare Advisory Committee (Minutes)
- Agricultural Strategic Planning Committee (Minutes)
- Veterinary Board Laws & General File (Minutes)

Permits granted or refused (where publication is required by law, enactment or practice)

- Import Permits
 - Live Animal Import Permits
 - Dog and Cat
 - Birds, fish and pocket pets
 - All other live animals
 - Pet Passports
 - Meat Import Permits
 - Seafood Import Permits
 - Plant Import Permits
 - Seeds
 - Cut flowers and foliage
 - Produce
 - Live plants
 - Balled and burlapped
 - Aggregate Import Permits
- Export Permits
 - Live Animal Export Permits
 - Phytosanitary Certificates

LISTS & REGISTERS

Information held in registers required by law and other lists or registers relating to the functions of the authority.

Actual lists and registers may be published under this heading.

Alternatively, the authority should enter details about each list or register – how it can be viewed or accessed, and whether any fees or charges apply.

Asset register; Register of gifts; Logs

- Register of Veterinary Surgeons
- Register of Animal Health Assistants
- Department of Agriculture Capital Asset Register
- Register of Promotional Items
- Register of Dog Licenses
- Summary of task Force Inspections
- Goods Seized and Detained
- Interception
- Snails and Slugs Collection
- Aggregate Importation Log
- Cayman Islands Pesticide Inventory Year 2000
- Cayman Islands Official Plant Pest List
- PHM National Survey Reports 2006
- PHM Rapid Response Reports 2006 to present – Grand Cayman
- PHM Rapid Response Reports 2008 to present – Cayman Brac
- Plant Health Diagnostic Records (Extension) – 1998 to present
- Pest Risk Assessment Reports per quarry with Aggregate laboratory test results
- Cotton Seed Bug Survey
- Fruit Fly Trapping Report
- Red Palm Mite Survey

OUR SERVICES

Guidance notes; leaflets; fact sheets; booklets; newsletters

- Pest and Diseases of Tropical Fruits and Citrus
- Pest and Diseases of Vegetables and Root Crops
- Plant Nutrients
- Biointensive IPM Brochure
- FAQ Lethal Yellowing Brochure
- Good Production Practice Brochure
- Grow Box Brochure
- Mango Anthracnose Brochure
- Pesticide Brochure
- Seedlings and Herbs Brochure

- Toxic Plants for Grazing Animals
- Caseous Lymphadenitis Brochure
- Liver Fluke Pamphlet
- AgroScope
- Pink Hibiscus Mealybug Campaign
- Travel Alert - Giant African Snail
- Five Freedoms Brochure
- Chicken Brochure
- Children's Activity Booklets
- Livestock Extension
- Rabbit Farming
- White Flies
- Early Care & Maintenance of Fruit Trees
- Green Iguana Husbandry
- Seedlings & Herbs
- All About Coconuts
- The Giant African Land Snail
- Grow Box Construction
- Brochure on the Guidance and Tethering of Animals
- Five Freedoms Brochure

Programmes; Projects; Campaigns; Ceremonies; Events

- Safe Use and Handling of Pesticide Products Training Course
- Plant Decoration Programme
- Land Clearing Programme
- Sales of Agricultural Items
- Annual Agricultural Show (Grand Cayman)
- Cayman Brac Annual Agricultural Show - 2013
- Little Cayman Annual Agricultural Exhibition/Show 2013
- Artificial Insemination Service
- Plant Propagation Services
- Tree Crop Husbandry Service
- Crop Husbandry Extension
- Ambulatory Livestock Veterinary Services
- Livestock Breeding and Improvement Services
- Livestock Husbandry Extension
- Technical Education & Training Services
- Marketing And Agri-business Services
- Marketing and Promotion for the Sector
- Agricultural Health Inspection Services
- Abattoir Services

Inspecting; Investigating; Monitoring; Regulating
 Researching; Advising; Training; Scholarships; Subsidies

Licensing; Applications; Registering

- Protocol for the Importation of Aggregate
- Protocol for the Importation of Plant Products from Jamaica
- Protocol for the Importation of Plants
- Request for Carcass Break-up Service
- Conditions Governing the Importation of Dogs and Cats into the Cayman Islands
- Import Health requirement of the Cayman islands for Cattle (Male Bovine over nine months of age) Exported from the United States
- Import Health Requirements of the Cayman Islands for Cattle (Female and Immature males) exported from the United States
- Conditions Governing the Importation of Bovine Semen into the Cayman Islands
- Conditions Governing the Importation and Use of West Nile Virus Vaccines into the Cayman Islands Animals Law (Law 8 of 1976)
- Conditions Governing the Importation of Horses into the Cayman Islands
- Conditions Governing the Importation of Captive Caged Birds into the Cayman Islands
- Agreement between Jamaica and the Cayman Islands Regarding the Protocol for the Importation of Plant and Plant Products from Jamaica
- Conditions Governing the Importation of Captive Cage Birds Hatching Eggs into the Cayman Islands
- Conditions Governing the Importation of Poultry and Hatching Eggs into the Cayman Islands
- Conditions Governing the Importation Goats into the Cayman Islands for Slaughter
- Conditions Governing the Importation of Goats and Sheep into the Cayman Islands
- Conditions Governing the Importation of Turtles and Tortoises into the Cayman Islands
- Conditions Governing the Importation of *Trachemys scripta elegans* (Red-Eared Slider) into the Cayman Islands
- Conditions Governing the Importation of Farmed Crocodiles into the Cayman Islands
- Steps for Exporting Animals from the Cayman Islands
- Requirements for the Importation of Meat and Meat Products into the Cayman Islands from the United States of America
- Guidelines for the Importation of Seafood from Central and South America
- Guidelines for the Importation of Seafood for Personal Use
- Conditions Governing the Importation of Skins, Trophies and Miscellaneous Products of Animal Origin into the Cayman Islands
- Conditions Governing the Importation of Hamsters, Gerbils, Guinea Pigs and Chinchillas into the Cayman Islands

- Conditions Governing the Importation of Pet Rabbits into the Cayman Islands
- Conditions Governing the Inter-Island Movement of Livestock (including Horses)
- Application for the Importation of Tropical Aquarium Fish and other Aquatic Species
- Conditions Governing the Housing, Husbandry and Keeping of Marine Mammals in the Cayman Islands
- Application for the Importation of Living Organisms
- Conditions Governing the Importation of Honey Bees (worker bees, queen bees and drones), Broodcombs, Honey Bee Semen and Used Bee Keeping Equipment into the Cayman Islands
- Conditions Governing the Importation of Live Ornamental Salt Water Fish and Marine Organisms into the Cayman Islands
- Conditions Governing the Importation of Koi and Carp (*Cyprinus carpio*) into the Cayman Islands
- Application to Import Butterfly Pupae (Lepidoptera spp.) into the Cayman Islands
- Conditions Governing the Importation of Tropical Aquarium fish and other Aquatic Species into the Cayman Islands
- Conditions Governing the Importation of Live Tilapia (*Oreochromis spp.*) Fish, Fry, Eggs or Gametes into the Cayman Islands
- Conditions the Importation of Plants into the Cayman Islands: the Plants (Importation and Exportation) Law
- Application for Plant Import Permit
- Addendum to Plant Import Permit – Prohibitive Plant Products
- Protocol for the Importation of Live Plants from Cuba
- CI DoA Task Force Inspection Costing Record
- Aggregate Inspection Form
- AHIS – Daily Inspection Checklist Form
- Checklist – Plant Inspection Site
- Checklist – Visits to AHIS Office
- Form C for Spray Treatment Charges
- Inspection Report Form
- Notification of Plant Pest Interception
- Application for Permit to Import Meat and Meat Products

Forms

- Credit Line Application
- Mating Programme Admission – Cattle and Goats
- Sweet Potato Evaluation
- Plant Propagation
- Surrender Form
- Impounded Animal Release Form

- Euthanasia Consent Form
- Notice of Impounding Form
- Animal Law Notice
- Improvement Notice
- Personnel Forms – available at PoCS Website
- Quarantine Notice Form
- RPM Survey Form
- Seizure Form
- Impounded Animal Release Form
- Application for Animal Transfer Program

All records listed in the above publication scheme can be obtained in accordance with the Freedom of Information Law by requesting them from the Agency.

Tips for determining which information to publish

- 1. Identify – and continue to make available – information which is already published.*
- 2. Identify information that the authority has a legal duty to publish.*
- 3. Identify “hot topics” – documents, issues or events which are likely to be of significant public interest and which may lead to a high volume of FOI requests.*
- 4. Identify any other information which may be of serious concern or benefit to the general public at large.*

Experience in other jurisdictions suggests there is significant public interest in the following types of information, held by most public authorities:

- internal policies and procedures for human resource management;*
- finance functions, including procurement and the awarding of contracts;*
- service allocation policies and procedures;*
- allocation of funds to policy priorities – not just the value, but the awarding criteria and responsibilities for approving funding decisions;*
- details of decision making processes, such as: the criteria applied by the authority for approving projects or grant funding, and the process deployed for option appraisal;*
- information about relationships and agreements with other parties, including: protocols, memoranda of understanding, circulars, bulletins and newsletters.*

There are many sources to help authorities identify information that the public wants to see. Some examples are listed below:

- A high volume of FOI requests may indicate that there is interest in information about particular functions or processes within the authority;*
- High-profile events and issues which receive extensive media coverage or generate editorial content are likely to raise public interest in certain documents;*
- Website use reports often indicate both successful and unsuccessful searches;*
- Opinion surveys may show areas of the authority’s activity that are less well known or understood;*
- Suggestions, comments and complaints to the authority may indicate information which would support greater confidence in the authority;*
- Community engagement may highlight information which would help more people to get involved in key policy areas;*
- The experience of other authorities in the same sector may show gaps in information provision.*



Department of Education Services

Publication Scheme

Produced in accordance with the Chief Secretary's Code of Practice

CONTENTS:

1. About The Publication Scheme
 2. Information that may be withheld
 3. Methods of access
 4. Fees and charges
 5. Requests for information outside the publication scheme
 6. Complaints
 7. Categories of information
-

1. About The Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Department of Education Services to making information available to the public as part of its normal business activities.

The Department of Education Services will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The Department of Education Services will generally not publish:

- information in draft form;
- information that is not held by the Department of Education Services, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Department of Education Services' (or another organization's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of Access

Information available under our publication scheme can be accessed by logging on to: www.des.gov.ky. If you are unable to locate the information that you are seeking on this site, kindly contact James T. Watler at: foi.des@gov.ky.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on: www.des.gov.ky website and can be downloaded in PDF format.

If there is no link, or the link is broken, you can contact us at: foi.des@gov.ky if you are still having trouble locating information listed under our scheme, please contact James T. Watler or Maria Bodden at the Department of Education Services.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at: foi.des@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call James T. Watler at 945-1199 or direct line at 244-1841 or email us at: foi.des@gov.ky to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to: James T. Watler at 945-1199 or direct line at 244-1841 or email us at: foi.des@gov.ky

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact James T. Watler at 945-1199 or direct line at 244-1841 or email us at: foi.des@gov.ky.

The Department of Education Services will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Department of Education Services is legally required to translate any information, it will do so.

4. Fees and Charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Department of Education Services strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

There are some publications which the Department of Education Services offers for sale. This includes: Cayman Islands Social Studies Textbooks, Student Workbooks, Teacher's Manuals, Maps of the Cayman Islands, and the Children's National Festival of the Arts Coutts Collection Books. These publications are charged at the cover price, plus actual postage costs as charged by the Cayman Islands Postal Service.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The Department of Education Services will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Department of Education Services has received your payment.

5. Requests for information outside the Publication Scheme

Information held by the Department of Education Services that is not published under this scheme can be requested in writing. Your request will be considered in accordance with the provisions of the FOI Law by contacting FOI Manager James T. Watler at 945-1199 or direct line at 244-1841 or email at: foi.des@gov.ky

6. Complaints

The Department of Education Services aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact James T. Watler at 945-1199 or direct line at 244-1841 or email us at foi.des@gov.ky, and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from James T. Watler at 945-1199 or direct line at 244-1841 or email us at: foi.des@gov.ky at the Department of Education Services.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 10727,
Grand Cayman, KY1-1007,
CAYMAN ISLANDS

Telephone: +1 345 747 5402
Email: appeals@ico.gov.ky

7. Categories of information

- About Us
- Administration
- Student Services
- Business Services
- Finance Unit
- Early Childhood Unit
- Curriculum Development
- Teaching and Learning
- Human Resources

ABOUT US

Ministry

The Department of Education Services operates under the Ministry of Education, Training and Employment.

Principal Officers are as follows:

Mrs. Shirley Wahler, MA BA Cert. Hon

Chief Education Officer

Ms. Jo Richards

Chief Human Resources Manager

Mrs. Michelle General-McKain

Liaison Accountant

Miss Debra McLaughlin

Head of Business Services

Mrs. Delores Thompson

Acting Head of Testing and Exam

Dr. Philip Palmer, PHD - BSC

Senior Manager Data Service

Mrs. Tammy Banks-Dacosta

Senior School Improvement Officer – Cayman Brac & Little Cayman, – Layman E. Scott High School, Creek and Spot Bay Infant School, Creek and Spot Bay Junior School, West End Primary School, Little Cayman Education Centre

Mr. Roger Morris

Senior School Improvement Officer – Western Districts, Grand Cayman, John Gray High School, George Town Primary School, Sir John Cumber Primary School, Red Bay Primary School, CIFEC (Cayman Islands Further Education Centre)

Ms. Elaine Aylmer

Senior School Improvement Officer – Eastern Districts, Grand Cayman – Prospect Primary School, Savannah Primary School Bodden Town Primary School, East End Primary School, North Side Primary School

Mrs. Barbara Peace-Ebanks

School Improvement Officer – Senior School Improvement Officer – SEN – Lighthouse School, AEC (Alternative Education Centre), All Special Needs throughout our Schools

Mr. James Truman Watler, M. Ed.

Customer Service Manager/Information Officer

Physical Address

130 Thomas Russell Ave.,
Mailing Address
P.O. Box 910 GT, Grand Cayman KY1-1103,
Phone: 945-1199 Fax: 945-1457
Email: foi.des@gov.ky
Hours of Work: 8:30 a.m. – 5:00 p.m. Monday – Friday

Information manager

James T. Watler Customer Service & Information Manager 130 Thomas Russell Ave. P.O. Box 910 GT Grand Cayman KY1-1103 CAYMAN ISLANDS Phone: 945-119 Direct Line : 244-1841 Email: james.watler@gov.ky	Maria Bodden Information Manager (Designate) 130 Thomas Russell Ave. P.O. Box 910 GT Grand Cayman KY1-1103 CAYMAN ISLANDS Phone: 945-119 Direct Line : 244-1831 Email: maria.bodden@gov.ky
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Organisation and functions – Our Mission

The Mission of the Cayman Islands Government school system, as the embodiment of the distinctive ideals and values of the Caymanian people, is to develop the full and unique potential of all students, challenging them to assume a productive and fulfilling role in a stable multi-cultural society distinguished by rapid economic growth, through an educational system characterized by visionary leaders, caring and committed teachers, a responsible partnership with parents and the community, and a varied and relevant curriculum.

Department of Education Services Contact Details

130 Thomas Russell Ave.
P.O. Box 910 GT
Grand Cayman KY1-1103
CAYMAN ISLANDS
Phone: 945-1199
Fax: 945-1457

Hours of Work: 8:30 a.m. – 5:00 p.m. Monday – Friday

Government Schools Information

AEC: Mrs. Evelyn

Rockett

Acting Principal (Sec:

BTPS: Mrs. June Elliott

Principal (Sec: Coralie Williams)

Bodden Town Primary School

LESHS: Mr. Adrian Jones

Principal (Sec: Cheryl Christian)

Layman E. Scott Sr. High

Rosemarie Pusey)
**Alternative Education
Center**
c/o Education
Department
P.O. Box 910, GC KY1-
1103

Erockett@aec.edu.ky
TEL: 949-6058 Short Dial:
CELL: 916-8035 FAX: 949-

**CPS: Ms. Claudette
Lazzari**
Principal (Sec: Amory
Smith)
Creek Primary School
P.O. Box 03, Creek, CB
KY2-2300

**Claudette.Lazzari@gov.
ky**
TEL: 948-0226 Short Dial:
CELL: 925-7232 FAX: 948-

**GTPS: Miss. Marie
Martin**
Principal (Sec: Fay
Taylor)
**George Town Primary
School**
P.O. Box 1099, GC KY1-
1102

**georgetownprimary@y
ahoo.com**
TEL: 949-2689 Short Dial:
CELL: 925-5439 FAX: 949-

**JGHS: Lynnette
Monteith**
Principal
Secretary – Patsy
Jackson
John Gray High School
P.O. Box 1108, GC KY1-
1102

**lynette.monteith@jghs.
edu.ky**
TEL: 949-9444 Short Dial:
CELL: 938-8555 FAX: 949-

P.O. Box 50, GC KY1-1600

June.Elliott@gov.ky
TEL: 947-2288 Short Dial: 112
CELL: 925-5464 FAX: 947-8870

EEPS: Mrs. Allison Wallace
Principal (Sec: Ileea Moore)
East End Primary School
General Delivery East End
GC KY1-1800

Allison.Wallace@gov.ky
TEL: 947-7428 Short Dial: 114
CELL: 929-8289 FAX: 947-8869

CIFEC: Mr. Robin Kyne
Director (Sec: Rochelle Terry)
**Cayman Islands Further
Education Centre**
P.O. Box 1809, Grand Cayman
KY1 – 1109

Tel: 949 – 3285 CEL: 925 – 6386
FAX: 946 - 6876

Robin.Kyne@gov.ky

School
P.O. Box 251, CB KY2-2102

Adrian.Jones@gov.ky
TEL: 948-2226 Short Dial: 121
CELL: 925 7233 FAX: 948-2254

CHHS: Ms. Paulette Beckford
Principal
Clifton Hunter High School
P.O. Box 1809, GC KY1-1109

**Paulette.Beckford@chhs.edu.k
y**
TEL: 949-9488 Short Dial: 107
CELL: 516-0471 FAX: 949-9490

JACPS: MR. Joseph Wallace
Principal (Sec: Joy Morrison)
**John A Cumber Primary
School**
P.O. Box 405 WB, GC KY1-1302

Joseph.Wallace@gov.ky
TEL: 949-3314 Short Dial: 108
CELL: 916-7584 FAX: 949-1096

LHS: Ms. Carla Bodden
Principal (Sec: Sherry Hodgson)
Lighthouse School
P.O. Box 1834, GC KY1-1110

Carla.Bodden@gov.ky
TEL: 947-5454 Short Dial: 117
CELL: 925-5470 FAX: 947-5406

NSPS: Mrs. Carol Nyack
Acting Principal (Sec: Adira Kelly)
North Side Primary School
GC KY1-1701

Carol.Nyack@gov.ky
TEL: 947-9516 Short Dial: 113
CELL: 925-5436 FAX: 947-8868

PPS: Mrs. Gloria Bell
Principal (Sec: Denise Urizar)
Prospect Primary School
c/o DoES, P.O. Box 910,
GC KY1-1103

Gloria.Pollard@gov.ky
TEL: 947-8889 Short Dial:
CELL: 925-8641 FAX: 947-

SPS: Mrs. Gloria Bell
Principal (Sec: Tricia Skyers-Palacio)
Savannah Primary School
P.O. Box 435, GC KY1-1500

Gloria.Pollard@gov.ky
TEL: 947-1344 Short Dial:
CELL: 925-5463 FAX: 947-

Ms. Elaine Aylmer
SSIO: BTPS, PPS, SPS,
CHHS, EEPS, NSPS

Elaine.Aylmer@gov.ky
TEL: 945-1199
CELL: 926 - 9727
FAX: 945 - 9244

TCCB: Mrs. Tammy Banks-Dacosta
(Sec: Carolyn Branch)
SSIO: CBHS, SBPS,
CPS, WEPS, LCES
P.O. Box 24, CB KY2-2301

Tammy.Banks-Dacosta@gov.ky
TEL: 948-0356 Short Dial
CELL: 916-6287 FAX: 948-

RBPS: MRS. Vickie Frederick
Principal (Sec: Beverly McLaughlin)
Red Bay Primary School
P.O. Box 380, GC KY1-1502

Vickie.Frederick-Best@gov.ky
TEL: 947-6333 Short Dial: 110
CELL: 926-1400 FAX: 947-6642

WEPS: Ms. Frauleen Brown
Acting Principal (Sec: Karen Lazzari)
West End Primary School
P.O. Box 104, CB KY2-2000

Frauleen.Brown@gov.ky
TEL: 948-1425 Short Dial: 124
CELL: 925-2432 FAX: 948-1539

Mr. Roger Morris
SSIO: GTPS, SJACPS, JGHS,
RBPS, CINFECT
Department of Education
Services

Roger.Morris@gov.ky
TEL: 945 - 1199
CELL: 916-6314
FAX: 945-9244

LCES: Mrs. Veronica Juman-Khan
(Sec: Carolyn Branch)
Little Cayman Services
c/o TCCB, CB KY2-2300

veronicakhangy@yahoo.com
TEL: 948-1052; 925-7239
FAX: 948-0381

SBPS: MRS. Janice Bradshaw
Principal (Sec: Amory Smith)
Spot Bay Primary School
P.O. Box 142, Spot Bay, CB
KY2-2400

Janice.Bradshaw@gov.ky
TEL: 948-0225 Short Dial: 122
CELL: 925-7238 FAX: 948-0637

DEPARTMENT OF EDUCATION SERVICES (DoES)
P.O. Box 910, GC KY1-1103

TEL: 945-1199
FAX: 946-2194 (Business Services)
FAX: 945-1457 (CEO's Office)

Mrs. Barbara Peace-Ebanks
SSIO: AEC, LHS
Department of Education
Services

Barbara.Peace-Ebanks@gov.ky
TEL: 945-1199
CELL: 926 - 2614
FAX: 945 - 9244

EARLY INTERVENTION PROGRAMME
TEL: 947-5454

YOUNG PARENTS PROGRAMME
TEL: 949-4360 FAX: 945-6571

Education Standard and Assessment Unit
TEL: 945-6308 FAX: 945-6309

Boards and committees

The Department of Education Services provides administrative support, technical support and advice to Education Council as required.

The granting of permits is not a function of the Department of Education Services. However, the Department of Education Services issues Temporary Teacher's Licences for six (6) months with a further six (6) months extension being considered for approval to teachers being employed in Private Schools. After these two (2) six (6) months period, all completed applications with the required supporting documentation are submitted to the Education Council for approval.

Frequently asked questions

General Information:

School registration begins on the third week (3rd,) of April each year and runs for six (6) weeks. The Cayman Islands Education Law requires that every child must be enrolled in a registered primary school in September of the year in which his/her fifth (5th) birthday occurs.

Registration forms are available at the Cayman Brac Teachers' Centre, Government schools and the Department of Education Services (Reception Area Room 103). The completed registration form and all required documentation must be taken to the Department of Education Services (DES) Room 102 for processing and confirmation of school catchment area.

- **My child's 5th birthday is on November 14th. When should I register him/her?**

All children who are 5 years of age by September or those who will turn 5 before the following January 31st, must be registered by June 30th before their 5th birthday.

- **What documents will I need to complete the Registration process?**

The Parent must attach the following documents to the registration form:

- Copy of child's birth certificate
- Copy of child's immunization record
- Documentation of the child's immigration status – RS101 Immigration Form
- Caymanian or legal resident if the child is transferring from another school
- Copy of the last year's school report and in the case of a transfer to JGHS or GHHS a transcript from the last school attended
- Utility Bill – proof of place of residence

- **Does my child have to have a medical exam to enrol in school?**

Yes. In most instances, an appointment will be made for you with the Public Health nurse when you bring the completed registration form back or you may schedule your own appointment with a private doctor, but your child must have the examination before he or she is officially enrolled in school.

- **Can I choose the school that my child can attend?**

No. Your child must attend the school which is located in the catchment area where you live. Children may however, be registered in a different school if they have a sibling

already enrolled in Years 1 – 6 provided there is space at that school. This will have to be approved by the school principal and the Department of Education Services.

▪ **Which schools are located in the catchment areas?**

If your residence is located in catchment area #1 then, you must register your child for the school in catchment area #1. The catchment area for each primary school is as follows:

Catchment Area # 1:

John A. Cumber Primary School – Starts at the north of Government House to Spanish Bay Reef

Catchment Area # 2:

George Town Primary – Starts at the south side of Government House (the Governor's Residence) and runs all the way to Memorial Avenue, north along Walkers Road to Maple Road and east along Smith Road, north on Crew Road through the new junction on Industrial Park Road and then east on Owen Robert's Drive past the airport to North Sound.

Catchment Area # 3:

Red Bay Primary – Starts at the area on the south side of Memorial Avenue along Walker's Road to Maple Road, the south side of Smith Road, both sides of Crewe Road bordered by Owen Roberts to the North and South Sound to the south and bordered on the east at Achievement Centre in Red Bay.

Catchment Area # 4:

Savannah Primary School – Starts east of Spotts-Newlands Road to Beach Bay Road in Pedro.

Catchment Area #5:

Bodden Town Primary – Starts east of Beach Bay up to Breakers.

Catchment Area # 6:

East End Primary – All of East End and Colliers

Catchment Area # 7:

North Side Primary – All of Frank Sound onto Cayman Kai

Catchment Area # 8:

Prospect Primary – All areas east of the Achievement Centre in Red Bay, eastward to the west side of Spotts-Newlands Road (to include all Prospect Park, Patrick Island, Ocean Club, Cascades Drive and west side of Spotts-Newlands Road).

Catchment Area # 9

Cayman Brac and Little Cayman

West End Primary

Western end of Cayman Brac to Faith Hospital on the North side of the island and correspondingly across the island to the South coast

Creek Infant/Spot Bay Junior School

All areas East of Faith Hospital to the Eastern end of Cayman Brac.

Little Cayman Education Services

All of Little Cayman

- **What fee or fees must I pay when registering?**

Students who are Caymanians and those who possess Caymanian Status must pay the following book rental fees per year:

Years 1 6 PRIMARY	As of 2008 (Fees Waived)
Years 7- 9 GHHS	As of 2008 (Fees Waived)
Years 10-12 JGHS	As of 2008 (Fees Waived)

Non-Caymanian students must pay school fees at the following rate per term (3 terms)

Years 1 - 6 PRIMARY	\$250.00
Years 7 - 9 GHHS	\$300.00
Years 10 - 12 JGHS	\$400.00

- **Where do I pay the fees?**

All fees must be paid at the Government Administration Building on the ground floor and for Cayman Brac and Little Cayman at the Cayman Brac Teachers' Centre. All fees must be paid before a child is officially registered. Students will not be enrolled in September unless all fees are paid.

- **When will I know that my child is officially registered?**

When all forms have been completed, medical examination completed and fees paid, you will receive communication from the school indicating that your child is registered and may enroll for September.

- **Where do I purchase school uniforms?**

Contact your principal or the school's Secretary for all information regarding uniforms.

STRATEGIC MANAGEMENT

The Department of Education Services carries out the Ministry's policies and directives at the organizational level; developing services, and; setting short, medium and long-term goals and

objectives; evaluating the entities' overall performance and progress towards set targets/outcomes; managing programs to improve teaching and learning and ensure consistent delivery of services.

Governance

- Department of Education Services Education Law 1983 (Revised 1999)
- Personnel Management Revised Law, 2005 & Regulations 2006
- Freedom of Information Law 2007
- Freedom of Information Regulations 2008
- Immigration Law (2006 Revision) and Regulations
- Health Insurance Law (2005 Revision) and Regulations (2005 Revision)
- National Pensions Law (2000 Revision) and Regulations
- Customs Law (2007 Revision) and Regulations
- Environmental Health Laws and Regulations
- Other Local Laws and Regulations

Corporate management

For information relating to the following documents kindly visit the following website: www.des.gov.ky. If you are unable to find the information that you are seeking kindly feel free in contacting James T. Watler at: foi@des.ky.

- Annual reports
- Audit reports on overall operations or major projects
- Compliance assessments; inspections; reviews; performance evaluations
- Statistics
- Risk management assessments

FINANCE & ADMINISTRATION

The Finance of the Department of Education Services is administered by the Accounts Sections in the Ministry of Education, Training and Employment Chief Finance Officer, Finance and Accounting Section. The function of this Section includes: the management of the Department's monetary resources; relationships with clients, the public and other government agencies. The Department of Education Services currently maintains a Liaison Accountant who assists the Department and its satellite schools with their Accounts.

Financial Management

The Ministry of Education is responsible for the collection of the following fees which is collected centrally down at the Ministry of Education Offices located in the Government Administration Building, as currently no fees are collected here at the DOES:

- School Fees
- Examination Fees
- Rental of Centres
- Transcripts
- Miscellaneous i.e. Social Studies Textbooks, etc

Administration

Documents relating to other administrative functions carried out within the Department of Education Services – including buildings, equipment & vehicles; communications; human resources; information & technology management can be accessed by logging on to:

www.des.gov.ky, and if the information that you are seeking cannot be found on this site please e-mail James T. Watler at: foi@des.ky

POLICIES & PROCEDURES

- SEN Policy
- Teachers Qualification Policy

DECISIONS & RECOMMENDATIONS

Information about proposals, assessments and results, including decision-making processes can be accessed by contacting the FOI Manager at: foi@des.ky

- Department's Education Leadership Meetings (ELF)
- Minutes of meetings
- Evaluation Procedures
- Assessment Criteria

OUR SERVICES

The Department of Education Services serves a small jurisdiction, which in some important aspects, is atypical of other jurisdictions in the Caribbean. Students are educated in pleasant, well-maintained schools where there are generally good facilities and more than adequate human and material resources. Schools have good student: and Staff ratios, teachers, and Department staff generally work hard and wherein schools provide an orderly environment within which teaching and learning can take place.

The Department of Education Services has overall responsibilities for the following:

- Maintenance of school buildings
- Aspects of its financial services to schools
- Maintaining the policy on school uniform for all its schools;
- Student registration
- The administration of student financial support arrangements;
- School funding
- Levels of peripatetic support teachers
- Levels of classroom assistants
- The vision, leadership and good governance of the schools
- Aspects of support for students with special educational needs (SEN)
- Its recognition of the need for change and the focus on improving its own performance

FORMS:

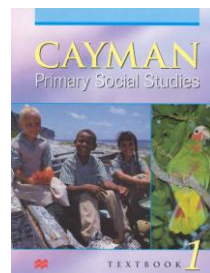
The following forms can be accessed by dropping by the Department of Education Services, or by calling the receptionist @ 945 – 1199 and request that the relevant form be faxed to you or by providing an e-mail address so that it can be sent to you via this means. In addition to this you may also access these forms via our web site at: www.des@gov.ky

- *Request for Release and Application for Transfer Form*
- *General Complaints Form*

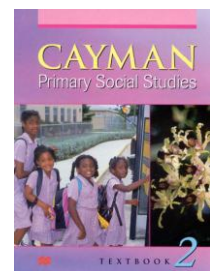
- *Licence to Teach Form*
- *Student Registration Form*
- *Home Schooling Application Form*
- *Student Immigration Form (RS101)*
- *Application for the Registration of a Private School*
- *Home Schooling Approval Standards Form*
- *The Cayman Islands Government Job Placement Form*
- *Request for Release and Application for Transfer Form*
- *Pre-School Assistance Claims Form*
- *Request for Use of School Form*
- *Employment Application Form*

List of Publications by the Department of Education Services that are for sale and can be purchased

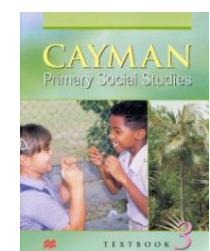
- *Cayman Primary Social Studies Textbook 1*



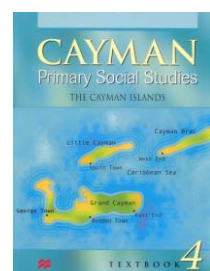
- *Cayman Primary Social Studies Textbook 2*



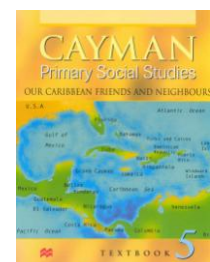
- *Cayman Primary Social Studies Textbook 3*



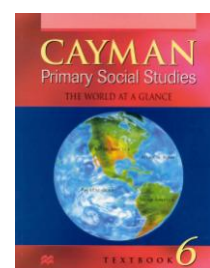
- *Cayman Primary Social Studies Textbook 4*



- *Cayman Primary Social Studies Textbook 5*



- *Cayman Primary Social Studies Textbook 6*



- *Cayman Primary Social Studies Workbook 1*
- *Cayman Primary Social Studies Workbook 2*
- *Cayman Primary Social Studies Workbook 3*
- *Cayman Primary Social Studies Workbook 4*
- *Cayman Primary Social Studies Workbook 5*
- *Cayman Primary Social Studies Workbook 6*
- *Cayman Islands Primary Social Studies Teacher's Guide 1 – 3*
- *Cayman Islands Primary Social Studies Teacher's Guide 4 – 6*
- *Curriculum Learning Outcomes*
- *National Curriculum*
- *The Profile of the Educated Caymanian*
- *IB Units of Enquiry*
- *Educated Caymanian www.buildingexcellencetogether.blogspot.com*
- *25th, National Children's Festival of the Arts 1982 – 2007*
- *The RBS Coutts Collection, Poems and Essays (1982 – 2008)*
- *The Best of 21 Festival of the Arts 1983 – 2004*
- *The Islands Time Forgot, Stories of the Cayman Islands*



Cayman Islands Monetary Authority

Publication Scheme

Produced in accordance with the Deputy Governor's Code of Practice on Publishing

CONTENTS:

1. About the Publication Scheme
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 - Finance & Administration
 - Policies & Procedures
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 - Our Services

1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Cayman Islands Monetary Authority to making information available to the public as part of its normal business activities.

The Cayman Islands Monetary Authority will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;

- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The Cayman Islands Monetary Authority will generally not publish:

- information in draft form;
- information that is not held by the Cayman Islands Monetary Authority, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- Records containing information that may not be disclosed under section 50 of the Monetary Authority Law (2011 Revision) and relating to director, officers and shareholders of a company under Part VII or VIII of the Companies Law (2012 Revision);
- information which is exempt under the FOI Law or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Cayman Islands Monetary Authority's (or another organisation's) commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi@cimoney.com.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call Mrs. Bobette Bodden-Wilson at 345-949-7089 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Mrs. Bobette Bodden-Wilson, Information Manager (Acting)
P.O. Box 10052
Grand Cayman KY1-1001
CAYMAN ISLANDS

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact: Mrs. Bobette Bodden-Wilson, Information Manager (Acting) at 345-949-7089 or via email at foi@cimoney.com.ky.

The Cayman Islands Monetary Authority will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Cayman Islands Monetary Authority is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Cayman Islands Monetary Authority strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The Cayman Islands Monetary Authority will pass on to the requester the actual costs of postage or courier delivery.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Cayman Islands Monetary Authority has received your payment.

5. Requests for information outside the Publication Scheme

Information held by the Cayman Islands Monetary Authority that is not published under this scheme can be requested in writing whether by letter, email or facsimile. The applicant should include your name and an address (either postal or e-mail), where possible, include a contact telephone number, specify as clearly as possible the information being sought (include dates and other useful reference details). For more information on making a request, you can visit CIMA's website at www.cimoney.com.ky under "About CIMA/Freedom of Information". Your request will be considered in accordance with the provisions of the FOI Law.

6. Complaints

The Cayman Islands Monetary Authority aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Bobette Bodden-Wilson at 345-949-7089 or foi@cimoney.com.ky, and we will try to resolve your complaint as quickly as possible.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman
PO Box 1375,
Grand Cayman KY1-1108,
CAYMAN ISLANDS
Telephone: 345 747 5402
Fax: 345 949 2026
Email: appeals@ico.gov.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Name of public authority:

CAYMAN ISLANDS MONETARY AUTHORITY

Location and Hours:

80e Elizabethan Square, Shedden Road, George Town, Grand Cayman, Cayman Islands.

Open: Monday – Friday 8:30am – 5pm; Closed Public Holidays

Ministry:

Ministry of Finance, Tourism & Development

Chief Officer:

Mr. Stran Bodden, JP, Ministry of Finance, Tourism & Development
133 Elgin Ave., 4th Floor, Government Administration Building,
Grand Cayman KY1-9000, Cayman Islands.

Principal Officer:

Mrs. Cindy Scotland - Managing Director
P.O. Box 10052 Grand Cayman KY1-1001,
CAYMAN ISLANDS
Tel.: 345-949-7089
Fax: 345-946-4230
Email: c.scotland@cimoney.com.ky

Information Manager:

Mrs. Bobette Bodden-Wilson – Information Manager (Acting)
P.O. Box 10052 Grand Cayman KY1-1001,
CAYMAN ISLANDS
Tel.: 345-949-7089
Fax: 345-949-1464
Email: foi@cimoney.com.ky

Organisation and functions:

As the primary financial services regulator, the mission of the Cayman Islands Monetary Authority is to enhance the economic wealth and reputation of the Cayman Islands by fostering a thriving and growing, competitive, and internationally recognised financial services industry, through appropriate, responsive, cost-effective and efficient supervision and a stable currency.

History

The Cayman Islands Monetary Authority began operations on 1 January 1997. It was established as a body corporate under the Monetary Authority Law, which was brought into force on that date.

The Authority was created from the merger of the Financial Services Supervision Department of the Cayman Islands Government and the Cayman Islands Currency Board. The former responsibilities, duties and activities of these two bodies now fall to CIMA. The Authority, however, was not established just to continue what was already in place under a different guise but rather to enhance Cayman's ability to maintain a well regulated financial services regime and monetary stability.

In March 2003 the Authority became operationally independent under the Monetary Authority Law (2003 Revision). Independence significantly enhanced CIMA's ability to meet international standards of supervision, accountability and transparency, and has more clearly defined its functions, duties, powers and obligations.

The key change resulting from the granting of operational independence was that powers previously vested in the Cabinet of the Cayman Islands Government to issue and revoke licenses and registration and to exercise enforcement powers now vest in CIMA, through its Board of Directors.

Board and Committees (as of this date, when the publication was submitted):

Name	Meetings	Minutes
Board of Directors: Mr. George McCarthy , OBE – Chairman Mr. Linburgh Martin – Deputy Chairman Mr. Harry Chisholm, MBE – Director Ms. Sara Collins – Director Prof. William Gilmore – Director Mr. Raul Nicholson-Coe - Director Mrs. Cindy Scotland – Managing Director (“MD”)	Quarterly or as needed.	See section 3 regarding “Methods of Access”
Executive Committee: Mr. George McCarthy, OBE - Chairman Mr. Howard Blacker - Deputy MD (Supervision) Mr. Patrick Bodden - Deputy MD (Operations) Mr. Harry Chisholm, MBE – Director Ms. Sara Collins - Director Mr. Linburgh Martin – Director Mr. Raul Nicholson-Coe - Director Mrs. Cindy Scotland – MD Mr. Langston Sibblies, QC - General Counsel- Deputy MD	Quarterly or as needed.	See section 3 regarding “Methods of Access”
Management Committee: Mrs. Cindy Scotland - MD Mr. Howard Blacker - Deputy MD-Supervision Mr. Patrick Bodden - Deputy MD-Operations Mr. Langston Sibblies, QC - General Counsel- Deputy MD Mr. RJ Berry Mr. Rohan Bromfield	Weekly	See section 3 regarding “Methods of Access”

Ms. Deborah Ebanks Mrs. Reina Ebanks Mrs. Yolanda McCoy Mrs. Gilda Moxam- Murray Mrs. Deborah Musson Mr. Gordon Rowell Mr. Mitchell Scott Mr. Charles Thompson		
Audit and Finance sub-committee: Mr. Linburgh Martin – Chairman Mr. Patrick Bodden – Deputy MD-Operations Mr. George McCarthy, OBE – Chairman of the Board Mrs. Gilda Moxam- Murray – CFO Mr. Raul Nicholson-Coe - Director Mrs. Cindy Scotland – Managing Director	Quarterly or as needed.	See section 3 regarding “Methods of Access”
Policy, Strategy and Legislative sub-committee: Mr. George McCarthy, OBE – Chairman Mr. Patrick Bodden – Deputy MD-Operations Mr. Howard Blacker – Deputy MD – Supervision Mr. Harry Chisholm - Director Ms. Sara Collins - Director Prof. William Gilmore - Director Mrs. Cindy Scotland – MD Mr. Langston Sibblies, QC - General Counsel- Deputy MD	Quarterly or as needed.	See section 3 regarding “Methods of Access”

Frequently Asked Questions:

Banking Services –

LICENSING:

- **What are the licensing requirements for a bank or trust company?**

The legal requirements for obtaining a bank or trust licence in the Cayman Islands are governed by the Banks and Trust Companies Law (2009 Revision). Section 6 (1) of that law states: "The Authority may, if satisfied that the carrying on of such business will not be against the public interest, grant a licence to such person or company subject to such terms and conditions, if any, as the Authority may deem necessary."

- **What criteria are used to determine whether an applicant for a licence is fit and proper?**

In determining whether a person is "fit and proper" the Authority will consider a person's:- (a) honesty, integrity and reputation; (b) competence and capability; and (c) financial soundness.

- **What information must be supplied, upon application for a licence, on major shareholders, directors and officers for companies?**

The annual accounts, for the 2 years immediately proceeding the year of application of each major shareholder which is a corporate body, together with similar accounts for the parent body where appropriate.

A minimum of 3 character references acceptable to the Authority, including one character reference for and one reference verifying the good financial standing of each director, manager and officer of the applicant and any major shareholder, and for each of the aforementioned a police or other certificate satisfactory to the Authority that they have not been convicted of a serious crime or any offence involving dishonesty.

ONGOING REQUIREMENTS:

- **What are the capital adequacy guidelines for licensees?**

Under the Banks and Trust Companies Law (2009 Revision), all locally incorporated banks and trust companies are required to maintain a minimum net worth of CI\$400,000 or its equivalent in other currencies except for licensees that hold Restricted Banking or Restricted Trust Licenses. These are required to maintain a minimum net worth of CI\$20,000 or its equivalent in other currencies.

The Cayman Islands Monetary Authority adopts the guidelines set by the Basel Committee for Bank Regulation and Supervisory Practices for the calculation of the capital adequacy ratio (risk asset ratio). The Basel Committee recommends a minimum risk asset ratio of 8%. However the Cayman Islands Monetary Authority requires subsidiaries to maintain a minimum risk asset ratio of 12% and privately owned banks are required to maintain a minimum of 15%.

- **What are the reporting requirements for each licensee and their filing deadline?**

There are several reporting requirements and filing deadlines for each licensee. For a complete list, visit CIMA's website at www.cimoney.com.ky under "Regulated Sectors/Banking Services/Reporting Requirements and Schedules".

- **What are the requirements for the appointment and removal of directors and managers?**

The prior approval of the Authority is required before the appointment of directors and managers. A request letter should be made to the Authority and should be accompanied by a completed personal questionnaire (obtainable from CIMA), three references (2 character and one financial) and a Police Clearance Certificate for the individual(s) seeking to be appointed.

A letter notifying the Authority of the removal and/ or resignation of directors and managers is also required.

- **What is the annual licence fee for banks and trust companies and when is it payable?**
All licensees are required to pay an annual fee on or before 15 January each year as prescribed by Section 6(8) of The Banks and Trust Companies Law (2009 Revision). This amount should not be confused with the payment required under the Companies Law which is payable to the Registrar of Companies by 30 March each year without penalties. Payments received by the Authority after 15 January are subject to a surcharge not exceeding one-twelfth of the fee for every month or part of the month that the fee is not paid. Payment is accepted in either Cayman Islands or United States dollars (exchange rate CI/US .82). Cheques are to be made payable to the Cayman Islands Government.
- **What is the requirement for the change in shareholders and or beneficial interest?**
The same requirements applicable to the appointment of directors and managers apply to the appointment/ change in shareholders/ beneficial interest. A letter outlining the name(s) of the new shareholder(s) along with completed personal questionnaire(s), three references (2 character and one financial) and a Police Clearance Certificate seeking to be appointed should be submitted.

GENERAL:

- **Where can I obtain copies of the Banks and Trust Companies Law?**
Copies of all laws including the Banks and Trust Companies Law are available for a nominal fee and may be obtained by writing the Clerk of the Legislative Assembly at 345-949-9236/4237/4238 or by fax at 345-949-9514.
- **Why is it preferable to register in the Cayman Islands?**
More than 40 of the world's top 50 banks have chosen to establish operations in the Cayman Islands. The reasons influencing their decision include the jurisdiction's strong reputation for fair and balanced regulation, political and economic stability, professionalism, tax neutrality, asset protection, a well-developed infrastructure and Cayman's geographical location.
Both institutions and clients alike are assured that establishing a bank or placing assets in Cayman will afford them the best opportunity to maximise the potential of their assets. This assurance is as a result of the high ethical standards in government and among financial services providers, a sound regulatory regime based on international standards, and an internationally recognised legal system based on English common law.

Basel II –

BASEL II OVERVIEW:

- **What is the purpose of the Basel II new capital accord (the Framework)?**
The Framework is intended to promote a more forward looking approach to capital supervision that encourages banks to identify risks and to develop or improve their ability to manage those risks. As a result, it is intended to be more flexible and better able to evolve with advances in markets and risk management practices. A key objective of the revised Framework is to promote the adoption of stronger risk management practices by the banking industry.
- **Which banks will be impacted by Basel II requirements?**
Basel II Framework will apply to banks that are locally incorporated in the Cayman Islands (Category A and B banks), all home regulated banks and host regulated banks (subsidiaries of foreign banks), with or without a physical presence.
- **Will branches be impacted by Basel II requirements?**
Branches of foreign banks operating the Cayman Islands, will not be required to maintain a separate capital requirement, and as such will be excluded from the local Basel II requirements. However, these foreign banks, including the operations of the Cayman Islands branches, must maintain the minimum capital adequacy requirements as stipulated by their home jurisdictions.

▪ **When should banks impacted by Basel II be fully compliant with its requirements?**

Locally incorporated banks should be compliant with the Pillar 1 Standardised Approaches of Basel II by December 31, 2010. CIMA will be conducting a parallel run period from July 1, 2010, to December 31, 2010. During this period banks will be submitting test returns along with the current Form BS return.

As of January 1, 2011, banks will be required to report to CIMA under the following Pillar 1 approaches:

1. Credit Risk - Standardised
2. Market Risk - Standardised
3. Operational Risk - Basic Indicator Approach, the Standardised Approach, or the Alternative Standardised Approach.

The Basel II implementation will also include Pillar 2 – Supervisory Review Process and Pillar 3 - Market Discipline. However, given the scope of Pillar II and Pillar III and the possible impact to banks, CIMA proposes to implement them after the December 31, 2010.

▪ **Has the Authority consulted the industry on the proposed Basel II requirements?**

Yes, since the majority of banks impacted by the application of the Basel II Framework are members of the Cayman Island Bankers Association (CIBA), CIMA has established a joint CIMA/CIBA Basel II Working Committee. The primary objective of the working committee is to provide banks and CIMA a forum for consultation, discussion and agreement on Basel II related issues.

REPORTING FORMS:

▪ **Will the current reporting forms (Forms BS and Schedule) change?**

Yes, the Forms BS have been renamed the Quarterly Prudential Returns (QPRs). The Basel II forms and QPRs now comprise 29 worksheets. While the QPR worksheets will be submitted by all banks, the information required from each bank for the Basel II forms depends on status of the institution and the kinds of investments managed by the institution.

▪ **How do I open the Basel II Forms in the workbook?**

The Basel II forms are hidden upon the initial opening of the Excel workbook. Banks will have to select their "Status", i.e., Affiliate, Private or Subsidiary, in order for the Basel II templates to open. If banks select "Branch" as their status, the Basel II forms will not open as these forms are not relevant to branches. Note: Excel 2003, or higher and macros set to enabled, will be required to open, view and input data into the forms.

▪ **How are Basel II Forms & QPRs arranged?**

Basel II Forms & QPRs are composed of 29 worksheets. The Forms are comprised of:

The Cover Sheet which requires banks to fill up information such as:

- a) Institution Name
- b) Licence Number
- c) Status
- d) Quarter End
- e) Fiscal Year End
- f) Type
- g) Name of Person Authorising Returns
- h) Position

Additionally, banks will have to select their Credit Risk, Market Risk and Operational Risk methodology used to capture capital requirements under Basel II. However, not all banks are required to select all the methodologies.

Basel II Capital Forms:

- a) Capital Ratios
- b) Capital Constituents
- c) RWA.

Basel II Market Risk Forms:

- a) Data - Interest Rate Risk positions
- b) Data - Equity Risk positions
- c) Data – Commodities
- d) Interest Rate Risk Maturity Results
- e) Interest Rate Risk Duration Results
- f) Equity Results
- g) Commodity Results
- h) Foreign Exchange Result
- i) Correlation Trade Portfolio

QPR Forms (Quarterly Prudential Returns):

- a) Statement of Financial Position
- b) Statement of Financial Performance
- c) Ten Largest Depositors
- d) Large Exposures
- e) Asset Quality
- f) Debt Securities
- g) Equities
- h) Funds
- i) OTC & ETC
- j) Off-balance sheet
- k) Interest Rate

▪ **How many methodologies are there?**

Methodology selected for Credit Risk Mitigation:

- a) Collateral Simplified Approach
- b) Standardised Method

Methodology selected for Operational Risk:

- a) Basic Indicator Approach
- b) Standardised Approach
- c) Alternative Standardised Approach (i)
- d) Alternative Standardised Approach (ii)
- e) Alternative Standardised Approach (iii)
- f) Alternative Standardised Approach (iv)

Market Risk:

- a) Methodology selected for Interest Rate Risk
 - (i) Maturity
 - (ii) Duration
- b) Methodology selected for Commodities
 - (iii) Simplified
 - (iv) Maturity Ladder
- c) Methodology selected for Options
 - (v) Simplified
 - (vi) Delta-Plus
 - (vii) Scenario

▪ **What are the methods of submission for Basel II & QPR's Forms?**

The preferred method for filing Basel II and QPR submissions depends on the banks' familiarity with XBRL and the quantity of information an institution is required to submit. For most banks, the Excel form will be the easiest and quickest way to create a submission.

- **What are the validation rules?**

The validation rules are the set of criteria that CIMA will apply against all submissions to ensure data integrity and conformance to reporting requirements. Depending on the nature of the discrepancies found by each validation rule, an error or warning will be generated. A summary list of the warnings and errors generated by the validation rules will be provided to the filer along with the validation rules.

If the validation rules expose errors in a filing, the filing will be rejected by the system. If the submission only generates warnings, the submission will be accepted and the filer will be informed of the warnings.

- **How do I open the hyperlinks within the “Facts List and Validation Rules” Excel file.**

This workbook contains hyperlinks to an externally-located Excel file, "CIMAResponseTemplate.xlsx". To enable these, the referenced file "CIMAResponseTemplate.xlsx" should be saved within the same directory as the “Facts List and Validation Rules” Excel file.

CREDIT RISK:

- **What is Credit Risk?**

Credit risk refers to the uncertainty in a counterparty's ability to meet its obligations.

- **How are claims secured by residential property that has no Loan-to-Value (LTV) information risk weighted?**

The risk weightings that are applied to claims secured by residential property are on an individual exposure basis, therefore those exposures that have LTV information may apply the 35% or 75% accordingly. However claims secured by residential property that do not have this information should be risk weighted at 50%.

- **What is Credit Risk Mitigation?**

It's a technique that banks may use to mitigate its credit risk to which they are exposed. These techniques include:

- a) Collateralisation - exposures may be collateralised by first priority claims, in whole or in part with cash or securities.
- b) Use of guarantees and/or credit derivatives - a loan exposure may be guaranteed by a third party; in addition banks may buy a credit derivative to offset various forms of credit risk.
- c) Netting - banks may agree to net loans owed to them against deposits from the same counterparty.

- **How would an unrated bank operating under an unrated country be risk weighted?**

An unrated bank in an unrated country would carry the appropriate risk weighting for an unrated bank under Option 2, i.e., 50% for exposures over 3 months or 20% for exposures of 3 months or less.

- **How are loans secured by hedge funds treated for credit risk mitigation?**

Loans secured by hedge funds will have to apply the highest haircut applicable to any security in which the fund can invest.

- **Are machinery & equipment considered a credit risk mitigant?**

Machinery and equipment are not considered eligible capital for credit risk mitigation.

- **How will undrawn commitment be measured?**

The recognition of an undrawn commitment should be determined by the bank's accounting and legal treatment. Commitments are usually reported off-balance sheet and CIMA uses the classification of commitments according to banks' generally accepted accounting practice (GAAP).

OPERATIONAL RISK:

- **What is Operational Risk?**

Operational risk is defined as the risk of loss resulting from inadequate or failed internal processes, people and systems, or from external events. This definition includes legal risk but excludes strategic risk and reputational risk. The causes for operational risks are internal processes, people, systems and external events.

- **Are the Cayman Islands banks able to map gross income by business line?**
Each individual bank would be better informed to answer that question. Banks may use the Basic Indicator Approach where they do not have to map gross income by business lines.
- **What are Other Fixed Assets?**
Other Fixed Assets are: furniture & fixtures, computer equipment, and other real estate owned which includes property held in satisfaction of debt. The risk weighting applied to other fixed assets is 100%.
- **Why would CIMA not allow banks to use the Standardised Approach?**
Banks must demonstrate to CIMA that they have the ability to meet the “Qualifying Criteria” set out in paragraph 11 of Rules, Conditions and Guidance on the Calculation of Operation Risk Capital Requirement.
- **What is the definition of Gross Income?**
Gross Income is defined as net interest income plus net non-interest income. It is intended that this measure should:
 - a) be gross of any provisions (e.g. for unpaid interest);
 - b) be gross of operating expenses, including fees paid to outsourcing service providers;
 - i. excluding realised profits/losses from the sale of securities in the banking book and;
 - ii. excluding extraordinary or irregular items as well as income derived from insurance.
 In contrast to fees paid for services that are outsourced, fees received by banks that provide outsourcing services shall be included in the definition of gross income. Realised profits/losses from securities classified as “held to maturity” and “available for sale”, which typically constitute items of the banking book (e.g. under certain accounting standards), are also excluded from the definition of gross income.

MARKET RISK:

- **What is Market Risk?**
Market risk is defined as the risk of losses in on- and off-balance-sheet positions arising from movements in market prices. The risks subject to this requirement are:
 - a) the risks pertaining to interest rate related instruments and equities in the trading book;
 - b) foreign exchange risk and commodities risk throughout Banks (i.e. the trading book and the non-trading book).
- **What is a trading book?**
A bank’s trading book consists of all positions in financial instruments and commodities held either with trading intent or in order to hedge other elements of the trading book.
- **How will institutions meet the trading book requirements, especially related to local investments, given the difficulty in obtaining acceptable valuation to be able to mark to market on a daily basis?**
Where marked to market valuation is not possible, banks should mark to model, but this must be demonstrated to be prudent and reflect the economic substance of the transactions, using market-determined inputs or parameters, wherever possible. Banks should refer to paragraph 477 of the Rules, Conditions and Guidance of the Minimum Capital Requirements – Pillar 1 to understand the criterion when implementing its mark to model valuation framework.
- **Do the Market Risk Templates allow you to enter more than 10 currencies?**
Yes. Banks will have the capacity to add more rows to accommodate additional currencies as needed.
- **How do we calculate the required capital for the Structural Positions in the Foreign Exchange Risk?**
Positions of a structural, i.e. non-dealing, nature as outlined below, may be excluded from the calculation of the net open currency positions:
 - a) positions are taken deliberately in order to hedge, partially or totally, against the adverse effects of exchange rate movements on banks' capital adequacy ratio;

- b) positions related to items that are deducted from banks' capital when calculating its capital base in accordance with the rules, conditions and guidelines in this module, such as investments in non-consolidated subsidiaries; and retained profits held for payout to parent.

The Authority will consider approving the exclusion of structural positions for the purpose of calculating the capital requirement, only if the following conditions are met:

- a) the concerned banks provide adequate documentary evidence to the Authority which establishes the fact that the positions proposed to be excluded are, indeed, of a structural, i.e. non-dealing, nature and are merely intended to protect banks' capital adequacy ratio. For this purpose, the Authority may ask for written representations from banks' management or directors; and
- b) any exclusion of a position is applied consistently, with the treatment of the hedge remaining the same for the life of the associated assets or other items.

For example, if a bank has its capital denominated in USD dollars and has a portfolio of foreign currency assets and liabilities in CHF that is completely matched; its capital/asset ratio will fall if the domestic currency depreciates. The bank may want to protect its capital adequacy ratio by running a short position in the domestic currency, although the position would lead to a loss if the domestic currency were to appreciate. Therefore any position deliberately taken in order to hedge partially or totally against the adverse effect of the exchange rate on its capital ratio may be excluded from the foreign exchange capital calculation.

Money Services Business –

GENERAL:

- **What is a Money Service Business?**

Under the Money Services Law (2010 Revision), the term money services business is defined as:-The business of providing (as a principal business) any or all of the following services money transmission, cheque cashing, currency exchange, the issuance or, sale or redemption of money orders or travelers checks; Such other services as the Governor in Council may specify by notice published in the Gazette; or the business of operating as an agent or franchise holder of a business mentioned under (1).

- **How many Money Services Businesses are in the Cayman Islands?**

There are currently six (6) licensed money services businesses operating in the Cayman Islands.

LICENSING:

- **What are the licensing requirements for a Money Service Business?**

The legal requirements for obtaining a money services business licence are detailed in the Money Services Businesses Regulations.

- **How many directors are required?**

Under Section 17 of the Money Services Law (2010 Revision), every licensee shall at no time have less than two directors which require the Authority' approval.

- **What information must be supplied, upon application for a licence, on major shareholders, directors and officers for companies?**

The annual accounts, for the 2 years immediately preceding the year of application of each major shareholder that is a corporate body, together with similar accounts for the parent body where appropriate. A minimum of 3 references acceptable to the Authority, including one character reference for and one reference verifying the good financial standing of each director, manager and officer of the applicant and any major shareholder, and for each of the aforementioned a police or other certificate satisfactory to the Authority that they have not been convicted of a serious crime or any offence involving dishonesty.

- **What criteria are used to determine whether an applicant for a licence is fit and proper?**

In determining whether a person is "fit and proper" the Authority will consider a person's honesty, integrity and reputation; competence and capability; and financial soundness.

- **What is the timeframe for processing of applications?**

With a complete application, the process takes approximately 4 – 6 weeks for the licence to be issued or otherwise.

ONGOING REQUIREMENTS:

- **What is the annual licence fee for Money Service Business and when is it payable?**

All licensees are required to pay an annual fee on or before 15 January each year.

- **Are annual audits required by Money Services Businesses?**

Under the Money Services Law (2010 Revision), Section 10: Every Licensee shall have the accounts of its money services business audited annually or at such other times as the Authority may require by an auditor, who shall be a chartered accountant, a certified public accountant, or some other professionally qualified accountant, approved by the Authority.

The audited accounts shall be forwarded to the Authority within three months of the end of the financial year of the licensee's money services business, unless prior written approval for an extension has been granted by the Authority.

- **What are the filing requirements for returns?**

Licensees are required to submit quarterly returns to the Authority as well as annual audited financial statements within 3 months of the business' financial year-end.

- **What are the requirements for the appointment and removal of directors and managers?**

The prior approval of the Authority is required before the appointment of directors and managers. A request letter should be made to the Authority and should be accompanied by a completed personal questionnaire (obtainable from CIMA), three references (at least one character and one financial) and a Police Clearance Certificate or its equivalent, for the individual(s) seeking to be appointed.

A letter notifying the Authority of the removal and/ or resignation of directors and managers is also required.

- **What is the requirement for the change in shareholders/beneficial interest?**

The same requirements applicable to the appointment of directors and managers apply to the appointment/ change in shareholders/ beneficial interest. A letter outlining the name(s) of the new shareholder(s) along with completed personal questionnaire(s), three references (at least one character and one financial) and a Police Clearance Certificate or its equivalent, for the individual(s) seeking to be appointed should be submitted.

Fiduciary Services –

- **What criteria are used to determine whether an applicant for a licence is fit and proper?**

In determining whether a person is "fit and proper" the Authority will consider a person's honesty, integrity and reputation; competence and capability; and financial soundness.

- **What documentation is required to add a Director?**

The personal questionnaire completed, a Police Clearance Certificate or Notarised Affidavit of no convictions, one Financial Reference, two Character References and CI\$200 - sundry fee

- **What documentation is required to be submitted to the CIMA in order for a Trust Company to change its name?**

Reason(s) for the change of name, submission of original licence, a certified copy of the shareholder's resolution to change the name of the company, a certified copy of the Certificate of Incorporation on Change of Name form obtained from the Registrar of Companies.

- **What documentation must be submitted to change an auditor of a Trust Company?**

A Letter stating the reason(s) for the change in Auditor and a letter from proposed New Auditor confirming their appointment & willingness to act.

Insurance –

- **What legislation permits captives?**
The Insurance Law is the legislation which permits captive insurance companies in the Cayman Islands.
- **What is the regulatory authority for captives in the Cayman Islands?**
The regulatory authority for the Islands' financial industry, captives included, is the Cayman Islands Monetary Authority.
- **What are CIMA's reporting requirements?**
CIMA requires annual audited financial statements from captives, with an Annual Statement of Operations.
- **Are annual audits required for captives?**
CIMA does require annual audits from captives.
- **What is the tax structure in Cayman?**
No income, capital gains or corporation taxes are payable in the Cayman Islands.
- **What is the number of captives incorporated in Cayman by ownership type?**
For current statistics on the financial industry please see our website www.cimoney.com.ky under "Regulated Sectors".
- **What are the capital requirements of classes?**
The capital requirement for short-term general business is US\$120,000; for long-term business (usually life business), the figure is US\$240,000; for both short- and long-term business, the capital requirement is US\$360,000.
- **Is there provision for special categories of captives or for Rent-A-Captives?**
There is no provision for special categories of captives but the Segregated Portfolio Companies Legislation provides a framework for Rent-A-Captives.
- **Is there a provision for migration?**
Provision is made for migration under the Companies Law.
- **Is there a minimum premium to surplus ratio?**
The minimum premium to surplus ratio, which is determined by the Head of Insurance, greatly depends on the nature of the risk being written, the reinsurance program, etc.
- **What documentation/information must be supplied to CIMA for major shareholders, directors and officers for companies?**

Shareholders

CIMA requires that due diligence on the ultimate shareholder of the licensee be conducted, except where the shares are held by a company traded on a recognized exchange.

Shareholders of the licensee who will own 10% or more at the time of licensing and more than 5% after licensing are required to submit full due diligence documentation/ information for approval.

Where the shares of the licensee are held by a public company, CIMA requires the following information:

Two (2) years of audited financial statements.

Where the shares of the licensee are privately owned, CIMA requires the following information regarding the shareholder(s). Or, where a trust structure is involved, due diligence regarding the beneficiaries and Trustee of the trust must be carried out and the following information is required; personal questionnaire, financial reference from a cognized financial institution in which the application has been a customer for at least 2 years and has maintained his/her accounts in a satisfactory manner, two independent character

references, affidavit or police clearance certificate, and statement of net worth (this is not required of the Trustee).

Directors/ Officers

Documentation/ information required at the time licensing and after licensing: personal questionnaire, financial reference from a cognized financial institution in which the application has been a customer for at least 2 years and has maintained his/her accounts in a satisfactory manner, two independent character references, affidavit or police clearance certificate, and prescribed fee for Directors only, there is no fee for officer appointments.

Investments Funds –

MUTUAL FUNDS:

- **What is a mutual fund?**

As defined by the Mutual Funds Law, a mutual fund is "any company, trust or partnership either incorporated or established in the Cayman Islands, or if outside the Cayman Islands, managed from the Cayman Islands, which issues equity interests redeemable at the option of the investor, the purpose of which is the pooling of investors' funds with the aim of spreading investment risk and enabling investors to receive profits or gains from investments."

There are three types of mutual funds that are regulated under the Mutual Funds Law: a Registered Fund under Section 4(3); an Administered Fund under Section 4(1) (b); and a Licensed Fund under Section 4(1) (a).

- **What are the main differences between the three types of funds?**

An Administered Fund must have a licensed mutual fund administrator providing its principal office in the Cayman Islands.

A Registered Fund must have either a minimum aggregate equity interest of CI\$80,000 (US\$100,000) purchasable by a prospective investor or the equity interests must be listed on a stock exchange approved by the Authority. Further information on approved stock exchanges is available in Appendix G12 of CIMA's Regulatory Handbook Appendices.

A Licensed Fund must have either a registered office in the Islands or, if a unit trust, a trust company licensed under the Banks and Trust Companies Law as its trustee.

- **What documentation is required for the registration of a fund?**

The documentation required for the registration/licensing of a mutual fund is outlined on the applicable MF Form located under Investment Fund Forms - Application Forms. For a Registered Fund under Section 4(3), use the MF1 Form; for an Administered Fund under Section 4(1) (b), use the MF2 Form, and for a Licensed Fund under Section 4(1) (a), use the MF3 Form.

- **How long does it take to register a mutual fund?**

It takes approximately five business days to register a mutual fund and four to six weeks to license a fund once all documentation has been received.

- **What documents are required for funds being registered/licensed by way of continuation from another jurisdiction?**

Funds registered/licensed by way of continuation will need to file the prescribed details as well as audited accounts for the past two years, if available.

For those funds registering pursuant to Section 4(3) of the Mutual Funds Law, the Authority also requires an affidavit from the operators of the fund attesting that all current investors meet the US\$50,000 minimum investment criterion as required pursuant to Section 4(3) of the Mutual Funds Law.

It should also be noted that the regulators from the jurisdiction from which the fund is being transferred are contacted prior to fund being registered/licensed, to confirm that the fund was in good standing during the period that it was subject to regulation; and there were no adverse issues regarding the fund or its operators that the Authority should be made aware of.

- **What documentation is required in order for a fund to change its name?**
In order for a fund to change its name, the following documents are required the original Certificate of Registration/Licence for cancellation and a certified copy of the Certificate of Incorporation on Change of Name obtained from the Registrar of Companies.
- **What documentation must be submitted to add a new class of share or a sub-fund?**
A copy of the revised/new offering document is required to add a new class of share or a sub-fund.
- **Where can copies of the relevant forms be obtained?**
Forms can be obtained on CIMA's website at www.cimoney.com.ky under "Regulated Sectors/Investment Funds/Forms".
- **What is a closed-ended fund?**
Although the definition of a closed-ended fund is subjective, generally speaking, it is a fund that has no regular redemption date, redemptions in limited circumstances or extensive lock-up periods. As the Mutual Funds Law does not currently define closed-ended funds, the Investments & Securities Division encourages industry discussion on this matter where the operator is unsure of the need to register/licence the fund.
- **Does the Monetary Authority regulate closed-ended funds?**
The Authority does not regulate close-ended funds. However, in order to conduct business in the Cayman Islands, such a fund must be incorporated/registered with the Registrar of Companies either as a locally incorporated entity or a foreign entity. In addition, the Registered Office must be provided by a regulated service provider and therefore the Authority has indirect supervision.
- **What documentation is required for the termination of a fund?**
The Authority has issued Statements of Guidance on the procedures and documentation required for the cancellation of mutual fund licences and certificates of registration.

MUTUAL FUNDS ADMINISTRATORS:

- **What does mutual fund administration mean?**
Mutual fund administration means the management, including control of all, or substantially all, the assets of a mutual fund, or the administration of a mutual fund, or the provision of the principal office of the mutual fund in the Cayman Islands, or the provision of the operator to a fund.
- **What documentation is required for a mutual fund administrator's licence?**
The information and particulars to be contained in an application for a Mutual Fund Administrator's licence are contained in the Mutual Fund Administrators Licence (Applications) Regulations 2001.
- **Where can a list of licensed mutual fund administrators be obtained?**
A list of mutual fund administrators licensed by the Cayman Islands Monetary Authority may be viewed on the "Investment Funds/Statistics and Regulated Entities" page of our website. The list is updated quarterly.
- **How long does it take to obtain a Mutual Fund Administrator's licence?**
It takes approximately 4-6 weeks to obtain a Mutual Fund Administrator's Licence.
- **Where a licensed mutual fund administrator is a company, are there any restrictions on the transfer of shares?**
Yes. Where a licensed mutual fund administrator is a company, the company shall not issue shares, and a person owning or having an interest in shares in the company shall not transfer, dispose of or deal with those shares or interest, unless CIMA has given permission.
Only those companies that are traded on a recognised stock exchange can be exempt from the requirement to obtain CIMA's permission. Such companies must, however, notify the Monetary Authority of the changes in control, and the transfer of more than 10% of shares.

- **What is an administrator's letter of consent?**

An administrator's letter of consent is one that indicates acceptance of appointment as administrator, states the name of the fund and a summary of services to be provided.

AUDITORS:

- **Who can perform the audit of regulated mutual funds?**

Under the Mutual Funds Law, a regulated mutual fund must have its accounts audited annually by an approved auditor. The Authority has implemented a policy requiring local auditor sign-off of annual audit reports of mutual funds and mutual fund administrators incorporated or established locally.

- **Where can a list of approved auditors for mutual funds in the Cayman Islands be obtained?**

A list can be obtained on CIMA's website.

- **How does one become an approved auditor of mutual funds in the Cayman Islands?**

For information on how to become an approved auditor visit CIMA's website under "Regulated Sectors/Investment Funds/Licensing Authorisation Requirements".

- **What is an auditor's letter of consent?**

An auditor's letter of consent indicates acceptance of appointment as auditor, the name of the fund, date of financial statements and what accounting principles will be used. It also contains a statement confirming that the auditor(s) is/are aware of and agrees to fulfill their obligations pursuant to section 34 of the Mutual Funds Law.

GENERAL:

- **What is a registered office?**

A registered office is the office of the fund and performs the usual corporate, secretarial and related functions for the fund, including paying fees and filing annual accounts.

- **What is a principal office?**

A principal office is the office of the fund maintained by a licensed Mutual Fund Administrator. It performs the administrative functions of the fund, including the calculation of the net asset value (NAV) and the subscription/redemption of shares. Other responsibilities include maintaining the fund's corporate and financial records, communicating with investors as well as acting as a liaison between the fund and the Authority.

- **What documentation must be submitted to change/add: (1) an Auditor; (2) an Administrator; or (3) an Operator of a registered or administered fund?**

Documentation required when changing or adding:

1. **An Auditor:** a letter from the resigning auditors stating the reason for the change along with a letter of consent from the newly appointed auditors.
2. **An Administrator:** a letter of consent from the newly appointed administrator. In the case of an administered fund, where the licensed mutual fund administrator is providing the fund's principal office, a new MF2A Form must be submitted as well as the return of the original Certificate of Registration. A new certificate will be issued reflecting the change in principal office.
3. **An Operator** of a registered or administered fund: a letter from the registered/principal office advising of the appointment along with an updated Offering Document (or Supplement).

- **Who is considered an authorised agent?**

An authorised agent is one who provides a timely and satisfactory liaison between the CIMA and the principals of the fund, files statistical and prudential supervisory returns and annual audited financial statements within the designated time frame, knows of major issues and events regarding the fund represented and reports such to CIMA, responds to CIMA's correspondence and requests on a timely basis, responds to CIMA, as needed, to answer queries regarding the fund.

- **What criteria are used to determine whether an applicant for a licence is 'fit and proper'?**

In determining whether a person is "fit and proper" the Authority will consider a person's honesty, integrity and reputation; competence and capability; and financial soundness.

- **What information must be supplied, upon application for a licence, on a major shareholders, directors and officers for companies?**

Refer to the Mutual Fund Administrators Licence (Applications) Regulations.

- **What documentation is required to add a director to a Mutual Fund Administrator or a licensed Mutual Fund?**

Documentation required to add a director; a police clearance certificate / affidavit of no convictions, one financial reference and two personal references (refer to the Authority's guidance on minimum standards for reference letters, found in Appendix E3 (part 3.1.2) of the Regulatory Handbook Appendices on CIMA's website), a personal questionnaire, completed, application fee and if the Applicant is an existing Director on a Licensee, references need not be submitted.

- **Can a fund extend its audit period?**

On request, the Authority may allow a fund to extend its audit period to a maximum of eighteen (18) months.

Securities –

- **What does the Securities Investment Business law consider to be securities?**

Schedule 1 of the Securities Investment Business Law (2011 Revision) defines "securities".

- **What are the regulated activities?**

Schedule 2 of the Securities Investment Business Law (2011 Revision) defines the regulated activities.

- **What is the geographical scope of the Securities Investment Business Law?**

Section 4(1) of the Securities Investment Business Law (2011 Revision) identifies two classes of person as having sufficient nexus with the Cayman Islands to bring them within the geographical scope of the Securities Investment Business Law (2011 Revision), (subject to the Schedule 4 exclusions) any Cayman Islands company or partnership, wherever it may be conducting securities investment business as defined by the Law; or any person who has an established place of business in the Cayman Islands through which he conducts securities investment business as defined by the Law.

There is also the issue of persons who are not Cayman Islands entities of either class above but who might seek to conduct securities investment business in the Cayman Islands from an established place of business outside of the Islands. An example of this might be foreign persons soliciting business from persons in the Cayman Islands via email or the internet in a deliberately targeted manner. Another example would be intermittent 'investment seminars' mounted in the Cayman Islands by foreign persons, for the purpose of selling securities products or services. It is common for securities regulatory regimes to prohibit such activity on the grounds of domestic investor protection and it may well be necessary to introduce a provision to prohibit foreign persons with no place of business in the Cayman Islands from conducting securities investment business in the Islands unless they are doing so in conjunction with a person licensed or registered under the Securities Investment Business Law (2011 Revision); or the business approach came from the Cayman Islands person and was not in any way solicited by the foreign person.

- **What are excluded activities and excluded persons?**

Schedule 3 of the Securities Investment Business Law (2011 Revision) specifies the activities considered to be outside the scope of the Law, even though they would nominally constitute activities captured by schedule 2. Generally speaking, the excluded activities cover activities internal to a company, trust or partnership (e.g. risk management activity; certain dealing in its own securities; treasury functions); incidental activities (i.e. activity that is a 'by-product' of other core activity that is not securities investment business and for which the remuneration is not severable from that for the core activity, e.g. legal or accounting advice); and activities that are not intended to induce the general public into conducting

securities investment business (e.g. general advice on investment matters published in any communications media). The excluded activity related to the disposal of goods or supply of services covers situations where a supplier undertakes some form of securities investment business activity for the purpose of facilitating the disposal or supply or hedging exposure to, e.g., the price of the raw materials that will be used in the manufacture of capital goods for a customer. There is also exclusion for the making of arrangements for the sole purpose of providing financing for another person's dealing in securities. Schedule 4 of the Securities Investment Business Law (2011 Revision) specifies persons who may conduct securities investment business without a licence. There are six categories of such person. Section 5(4) of the Securities Investment Business Law (2011 Revision) requires persons to whom paragraphs 1, 4 and 5 of Schedule 4 apply, to register with the Authority and file an Annual Declaration Form approved by the Authority and pay an annual fee of \$1,000. This is for basic identification purposes and for the purposes of s.5 (5).

- **What are the Fit and Proper requirements of applicants?**

The Authority must be satisfied that an applicant meets high standard in all material aspects, is financially sound and is competent as well as capable of undertaking the activities that are being licensed. When considering fitness and propriety, the Authority will consider all factors that appear to be relevant for the application in question. These include, but are not limited to, honesty, integrity and reputation; competence and capability; and financial soundness. Before reaching a final decision, the Authority will also consider if there are any reputational risks to Cayman in granting the licence.

- **Who is a sophisticated person?**

Section 2 of the Securities Investment Business Law (2011 Revision) defines "sophisticated person" as a person regulated by the Authority; regulated by a recognized overseas regulatory authority; any of whose securities are listed on a recognized securities exchange; or who – by virtue of knowledge and experience in financial and business matters is reasonably to be regarded as capable of evaluating the merits of a proposed transaction and participates in a transaction with a value or in monetary amounts of at least \$80,000 in the case of each single transaction

- **Who is a high net worth person?**

Section 2 of the Securities Investment Business Law defines "high net worth person" as an individual whose net worth is at least \$800,000 or any person that has total assets of not less than \$4,000,000.

- **How do I register with CIMA under the Excluded Persons regime?**

The information can be obtained on CIMA's website at www.cimoney.com.ky under "Regulated Sectors/Securities/Licensing and Authorisation Requirements".

Cooperative Societies –

- **What is a Credit Union?**

A Credit Union is a cooperative society registered under the Cooperative Societies Law (2001 Revision) and as its objects the promotion of thrift among the members of the society by the accumulation of their savings; the creation of sources of credit for the benefit of the members of the society at a fair and reasonable rate of interest; the use and control of the members' savings for their mutual benefit; and the training and education of the members in the wise use of money and in the management of their financial affairs.

- **What are the licensing requirements for Credit Unions?**

Presently, Credit Unions are not required to be licensed by CIMA, however they have to register with the General Registry and are subject to CIMA's regulatory oversight in accordance with section 40 of the Cooperative Societies Law (2001 Revision). Consequently, they are required to submit the following documentation in order for the Authority to issue a non-objection letter to the General Registry when applying for registration; a business Plan (containing the proposed staffing, systems, controls, and risk management); copies of Policies and Procedures to ensure compliance with the relevant laws and regulations a copy of the member Rules; Personal Questionnaire form, one financial reference, two

character references and a Police Clearance Certificate for each of the proposed Directors, Managers, and Senior Officers.

- **Is there an annual fee payable to the Authority?**

Credit Unions are not required to pay an annual licence fee as they are currently not required to be licensed by the Authority.

- **Are annual audits required by Credit Unions?**

Yes. Section 39(1) of the Cooperative Societies Law (2001 Revision) states:

"Every credit union shall have its accounts audited annually, or at such other times as the Authority may require, by an auditor, who shall be a chartered accountant, a certified public accountant, or some other professionally qualified accountant, approved by the Authority."

- **How many Credit Unions are currently registered in the Cayman Islands?**

There are currently two Credit Unions operating in the Cayman Islands, namely, the Cayman Islands Civil Service Association Cooperative Credit Union Ltd. and the Telecommunications Employees Cooperative Credit Union Ltd.

Building Societies –

- **What is a Building Society?**

A building society is a financial institution, owned by its members, that offers banking and other financial services, especially mortgage lending.

- **Incorporation of Building Societies**

Under the Building Societies Law (2010 Revision) Section 3 (1):

"Any number of persons who desire to establish a building society, may on having its rules certified as by this Law provided, obtain from the Registrar a certificate of incorporation."

- **What are the licensing requirements and annual licence fee for a Building Society?**

There are no legal requirements for obtaining a building society licence. However, there is an annual fee of CI\$100 payable to the Registrar upon each anniversary of its incorporation.

- **Are annual audits required by Building Societies Businesses?**

Yes. Section 21 of the Building Societies Law (2010 Revision) states:

"The secretary or manager of a society shall, at least once in every year prepare an account of all receipts and expenditure of the society since the preceding statement, and a general statement of its funds and effects, liabilities and assets."

- **How many Building Societies are in the Cayman Islands?**

There is currently only one building society operating in the Cayman Islands.

Corporate Services –

- **What criteria are used to determine whether an applicant for licence is fit and proper?**

In determining whether a person is "fit and proper" the Authority will consider a person's honesty, integrity and reputation; competence and capability; and financial soundness.

- **What documentation is required to add a Director?**

Documentation required is the completed personal questionnaire, financial reference, two independent character references, notarised affidavit or police clearance certificate, and a \$200 sundry fee.

- **What documentation is required to be submitted to the CIMA in order for a Company Manager to change its name?**
Documentation required is a letter stating the reason(s) for the change of name, submission of original licence, a certified copy of the Shareholder's resolution to change the name of the Company, a certified copy of the Certificate of Incorporation on Change of Name obtained from the Registrar of Companies.
- **What documentation must be submitted to change an auditor of a Company Manager?**
A letter stating the reason(s) for the change in auditor, a letter from proposed new auditor confirming their appointment & willingness to act.

STRATEGIC MANAGEMENT

Administering the authority's operations at the organisational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources.

Constant assessment of business processes to maximize effectiveness, streamline processes and reduce timelines, to enhance and modernize regulation and supervision of the financial industry.

Among the Monetary Authority's obligations in carrying out its functions are the requirements to:

- act in the best economic interests of the Cayman Islands;
- promote and maintain a sound financial system in the Cayman Islands;
- use its resources in the most efficient and economic way;
- have regard to generally accepted principles of good corporate governance;
- endeavor to promote and enhance market confidence, consumer protection and the reputation of the Cayman Islands as a financial centre;
- reduce the possibility for the use of financial services business for money laundering or other crime;
- recognise the international character of financial services/markets and the need to be competitive for consumers and suppliers while complying with appropriate and relevant international standards;
- recognise the principle that a burden or restriction that is imposed should be proportionate to its expected benefits;
- recognise the desirability of facilitating innovation in financial services business; and be transparent and fair.

Governance

The framework for the Monetary Authority's regulation and supervision of financial services and for its international cooperation is made up of several elements which includes the applicable laws and regulations passed by the Government of the Cayman Islands. The copies of the various laws and regulations provided on CIMA's website are for informational purposes only. Official copies can be obtained from the Legislative Department at a minimal cost. On our website you will find the following laws and regulations:

- Banks and Trust Companies Law (2009 Revision)
- Banks and Trust Companies (Licence Applications and Fees) Regulations (2011 Revision)
- Building Societies Law (2010 Revision)
- Companies Law (2012 Revision)
- Companies (Amendment) (No. 2) Law, 2012
- Companies (Translation Certificate) Regulations, 2011

- Companies Management Law (2003 Revision)
- Companies Management Regulations (2003 Revision)
- Companies Management (Amendment) Regulations, 2012
- Cooperative Societies Law (2001 Revision)
- Cooperative Societies Regulations (1997 Revision)
- Development Bank Law (2004 Revision)
- Freedom of Information Law (2007 Revision)
- Insurance Law, 2010
- Insurance (Amendment) Law, 2012
- Insurance (Forms) Regulations (2003 Revision)
- Insurance (Variation of Fees) Regulations, 2009
- Monetary Authority Law (2011 Revision)
- Money Laundering Regulations (2010 Revision)
- Money Laundering (Amendment) Regulations, 2012
- Money Services Law (2010 Revision)
- Money Services Business Regulations, 2001
- Money Services Businesses (Amendment) Regulations, 2009
- Mutual Funds Law (2012 Revision)
- Mutual Fund Administrators Licence (Applications) Regulations 2001
- Mutual Funds (Annual Returns) Regulations, 2006
- Mutual Funds (Fees) Regulations (2012 Revision)
- Mutual Funds (Transitional Provision) Regulations, 2012
- Private Trust Companies Regulations (2011 Revision)
- Proceeds of Crime Law, 2008
- Proceeds of Crime (Disclosure) Order, 2010
- Public Management and Finance Law (2012 Revision)
- Public Management and Finance (Amendment) Law, 2012
- Retail Mutual Funds (Japan) Regulations (2007 Revision)
- Retail Mutual Funds (Japan) (Amendment) Regulations, 2012
- Securities Investment Business Law (2011 Revision)
- Securities Investment Business (Conduct of Business) Regulations 2003

- Securities Investment Business (Financial Requirements and Standards) Regulations, 2003
- Securities Investment Business (Licence Applications and Fees) Regulations, 2003
- Terrorism Law (2011 Revision)

Corporate management

See the “Annual Report and Audited Financial Statements – Year ended 30 June 2011” on CIMA’s website at www.cimoney.com.ky under “About CIMA/Publications/Annual Reports” relating to the administration of the authority’s monetary resources – including projected and actual income and expenditure; tendering; procurement; contracts, etc.

Statistical data

A list of the different reports for each of the regulated sectors that are available is provided below. Statistical data on each regulated sector and a listing of current entities regulated by CIMA can be found on the website at www.cimoney.com.ky under “Regulated Sectors”.

- Banking Services
 - ✓ Number of Licensees & Other Entities Supervised by the Banking Supervision Division
 - ✓ Number of Banks by Category
 - ✓ Number of Banks by Region
 - ✓ List of all Category "A" Banks licensed with the Cayman Islands Monetary Authority (updated quarterly)
 - ✓ List of all Category "B" Banks licensed with the Cayman Islands Monetary Authority (updated quarterly)
- Cooperative and Building Societies
 - ✓ Number of Cooperative Societies
 - ✓ Number of Building Societies
- Corporate Services
 - ✓ Number of Licences/Registrations under the Fiduciary Services Division
 - ✓ List of Company Managers & Corporate Service Providers licensed with the Cayman Islands Monetary Authority (updated quarterly)
- Insurance
 - ✓ Full List of all Insurance Entities Registered with the Cayman Islands Monetary Authority (updated quarterly)
 - ✓ Number of Licensees Under the Insurance Division (updated annually and quarterly)
 - ✓ Domestic Insurance Companies - Contact Details (updated periodically)
 - ✓ Insurance Brokers - Contact Details (updated periodically)
 - ✓ Domestic Insurance Companies - Audited Statistics By Primary Class of Business (updated annually)
 - ✓ Domestic Insurance Companies - Unaudited Statistics By Primary Class of Business (updated quarterly)
 - ✓ Domestic Insurance Companies Lines of Business Trends 1994-to 2009 (updated annually)
 - ✓ Captive Insurance Managers Listing (updated periodically)
 - ✓ Captive Insurance Company Statistics - Licensing Activity (updated annually)
 - ✓ Captive Insurance Company Statistics - by Insurance Manager (updated quarterly)
 - ✓ Captive Insurance Company Statistics - by Licence Status (updated quarterly)
 - ✓ Captive Insurance Company Statistics - by Risk Location (updated quarterly)
 - ✓ Captive Insurance Company Statistics - by Category (updated quarterly)
 - ✓ Captive Insurance Company Statistics - by Primary Class of Business (updated quarterly)

- ✓ New Captive Insurance Licences Issued During Calendar Year (updated quarterly)
- Investment Services
 - ✓ Number of Mutual Funds and Mutual Fund Administrators (Annual & Quarterly)
 - ✓ Investments Statistical Digest 2007
 - ✓ Investments Statistical Digest 2008
 - ✓ Investments Statistical Digest 2009
 - ✓ List of all Mutual Funds registered/licensed with the Cayman Islands Monetary Authority (updated quarterly)
 - ✓ List of all Mutual Fund Administrators licensed with the Cayman Islands Monetary Authority (updated quarterly)
- Money Services Business
 - ✓ Number of Money Service Providers
 - ✓ List of Money Services Providers
 - ✓ Cayman Islands Remittance Report 2008 – 2012 Q. 2
- Securities
 - ✓ List of Securities Investment Business Licensees
 - ✓ Securities Investment Business Licensees and Excluded Persons Quarterly and Annual Statistics
- Trusts
 - ✓ Number of Licences/Registrations under the Fiduciary Services Division
 - ✓ List of Restricted Trust Companies licensed with the Cayman Islands Monetary Authority (updated quarterly)
 - ✓ List of (Unrestricted) Trust Companies licensed with the Cayman Islands Monetary Authority (updated quarterly)
 - ✓ List of Nominee Companies licensed with the Cayman Islands Monetary Authority (updated quarterly)
 - ✓ List of Controlled Subsidiaries registered with the Cayman Islands Monetary Authority (updated quarterly)
 - ✓ List of PTC's registered with the Cayman Islands (updated quarterly)

FINANCE & ADMINISTRATION

Administering the authority's internal functions and managing its resources efficiently and effectively. Includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies.

Financial management

See the "Annual Report and Audited Financial Statements– Year ended 30 June 2011" on CIMA's website at www.cimoney.com.ky under "About CIMA/Publications/Annual Reports". Relating to the administration of the authority's monetary resources – including projected and actual income and expenditure; tendering; procurement; contracts, etc.

Administration*

- Press releases
- Job vacancies; career opportunities
- Staff pay and grading structures
- Records management file plan or classification scheme
- Training and Safety
- Information Technology
- Human Resources

*Copies can be obtained upon request from the Information Manager.

POLICIES & PROCEDURES

The Monetary Authority's Regulatory Handbook (which can be viewed on CIMA's website under "Regulatory Framework/Handbook of Policy & Procedures") is issued under section 48 of the Monetary Authority Law (2010 Revision). It sets out the policies and procedures to be followed by the Monetary Authority, its committees, and officers in performing the CIMA's regulatory and co-operative functions. The handbook provides a practical guide to the operations of the Monetary Authority and reflects transparency and accountability in the way the Monetary Authority regulates and makes decisions.

The handbook details the structure and responsibilities of the Board of Directors and the Management Committee, the relationships that the Monetary Authority has with external bodies and specific information on matters such as the supervisory approach, supervisory returns, and anti-money laundering procedures. On our website you will find the following information in CIMA's regulatory handbook:

- Enforcement Manual
- Procedure - Complaints Against the Authority
- Procedure - Assessing Controller Costs
- Template - Assessing Controller Costs
- Publication of Enforcement Actions taken by the Authority
- Procedure Mutual Funds and Mutual Fund Administrators Where Contact is Lost
- Procedure Issuing Notices of Decisions to Declined Applicants
- Procedure-Approval and Notification of Changes-Class B Insurers
- Regulatory Policy - Recognition and Approval of Actuaries under the Insurance Law (2008 Revision)
- Regulatory Policy - Approval of Trusts pursuant to Section 7(1) Insurance Law
- Regulatory Policy - Exemption from Audit Requirement for a Regulated Mutual Fund
- Regulatory Policy - Licensing Banks
- Regulatory Policy – Approved Stock Exchanges

In addition, CIMA has published an index of measures that contains information to the Rules, Statements of Guidance, Statements of Principle, Regulatory Policies, Regulatory Procedures and Forms that pertain to each industry regulated by CIMA. This information can be found under "Regulatory Framework/Index of Measures" on their website. The industries regulated by CIMA are:

- Cooperative and Building Societies
- Corporate Services
- Banking Services
- Insurance
- Investment Services
- Money Services Business
- Securities
- Trusts

DECISIONS & RECOMMENDATIONS*

- Board Meetings
- Minutes of meetings

*Copies can be obtained upon request from the Information Manager.

LISTS & REGISTERS

- FOI disclosure log can be found at: www.cimoney.com.ky/AboutCIMA/FreedomofInformation
- The Approved Auditors Register can be found on CIMA's website at www.cimoney.com.ky under "Regulated Sectors/Investment Funds/FAQs".

OUR SERVICES

As the primary financial services regulator, the mission of the Cayman Islands Monetary Authority is to enhance the economic wealth and reputation of the Cayman Islands by fostering a thriving and growing, competitive, and internationally recognised financial services industry, through appropriate, responsive, cost-effective and efficient supervision and a stable currency.

The Cayman Islands Monetary Authority has four principal functions (the Authority's principal functions, and its obligations, are listed in section 6 of the Monetary Authority Law (2011 Revision)):

Monetary - The issue and redemption of Cayman Islands currency and the management of currency reserves.

Regulatory - The regulation and supervision of financial services, the monitoring of compliance with money laundering regulations, the issuance of a regulatory handbook on policies and procedures and the issuance of rules and statements of principle and guidance.

Cooperative - The provision of assistance to overseas regulatory authorities, including the execution of memoranda of understanding to assist with consolidated supervision.

Advisory - The provision of advice to the Government on monetary, regulatory and cooperative matters.

FORMS

If you wish to operate any of the businesses or in any of the capacities that CIMA regulates, you must obtain the appropriate authorisation from CIMA before beginning operations.

The requirements and procedures for becoming licensed or registered to operate in each sector and the ongoing requirements after authorisation are explained in the sector-specific pages on CIMA's website at www.cimoney.com.ky under "Regulated Sectors". Below you will find a list of the forms available on CIMA's website for each of the regulated sectors:

- Banking Services -
 - ✓ Personal Questionnaire
 - ✓ Locational Banking Statistics
 - ✓ Coordinated Portfolio Investment Survey
 - ✓ Domestic Banking Activity (DBA) Survey
 - ✓ Basel II Reporting and Quarterly Prudential Reporting
- Cooperative and Building Societies –
 - ✓ Personal Questionnaire
 - ✓ Building Societies Form (this form is used for the submission of building societies' quarterly returns to CIMA).
 - ✓ Cooperative Societies Form (this form is used for the submission of building societies' quarterly returns to CIMA).
- Corporate Services
 - ✓ Company Managers Form
- Insurance
 - ✓ Personal Questionnaire
 - ✓ Application for a Class 'A' Insurer's Licence

- ✓ Application for a Class 'B' Insurer's Licence
- ✓ Application for a Insurance Manager's Licence
- ✓ Application for an Agent's Licence
- ✓ Application for a Broker's Licence
- ✓ Affidavit
- Investment Services
 - ✓ Personal Questionnaire
 - ✓ CIMACONNECT Administrator Account Request Form
 - ✓ Application for a mutual fund under Section 4(3) of the Mutual Funds Law (2009 Revision) (Form MF1)
 - ✓ Application for a mutual fund under Section 4(1)(b) of the Mutual Funds Law (2009 Revision) (Form MF2/MF2A)
 - ✓ Application for a mutual fund under Section 4(1)(a) of the Mutual Funds Law (2009 Revision) (Form MF3)
 - ✓ Fund Annual Return (reporting form)
- Money Services Business
 - ✓ Personal Questionnaire
 - ✓ Money Services Business Survey/ Money Services Business Quarterly Return Form
- Securities
 - ✓ Personal Questionnaire
 - ✓ SIBL Application Form for the Granting of a Licence
 - ✓ SIBL Application Checklist
 - ✓ SIBL Licence Fees
 - ✓ SIBL Annual Declaration Form for Excluded Persons
 - ✓ Securities Investment Business Financial Reporting
 - ✓ SIBL Annual Declaration Form for Excluded Persons
- Trusts
 - ✓ Personal Questionnaire



CAYMAN ISLANDS AIRPORTS AUTHORITY

Publication Scheme

Produced in accordance with the Deputy Governor's Code of Practice

CONTENTS:

1. About the Publication Scheme
2. Information which may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information

1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a Publication Scheme.

The purpose of a Publication Scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The Publication Scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This Publication Scheme commits the **CAYMAN ISLANDS AIRPORTS AUTHORITY** to making information available to the public as part of its normal business activities.

The **CAYMAN ISLANDS AIRPORTS AUTHORITY** will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;

- list any fees charged for access to information described in this Scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this Scheme;
- make this Publication Scheme available to the public;
- regularly review and update the information made available under this Scheme.

2. Information which may be withheld

The **CAYMAN ISLANDS AIRPORTS AUTHORITY** will generally not publish:

- information in draft form;
- information which is not held by the **CAYMAN ISLANDS AIRPORTS AUTHORITY** or which has been disposed of in accordance with a legally authorised disposal schedule;
- information which is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this Publication Scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the **CAYMAN ISLANDS AIRPORTS AUTHORITY's** (or another organisation's) commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our Publication Scheme will usually be accessible through the methods described below:

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on our website: <http://www.caymanairports.com> and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If you experience difficulty locating information listed under our Scheme, kindly contact:

The Information Manager
Cayman Islands Airports Authority
298 Owen Roberts Drive
P.O. Box 10098
Grand Cayman KY1-1001
CAYMAN ISLANDS

Email: foi@caymanairports.com

Website: <http://www.caymanairports.com>

Telephone: +1345.943.7070

Facsimile: +1345.943.7071

Email

If information is listed in our Publication Scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi@caymanairports.com to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the Publication Scheme can also be requested by telephone. Please call +1345.943.7070 to request information.

Post

All information listed in the Publication Scheme will usually be available in hard copy. Requests may be addressed to:

The Information Manager
Cayman Islands Airports Authority
298 Owen Roberts Drive
P.O. Box 10098
Grand Cayman KY1-1001
CAYMAN ISLANDS

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the Publication Scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you wish to access, please contact:

The Information Manager
Cayman Islands Airports Authority
298 Owen Roberts Drive
P.O. Box 10098
Grand Cayman KY1-1001
CAYMAN ISLANDS
Email: foi@caymanairports.com
Telephone: +1345.943.7070
Facsimile: +1345. 943.7071

The **CAYMAN ISLANDS AIRPORTS AUTHORITY** will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this Publication Scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the **CAYMAN ISLANDS AIRPORTS AUTHORITY** is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this Scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The **CAYMAN ISLANDS AIRPORTS AUTHORITY** strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The **CAYMAN ISLANDS AIRPORTS AUTHORITY** will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the **CAYMAN ISLANDS AIRPORTS AUTHORITY** has received your payment.

5. Requests for information outside the Publication Scheme

Information held by the **CAYMAN ISLANDS AIRPORTS AUTHORITY** that is not published under this Scheme can be requested in writing or via email to foi@caymanairports.com. Your request will be considered in accordance with the provisions of the FOI Law.

To Make a Request, an application form may be downloaded from our website at:

<http://www.caymanairports.ky/userfiles/file/FOI%20Application%20Form.pdf>

6. Complaints

The **CAYMAN ISLANDS AIRPORTS AUTHORITY** aims to make our Publication Scheme easy to use, and to ensure our information is accessible to the public.

Further information about our Complaints Procedure may be obtained from:

<http://www.caymanairports.ky/ContentDisplay.aspx/customer-service/complaints-policy>

If you wish to complain about any aspect of this Publication Scheme, please contact the **CAYMAN ISLANDS AIRPORTS AUTHORITY** at +1345.943.7070 or via email to ciaa@caymanairports.com or fax at +1345.943.7071 and we will try to resolve your complaint as quickly as possible.

You have legal rights to access information under this Scheme, and a right to complain to the **Information Commissioner** if you are dissatisfied with our response. The contact details are as follows:

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town
P.O. Box 10727
Grand Cayman KY1-1007
CAYMAN ISLANDS

Telephone: +1345.747.5402

Email: appeals@ico.gov.ky

7. Categories of information

ABOUT US

Name of public authority:

CAYMAN ISLANDS AIRPORTS AUTHORITY as shown in the list of public authorities at www.cina.gov.ky

Ministry

Ministry of Financial Services, Tourism & Development

Key Staff:

For a comprehensive listing with photographs of the Management Team of the **CAYMAN ISLANDS AIRPORTS AUTHORITY**, kindly visit our website:

<http://www.caymanairports.ky/ContentDisplay.aspx/about-us/our-team>

Chief Executive Officer: Jeremy L. Jackson

Senior Managers:

Wendy Didier	Chief Human Resources Officer
Wayne DaCosta	Information & Communication Services
Walter Ebanks	Air Navigation Services
Kerith McCoy	Chief Operations Officer
Rohendis Britton	Airports Operations (Charles Kirkconnell International Airport)
Shelley Ware	Financial Controller
Andrew McLaughlin	Safety Management Systems
Shane Bothwell	Airport Security

Managers:

Sheron Ebanks	Human Resources Manager
Bianca Moore-Downey	Airport Operations Manager
Caren Thompson-Palacio	Communications & Marketing Manager
Julian Watler	Information Technology Manager
Melantha Wright	Accounting Manager
Chad Yates	Airport Security
Eimer Powery	Assistant Project Manager

Information Manager: Caren A. Thompson-Palacio
Designate: Liz Lynee

As listed on the Freedom of information website: www.foi.gov.ky

Organisation and Functions

The **CAYMAN ISLANDS AIRPORTS AUTHORITY** (CIAA) is a statutory authority which owns and operates Cayman's airport facilities comprising two international aerodromes, Owen Roberts International Airport on Grand Cayman and Charles Kirkconnell International Airport on Cayman Brac, as well as off-site navigational aids on both islands.

The CIAA was created in June 2004 and is governed by a Board of Directors who oversees its operations in accordance with the Airports Authority Law (2005 Revision).

A Chief Executive Officer (CEO) is appointed by the Board and is responsible for the day to day management, including financial, commercial and operational matters as well as the overall safety and security of airport operations and human resource development. The Management Team consists of the CEO and eight senior managers and six managers.

Contact Details:

CAYMAN ISLANDS AIRPORTS AUTHORITY

298 Owen Roberts Drive

2nd Floor – Main Terminal Building

P.O. Box 10098

Grand Cayman KY1-1001

CAYMAN ISLANDS

Email: ciaa@caymanairports.com

Website: <http://www.caymanairports.com>

Telephone: +1345.943.7070

Facsimile: +1345.943.7071

Locations and hours	Matters handled
Cayman Islands Airports Authority (ORIA) Administrative Offices 298 Owen Roberts Drive 2 ND Floor, Terminal Building Grand Cayman 8:30am -5:00pm Monday – Friday Terminal Overview: http://www.caymanairports.ky/ContentDisplay.aspx/overview-of-owen-roberts-international-airport	Commercial & Private Aircraft Terminals Air Traffic Services & Support Functions Security Access Passes (Vehicles & Personnel) Airline Offices & Passenger Processing Facilities Dispatch Functions for Ground Transportation Commercial Facilities (Concessions/Restaurants) Revenue Parking Facilities (Short & Long Term)
Cayman Islands Airports Authority (CKIA) Administrative Offices 2 nd Floor, Terminal Building West End, Cayman Brac 8:30am - 5:00pm Monday – Friday Terminal overview: http://www.caymanairports.ky/ContentDisplay.aspx/overview-of-charles-kirkconnell-international-airport	As outlined above.

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Boards and Committees:

Name	Meetings	Minutes
Board of Directors: Chairman: Mr. Richard “Dick” E. Arch, MBE, JP Deputy Chairman: Mr. A. Steve McField Directors: Mr. Roy Grant, Cert. Hon. Mr. Larry Bryan Mr. Arnold Berry Mr. Frank E. Flowers, Sr. Ms. Jewel Hydes Mr. Bruce Smith Mr. Langlie Powery <p>This information is also available at our website: http://www.caymanairports.ky/ContentDisplay.aspx/about-us/our-team</p>	Meets Monthly Not open to the public	Hard copies of these Minutes may be requested in writing from the Information Manager at foi@caymanairports.com <i>Please refer to section 3: Methods of Access</i>
Aerodrome Safety Committee Provides advice to airport management on airside and apron safety matters and provides a forum for airport management to work with its users and staff to consider and address safety related issues.	Meets Monthly	Hard copies of these Minutes may be requested in writing from the Information Manager at foi@caymanairports.com <i>Please refer to section 3: Methods of Access</i>
Wildlife Hazards Working Group Addresses wildlife problems at the aerodrome. The group considers hazards and techniques for wildlife mitigation, future anticipated hazards such as migratory patterns, and impact of local projects that will have an effect on the wildlife present on the airport.	Meets Annually or as needed	Hard copies of these Minutes may be requested in writing from the Information Manager at foi@caymanairports.com <i>Please refer to section 3: Methods of Access</i>
Apron Management Sub-Committee Discusses and develops policies and procedures for airside operations.	Meets as needed	Hard copies of these Minutes may be requested in writing from the Information Manager at foi@caymanairports.com <i>Please refer to section 3: Methods of Access</i>
Airport Security Committee Provides a forum for airport partners for the coordination of policies and procedures for aviation security.	Meets Quarterly	Hard copies of these Minutes may be requested in writing from the Information Manager at foi@caymanairports.com subject to FOI Exemptions. <i>Please refer to section 3: Methods of Access</i>
Airport Facilitation Committee Provides a forum for CIAA Management and airport partners to address matters relating to passenger servicing; aircraft handling and associated fees as well as other relevant airport matters.	Meets Monthly	Hard copies of these Minutes may be requested in writing from the Information Manager at foi@caymanairports.com <i>Please refer to section 3: Methods of Access</i>

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Frequently Asked Questions:

Q: What are the functions of the CIAA (Cayman Islands Airports Authority) versus the CAACI (Civil Aviation Authority Cayman Islands)?

A: The CIAA owns and operates the two commercial terminals: Owen Roberts International Airport on Grand Cayman and Charles Kirkconnell International Airport on Cayman Brac, whereas, the CAACI is the statutory authority responsible for providing technical and economic regulatory oversight for the Cayman Islands' aviation industry.

For a list of other frequently-asked questions, kindly refer to:

<http://www.caymanairports.ky/ContentDisplay.aspx/customer-service/faq>

STRATEGIC MANAGEMENT

The **CAYMAN ISLANDS AIRPORTS AUTHORITY** (CIAA) is a statutory authority which owns and operates Cayman's airport facilities comprising of two international aerodromes, Owen Roberts International Airport on Grand Cayman and Gerrard-Smith International Airport on Cayman Brac, as well as off-site navigational aids on both islands.

The CIAA was created in June 2004 and is governed by a Board of Directors who oversees its operations in accordance with the Airports Authority Law (2005 Revision).

A Chief Executive Officer is appointed by the Board and is responsible for the day to day management, including financial, commercial and operational matters as well as the overall safety and security of airport operations and human resource development. The Management Team consists of the CEO and eight senior managers and six managers.

Our Vision: To Bring Excellence to All Levels of Your Airport Experience

Our Mission: To provide our customers with professional, innovative airport services and facilities in a safe efficient manner.

Our Core Values:

Safety: We are dedicated to a strong safety culture.

Excellence: We are committed to ensuring excellence in all we do.

Innovation: We embrace innovative solutions and are always ready for change.

Integrity: We are dedicated to honest and ethical practices.

Accountability: We accept responsibility for our actions.

The strategic goals of the **CAYMAN ISLANDS AIRPORTS AUTHORITY** are as follows:

- Plan, develop and administer airports, and any other vested property;
- Provide and maintain runways, taxiways, aprons, terminals and other services and facilities, including associated lighting fixtures, necessary or desirable for the efficient operation of airports;
- To provide and control air navigation services;
- Make adequate arrangements for the provision of rescue and fire fighting equipment and services;
- Formulate, test and implement measures to comply with international requirements for airport emergency planning;
- Administer prescribed or approved commercial levies, including rent, aeronautical fees, parking revenues and other charges;
- Ensure that airports conform to the standards and recommended practices of the International Civil Aviation Organization; and to
- Provide and maintain airport facilities to meet the requirements of the travelling public, service providers, border control authorities, employees and other airport users.

Governance

The **CAYMAN ISLANDS AIRPORTS AUTHORITY** is governed by the following Laws, which can be accessed at: (<http://www.caymanairports.ky/ContentDisplay.aspx/laws>)

- Airports Authority Law (2005 Revision)
- Departure Tax and Environment Protection Fee Law (2003 Revision)
- Civil Aviation Law (1997 Revision) Airports (Security Tax) Regulations (2003 Revision)
- Aircraft (Landing and Parking Fees Regulations) Regulation (1995 Revision)
- The Air Navigation (Fees) (Amendment) Regulations, 1991
- Airport Regulations (2005 Revision)

Note: Copies of the above Laws are available at cost from the Cayman Islands Legislative Assembly.

Corporate management

FINANCE & ADMINISTRATION

This category applies to internal support functions relating to the Authority's finance, personnel and business administration.

Financial management

Copies of financial records can be obtained by requesting in writing from the Information Manager.
Please refer to Methods of Access in Section 3.

Administration

- Our Team:
<http://www.caymanairports.ky/ContentDisplay.aspx/about-us/our-team>
- Vision Mission & Core Values:
<http://www.caymanairports.ky/ContentDisplay.aspx/about-us/overview-vision-mission-strategic-objectives>
- Press Releases:
<http://www.caymanairports.ky/ContentDisplay.aspx/DisplayNewsSection/news-room/1>
- Employment Opportunities:
<http://www.caymanairports.ky/ContentDisplay.aspx/at-the-airports/employment-opportunities>

POLICIES & PROCEDURES

Information or documents may be accessed on the Authority's website at the links provided below in respect of the procedures and/or policies which govern our operations:

Airport Advertising Procedures:

<http://www.caymanairports.ky/ContentDisplay.aspx/business-information/airport-advertising>

Banner Placement Application Forms (Grand Cayman and Cayman Brac airports):

[http://www.caymanairports.ky/userfiles/file/CIAA%20Banner%20Placement%20Form%202010\(1\).pdf](http://www.caymanairports.ky/userfiles/file/CIAA%20Banner%20Placement%20Form%202010(1).pdf)

<http://www.caymanairports.ky/userfiles/file/CIAA%20Banner%20Placement%20Form%20G-SIA.pdf>

Concessions & Service Policy:

<http://www.caymanairports.ky/ContentDisplay.aspx/business-information/contracts-concessions>

Ground Transportation Overview:

<http://www.caymanairports.ky/ContentDisplay.aspx/ground-transportation>

Taxi Rates & Conditions:

<http://www.caymanairports.ky/userfiles/file/Taxi%20Rates%20and%20Conditions.pdf>

Complaints Procedure:

<http://www.caymanairports.ky/ContentDisplay.aspx/customer-service/complaints-policy>

Requests for Proposals:

<http://www.caymanairports.ky/ContentDisplay.aspx/business-information/requests-for-proposals>

Overview of Airport Identification Requirements:

<http://www.caymanairports.ky/ContentDisplay.aspx/airport-security-services>

Access to the Restricted Zone & Controlled Zone:

<http://www.caymanairports.ky/ContentDisplay.aspx/airport-security-services/granting-access-to-the-rz-and-cz>

Identification & Security Access Control Cards Application & Fees

[http://www.caymanairports.ky/userfiles/file/Access%20Pass%20Application%20\(2009-10-15%20Revision\).pdf](http://www.caymanairports.ky/userfiles/file/Access%20Pass%20Application%20(2009-10-15%20Revision).pdf)

Overview of Aerodrome Vehicle Operators Permit:

<http://www.caymanairports.ky/ContentDisplay.aspx/airport-security-services/aerodrome-operator-vehicle-permit>

Aerodrome Vehicle Operators Manual:

<http://www.caymanairports.ky/userfiles/file/CIAA%20AVOM%20Manual%202009.pdf>

Aerodrome Vehicle Operator Permit Application Form:

<http://www.caymanairports.ky/userfiles/file/CIAA%20Aerodrome%20Vehicle%20Operator%20Permit%20Application%20Form.pdf>

Safety Management Systems:

<http://www.caymanairports.ky/ContentDisplay.aspx/safety-services>

Safety Management Systems Manual:

<http://www.caymanairports.ky/userfiles/file/CIAA%20SAFETY%20MANAGEMENT%20MANUAL.pdf>

Cargo & Courier Services:

<http://www.caymanairports.ky/ContentDisplay.aspx/at-the-airports/cargo-facilities>

Lost & Found Services:

<http://www.caymanairports.ky/ContentDisplay.aspx/lost-and-found>

LISTS & REGISTERS

A list of the Airlines which currently serve the Cayman Islands may be obtained at the following link:

<http://www.caymanairports.ky/ContentDisplay.aspx/passenger-information/airlines>

Contact information in relation to Border Control Authorities may be obtained at:

<http://www.caymanairports.ky/ContentDisplay.aspx/passenger-information/border-control-and-tourism-authorities>

A list of companies who operates Concessions & Dining facilities at Owen Roberts International Airport may be accessed at: <http://www.caymanairports.ky/ContentDisplay.aspx/passenger-information/shopping-and-dining>

A list of companies who operate car rental agencies across from the airport terminals on Grand Cayman and Cayman Brac may be accessed at:

<http://www.caymanairports.ky/ContentDisplay.aspx/ground-transportation/car-rental-agencies>

A list of companies who provide pre-booked limousine service at the Owen Roberts International Airport on Grand Cayman may be accessed at:

<http://www.caymanairports.ky/ContentDisplay.aspx/ground-transportation/limousine-services>

A list of companies who operate taxi services at both airports may be accessed at:

<http://www.caymanairports.ky/ContentDisplay.aspx/ground-transportation/taxi>

A list of companies who provide pre-booked bus service may be accessed at:

<http://www.caymanairports.ky/ContentDisplay.aspx/ground-transportation/tour-operators>

DECISIONS & RECOMMENDATIONS

Hard copies of the Minutes of the Meetings of the **CAYMAN ISLANDS AIRPORTS AUTHORITY**'s Board of Directors may be requested in writing from the Information Manager. *Please refer to Methods of Access in Section 3.*

OUR SERVICES

This category provides links to other documents which may be accessed on our website:

Airport Master Plan: Note: 40MB document which may be downloaded.

<http://www.caymanairports.ky/userfiles/file/GCM%20Master%20Plan%202007.pdf>

Overview of Owen Roberts International Airport:

<http://www.caymanairports.ky/ContentDisplay.aspx/overview-of-owen-roberts-international-airport>

Overview of Charles Kirkconnell International Airport:

<http://www.caymanairports.ky/ContentDisplay.aspx/overview-of-charles-kirkconnell-international-airport>

Overview of Air Navigation Services:

<http://www.caymanairports.ky/ContentDisplay.aspx/air-navigation-services/overview>

Air Traffic Services:

<http://www.caymanairports.ky/ContentDisplay.aspx/air-navigation-services/air-traffic-services>

Aeronautical Information Publication:

<http://www.caymanairports.ky/userfiles/file/AIP%20Document.pdf>

Aerodrome Charges & Payment Policy:

<http://www.caymanairports.ky/ContentDisplay.aspx/air-navigation-services/aircraft-fees>

Aircraft Information & Licensing:

<http://www.caymanairports.ky/ContentDisplay.aspx/air-navigation-services/aircraft-information-and-licensing>

Air Navigation Services:

Cuban Over-Flight Form:

<http://www.caymanairports.ky/userfiles/file/Cuban%20Overflight.pdf>

Flight Plan Form:

[http://www.caymanairports.ky/userfiles/file/Flight%20Plan\(4\).pdf](http://www.caymanairports.ky/userfiles/file/Flight%20Plan(4).pdf)

Operating Slot Times Application:

<http://www.caymanairports.ky/userfiles/file/Operating%20Slot%20Times.pdf>

Pre Flight Information Request Form:

<http://www.caymanairports.ky/userfiles/file/Pre%20Flight%20Information%20Request.pdf>

NOTAM:

<http://www.caymanairports.ky/ContentDisplay.aspx/air-navigation-services/notam>

End



Her Majesty's Customs Cayman Islands

Publication Scheme

Produced in accordance with the Deputy Governor's Code of Practice on Publishing

CONTENTS:

1. About the Publication Scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information
 - About Us
 - Strategic Management
 - Finance & Administration
 - Policies & Procedures
 - Decisions & Recommendations
 - Lists & Registers
 - Our Services

1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits H.M. Customs Cayman Islands to making information available to the public as part of its normal business activities.

H.M. Customs Cayman Islands will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;

- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

H.M. Customs Cayman Islands will generally not publish:

- information in draft form;
- information that is not held by H.M. Customs Cayman Islands or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available — for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law or otherwise protected from disclosure — for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm H.M. Customs Cayman Islands (or another organisation's) commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at www.customs.gov.ky or www.gov.ky. If you are still having trouble locating information listed under our scheme, please contact Ms. Sacha Rankine, Information Manager Designate.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.cus@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call Mr. Kevin Walton at (345) 244-4922 or Ms. Sacha Rankine at (345) 244-4925 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Mr. Kevin Walton
Information Manager
H.M. Customs Cayman Islands
P.O. Box 898
Grand Cayman KY1-1103
Cayman Islands

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Mr. Kevin Walton at (345) 244-4922 or Ms. Sacha Rankine at (345) 244-4925.

H.M. Customs Cayman Islands will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where H.M. Customs Cayman Islands is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. H.M. Customs Cayman Islands strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

There are some publications which the H.M. Customs Cayman Islands offers for sale. This include: The Customs Tariff Law, etc. These publications are charged at the cover price, plus actual postage costs as charged by the Cayman Islands Postal Service, or the Customs Tariff Law may be downloaded free of charge from www.customs.ky

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per discs.

Postage costs

The H.M. Customs Cayman Islands will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the H.M. Customs Cayman Islands has received your payment.

5. Requests for information outside the Publication Scheme

Information held by the H.M. Customs Cayman Islands that is not published under this scheme can be requested in writing. Your request will be considered in accordance with the provisions of the FOI Law.

For further details please visit <http://www.foi.cus.ky/FOI.php#Request>

6. Complaints

H.M. Customs Cayman Islands of the Cayman Islands aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Mr. Kevin Walton at (345) 244-4922 via email kevin.walton@gov.ky or Ms. Sacha Rankine at (345) 244-4925, via email sacha.rankine@gov.ky and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from our website www.customs@gov.ky

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office
2nd Floor, Elizabethan Square
Building 1 George Town, Grand Cayman
PO Box 1375,
Grand Cayman KY1-1108
CAYMANISLANDS
Telephone: +1 345 747 5402
Email: appeals@ico.gov.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Name of public authority

Her Majesty's Customs Cayman Islands

Ministry

Ministry of Finance, Tourism and Development

Financial Secretary

Mr. Kenneth Jefferson, Portfolio of Finance & Economics, 3rd Government Administrative Building, 133 Elgin Avenue, George Town, Grand Cayman KY1-9000

Chief Officer

Mrs. Sonia McLaughlin, Portfolio of Finance & Economics, 3rd Government Administrative Building, 133 Elgin Avenue, George Town, Grand Cayman KY1-9000

Name and title of head

Ms. Emalie Wilks, Acting Collector of Customs, 42 Owen Roberts Drive, George Town, P.O. Box 898 Grand Cayman KY 1-1103

Information Manager

Mr. Kevin Walton
Information Manager
H.M. Customs Cayman Islands
P.O. Box 898
Grand Cayman KY1-1103
Direct Line: (345) 244-4922
Office: (345) 949-4579
Email: kevin.walton@gov.ky
FOI Email: foi.cus@gov.ky
Website: www.customs.ky or www.gov.ky
Freedom of Information Website: <http://foi.gov.ky>

Designate

Ms. Sacha Rankine
Information Manager Designate
H.M. Customs Cayman Islands
P.O. Box 898
Grand Cayman KY1-1103
Direct Line: (345) 244-4925
Office: (345) 949-4579
Email: sach.rankine@gov.ky
FOI Email: foi.cus@gov.ky
Website: www.customs.ky or www.gov.ky
Freedom of Information: <http://foi.gov.ky>

Organization and functions

H.M. Customs Cayman Islands is responsible for:

1. The collection and protection of Customs Duty,
2. Facilitation of trade, arriving and departing passengers, aircrafts and vessels,
3. Providing border security for the safety and security of our environment, citizens and visitors
4. The implementation of prohibitions and restrictions upon the importation and exportation of certain goods;
5. The provision of information concerning imports and exports for trade statistics;
6. Assisting other law enforcement agencies and other agencies in the enactment of their laws.

Vision

To trust in God's guidance and protection to meet and exceed the expectation of our people, through Intelligence led Risk Management that enhances the protection and security of the Cayman Islands.

Mission statement

To collect and protect revenue, facilitate passengers and legitimate trade while providing effective border security for the safety and security of our environment, citizens and visitors.

P.O. Box 898

Grand Cayman KY1-1103

Tel: (345) 949-4579

Fax: (345) 949-1573

Website: www.customs.ky or www.gov.ky

Location and hours	Matters handled
Admin Office 42 Owen Roberts Drive, 2 nd floor George Town 8:30am to 5:00pm Monday to Friday	Administrative concerns Human Resources
Collections Office 42 Owen Roberts Drive, 1 st floor George Town 8:30am to 4:00pm Monday to Friday 8:30am to 12:00pm Saturday	Clearing of Cargo
Courier Office 42 Owen Roberts Drive, George Town 8:30am to 5:00pm Monday to Friday	Clearing of Courier Cargo
Parcel Post Airport Post Office, George Town 8:30am to 5:00pm Monday to Friday 8:30am to 12:00pm Saturday	Clearing of Air Parcel Cargo
Airport Terminal Owen Robert Intl Airport, George Town 6:00am to 11:00pm Monday to Sunday	Clearing of commercial and private aircrafts and passengers
General Aviation Terminal GAT Terminal Owen Roberts Drive, George Town 6:00am to 9:00pm Monday to Sunday	Clearing of private aircrafts and passengers
Sea Freight/Ocean Freight Office Port Authority, Cargo Distribution Center Portland Road, George Town 8:30am to 4:00pm Monday to Friday 8:30am to 12:00pm Saturday	Clearing of Cargo

Fraud Unit 42 Owen Roberts Drive 2 nd Floor George Town 8:30am to 5:00pm Monday to Friday	Deter, investigate and prosecute offenders for noncompliance with customs laws and procedures
Narcotics Enforcement Team 42 Owen Robert Drive 2 nd Floor George Town 8:30am to 5:00pm Monday to Friday	Investigate, identify and prosecute drug offences
Intelligence Unit 42 Owens Roberts Drive 2 nd floor George Town 8:30am to 5:00pm Monday to Friday	Gather, analyze, and disseminate relevant information to appropriate sections of H.M. Customs Cayman Islands
Freight Security Initiative Management Unit 42 Owens Roberts Drive 2 nd Floor George Town 8:30am to 4:30pm Monday to Friday 8:30am to 12:00pm Saturday	Inspection and verification of containerized and loose cargo
Sea Port Office 45A Harbour Drive, Port Authority Building George Town 8:30am to 4:00pm Monday to Friday 8:30am to 12:00pm Saturday	Clearing of ocean vessels

Boards and committees

H.M. Customs Cayman Islands does not oversee any boards or committees.

Frequently asked questions

▪ What are the duty rates for cars?

The duty rates for cars are as follows:

Up to \$12,000.00 c.i.f. **(used cars only)** 29.5% and environmental fee \$1,000.00 and waste handling fee \$250.00
Up to \$20,000 c.i.f. value 29.5%
Between \$20,001 and \$25,000 c.i.f. value 32%
Between \$25,001 and \$30,000 c.i.f. value 37%
More than \$30,000 c.i.f. value 42%

▪ Who is in charge of H.M. Customs Cayman Islands?

Ms. Emalie Wilks is the Acting Collector of Customs, and he is in charge of H.M. Customs Cayman Islands.

- **How much is my allowance?**

All passengers over the age of 18 may bring with them the following items

- Up to 1 liter of Portable Spirits
- Or 4 liters of wine
- Or 1 case of beer (not exceeding 8 liters)
- Up to 200 Cigarettes
- Or 100 Cigarillos
- Or 25 Cigars
- Or 250 grammes of Tobacco

Cayman residents returning from an overseas visit may bring with them household and personal items up to the value of CI\$350.00 (US\$417.00).

- **Why do I have to pay duty?**

Collection of duty is Government's main source of revenue. This allows Government to earn money for the continuing operation for essential services and funding for capital projects

- **Why do I have to pay duty on gifts?**

Unsolicited gifts not exceeding fifty (50) Cayman Islands dollars in value are duty free.

- **How much money does H.M. Customs Cayman Islands collect?**

H.M. Customs Cayman Islands collects approximately CI\$150 million dollars in revenue annually.

- **How do I make a FOI request?**

If you wish to make a request for information then you should contact the Information Manager listed above or in his absence, the Information Manager Designate. Requests may also be made through our Government assigned email address foi.cus@gov.ky or H.M. Customs Cayman Islands own FOI email address www.foi.gov.ky. Requests must be in writing (letter, email or facsimile) and must include your name and an address (either postal or email). Please be as specific as possible about the information you would like, as this will help us to respond promptly. Where possible, please include a contact telephone number so we can call to discuss your request if necessary.

We will respond to your request immediately. The Law requires public authorities to respond within 30 calendar days, allowing an extension of an additional 30 calendar days if needed. We are obligated by law to always acknowledge receipt of all FOI requests made to the Information Manager and we are also obligated to let you know if there is a need to extend the deadline. For detailed advice on what sorts of information is exempt please see the FOI Unit website.

STRATEGIC MANAGEMENT

The Principal Law relating to the administration and procedures of H.M. Customs Cayman Islands is the Customs Law. This Law constitutes the legal basis for the collection and management of the Customs Duties and the Enforcement of the Prohibitions and Restrictions on the importation and exportation of goods.

The key strategic goals and objectives for H.M. Customs Cayman Islands are:

1. Ensure that 'TRIPS' capture all activities and provides reliable information for management, reporting and operational purposes.
2. Restructure the department to enhance revenue collection, law enforcement and border security initiatives.
3. Continue to reform and modernize Customs functions and services provided to internal and external stakeholders.
4. Develop, review and implement policies and legislation that support and enhance Customs operations.
5. Continue building partnerships with other Law Enforcement Agencies locally, regionally and internationally.

Governance

Customs Law (2011 Revision)
 Public Management and Finance Law (2005 Revision)
 Public Service Management Law 2005, (2010 Revision)
 Personnel Regulations 2006, (2010 Revision)
 Customs Department Use of Force and Safety Policy
 Customs General Procedures
 Customs Complaint Handling Procedures

Additional information is available at www.gazettes.gov.ky or at www.gov.ky

FINANCE & ADMINISTRATION

Administering the department's internal functions and managing its resources efficiently and effectively. Includes the management of monetary resources; material resources; human resources; information resources; and relationships with importers, the public and other government agencies. Principal accounting policies are adopted and are prepared in accordance with International Public Accounting Standards and International Accounting Standards.

Financial management

- Finance and Accounting
- Annual Budget
- Financial statement; half-yearly/quarterly
- Sources of revenue; import duty
- Accounting procedures; contracting procedures
- Ministerial expenditure
- List of current tenders, contracts or quotations; recently-awarded contracts
- Auction

*Copies can be obtained upon request from Information Manager

Administration*

- Insurance policies
- Press releases
- Job vacancies; career opportunities
- Staff pay and grading structures
- Records management file plan or classification scheme
- Training and safety

- Information technology
- Human resources

*copies can be obtained upon request from Information Manager

POLICIES & PROCEDURES

Customs Law (2011 Revision)
 Public Management and Finance Law (2005 Revision)
 Public Service Management Law 2005, (2010 Revision)
 Personnel Regulations 2006, (2010 Revision)
 Customs General Procedures
 Customs Department Use of Force and Safety Policy
 Customs Complaint Handling Procedures (2009 Revision)

DECISIONS & RECOMMENDATIONS

- Management Meetings
- Minutes of meetings
- Evaluation procedures
- Assessment criteria

Lists and Registers

- H.M. Customs Cayman Islands FOI Disclosure Log (Available at our office. Electronic or hard copy may be requested)
- 2010 FOI Publication Scheme List (Master list available at our office and updated each year)
- 2011 FOI Publication Scheme List (Master list available at our office and updated each year)

OUR SERVICES

H.M. Customs Cayman Islands is responsible for facilitating international trade and the collection of Import Duties, Package tax and Warehouse fees under the Customs Law and Customs Regulations. Also, the department is the main agency responsible for controlling at the borders the importation and exportation of prohibited and restricted goods.

The staff of H.M. Customs Cayman Islands will assist you in every reasonable way to obtain your rights and to understand and meet your obligations under the Customs Law and other related laws. In order to do this, Officers expect that your declaration to Customs will give them the full facts they need to decide how much duty you should pay and whether or not you are in possession of any prohibited or restricted goods. The staff of H.M. Customs strives to carry out their duties in a professional and courteous manner at all times.

This information is available online at www.customs.gov.ky or can be purchased at the Legislative Assembly Building in George Town, Grand Cayman.



Government Information Services

Publication Scheme

Produced in accordance with the Deputy Governor's Code of Practice

CONTENTS:

1. About the Publication Scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information
 - About Us
 - Strategic Management
 - Finance & Administration
 - Policies & Procedures
 - Our Services

1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into five (5) different categories of information, to help you find the documents you are looking for.

This publication scheme commits Government Information Services (GIS) to making information available to the public as part of its normal business activities.

GIS will:

- specify the information held by the authority, which falls within the five (5) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;

- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

GIS will generally not publish:

- information in draft form;
- information that is not held by GIS or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm GIS' (or another organisations') commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

Online

Most of our documents and other products are published electronically on this website: www.gis.ky.

If you have any trouble locating information listed under our scheme, please contact Bina Mani, Acting Information Manager.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.gis@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call Bina Mani at 244-1758 to request information.

Post

All information listed in the publication scheme can be made available on CD or hard copy. Requests may be addressed to:

**Bina Mani
Government Information Services
Government Administration Building
Grand Cayman KY1-9000
Cayman Islands**

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Bina Mani at 244-1758. You can also contact them by sending an email to foi.gis@gov.ky.

GIS will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where GIS is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. GIS strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

GIS will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when GIS has received your payment.

5. Requests for information outside the Publication Scheme

Information held by GIS that is not published under this scheme can be requested in writing. For information on how to make a request in writing go to this page on our website: http://www.gis.gov.ky/portal/page?_pageid=1771,3501195&_dad=portal&_schema=PORTAL

If you are without access to the internet, the essential elements of an FOI request are that it is made in writing, includes a name and return address, a description of the information sought and the kind of format (e.g. CD, hardcopy) in which you want to receive the information. The request can be submitted using an FOI application form or written in your own words. The request may be sent via post, fax, e-mail or by hand.

Your request will be considered in accordance with the provisions of the FOI Law. For information on the FOI Law, you can go the Freedom of Information website at:

http://www.foi.gov.ky/portal/page?_pageid=1206,1&_dad=portal&_schema=PORTAL

6. Complaints

GIS aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact the Acting Information Manager Bina Mani at 244-1758 and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained at our reception desk or by going to www.gis.gov.ky.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman
PO Box 1375
Grand Cayman KY1-1108
CAYMAN ISLANDS
Telephone: +1 345 747 5402
Email: *appeals@ico.gov.ky*

7. Categories of information

- About Us
- Finance & Administration
- Our Services

ABOUT US

Name of public authority:

Government Information Services

Portfolio:

Cabinet Office

Chief Officer:

Orrett Connor, Cabinet Office

4th Floor, Government Administration Building, Grand Cayman KY1-9000, Cayman Islands

Principal Officer:

Acting Chief Information Officer: Suzette Ebanks

2nd Floor, Government Administration Building

133, Elgin Avenue

Grand Cayman KY1-9000, Cayman Islands

Phone: 345-949-8092

Email: *Suzette.Ebanks@gov.ky*

Acting Information Manager:

Bina Mani

Phone: 345-244-1758

Email: *mailto:foi.gis@gov.ky*

Website: *www.gis.gov.ky* or *www.gis.ky*

For more information on the Freedom of Information Law visit the Freedom of Information website at *www.foi.gov.ky*

Organisation and functions

GIS provides public relations services to the Cayman Islands Government and publishes the *Cayman Islands Gazette*.

Subject Matters

- Public Information
 - Develops and executes information campaigns to promote government programmes
 - Designs graphic products: logos, posters, banners etc.
 - Produces *GIS Spotlight* television programme
 - Publishes the *Gazette*, Annual Report, and community calendars
 - Updates general information on the government portal, www.gov.ky
 - Responds to information requests
 - Prepares and issues press releases and public service announcements
- Press Facilitation
 - Arranging press conferences
 - Arranging photo opportunities for the press
 - Organising and providing staff for press stations at national events
 - Issuing press advisories on government functions/events
 - Briefing the press on arrangements and procedures
 - Responding to press queries
- Communication Support for Government
 - Writing speeches
 - Advising on effective communication methods
 - Recording national events
 - Taking official photographs
 - Providing media training

Mailing Address:

GIS Marketing and Communications
2nd Floor, Government Administration Building
133, Elgin Avenue
Grand Cayman KY1-9000, Cayman Islands

Telephone number:

345-949-8092

Fax number:

345-949-5936

Email address:

gis@gov.ky or Bina.Mani@gov.ky

Website address:

www.gis.ky or www.gis.gov.ky

Staff Directory:

Name	Cell#	Direct#	E-Mail
Suzette Ebanks	926-2018	244-1760	Suzette.Ebanks@gov.ky

Graphics Officers

Charles Gilman	925-6570	244-1753	Charles.Gilman@gov.ky
Lisa Parks	926-9699	244-1757	Lisa.Parks@gov.ky
Kara Coe	925-8022	244-1780	Kara.Coe@gov.ky

Information Officers

Name	Cell#	Direct#	E-Mail
Bina Mani	925-8270	244-1758	Bina.Mani@gov.ky
Kristi Anderson	925-8280	244-1773	Kristi.Anderson@gov.ky
Yvette Cacho	916-6848	244-1755	Yvette.Cacho@gov.ky
Lennon Christian	926-0173	244-1764	Lennon.Christian@gov.ky

Administration Officers

Name	Cell#	Direct#	Land Line	E-Mail
Donnalee Walton	926-1701	244-1752	947-6413	Donnalee.Walton@gov.ky
Mona Walton-Ebanks	929-0953	244-1756	949-9039	Mona.Walton-Ebanks@gov.ky

Electronic Officers

Name	Cell#	Direct#	E-Mail
Martin Wilkinson	916-7048	244-1754	Martin.Wilkinson@gov.ky
Karl Nyysönen	925-6140	244-1759	Karl.Nyysönen@gov.ky
Lenford Wilks	925-6296	244-1776	Lenford.Wilks@gov.ky
Stephon Johnson	925-4641	244-1779	Stephon.Johnson@gov.ky

Postal Address and telephone contact for all managers and staff:
GIS Marketing and Communications

Government Administration Building
Grand Cayman KY1-9000
CAYMAN ISLANDS

Telephone number:
345-949-8092

Fax number:
345-949-5936

Boards and committees:

Government Information Services does not oversee any committees, boards etc.

Frequently asked questions

Government Information Services answers inquiries from the public on government services. As more information is available on government websites, GIS has been getting fewer phone calls, emails, and people stopping by the office. However what follows are the questions the department is currently answering frequently:

We're going to be visiting. What do we need to know, so we can get married in the Cayman Islands?

All the information you need about getting married in the Cayman Islands is on government's portal.

We got married in the Cayman Islands. How can we get copies of our marriage license?
Call the General Registry at 345-946-7922.

There's a dog in my neighbourhood that barks all night. Who handles this kind of problem?

If, after politely talking to your neighbour, the dog is still a nuisance, call your neighbourhood police officer. If the dog is a stray, call the Department of Agriculture, (345) 947-3090.

**When is the *Gazette* published? How much does it cost to put a notice in the *Gazette*?
And other *Gazette* questions:**

Most of the answers to these are under 'Quick Links' on the *Gazette* website, www.gazettes.gov.ky. You can also email your query to caymangazette@gov.ky.

Can you email me a Cayman Islands Crest in (various formats, ai, eps, jpg)?

GIS has the government crest available in several formats and can email it; however, certain circumstances may require permission first. The crest belongs to the Cayman Islands Government and cannot be used in any for profit venture without written consent from the Deputy Governor's Office.

Can you email me an electronic version of the Cayman Islands Government Organisational Chart?

Sure, we have an electronic version available to email. There's also a copy on www.gov.ky for downloading. On the home page, go into 'About Government'.

Can I buy a copy of the poster that shows all the CI National Symbols?

There are no more copies of the popular poster that GIS designed for the Education Department although we can provide an electronic copy of the original poster.

Our department was featured on *GIS Spotlight*. Can I get a copy of the show?

Sure. The video unit makes DVD copies available at \$10 each. *GIS Spotlight* stories are also posted on government's channel on YouTube:
<http://uk.youtube.com/user/CIGovtInfoServices>.

I need to apply for a visa to visit the Cayman Islands. Please let me know how I can apply.

For general information, visit the Cayman Islands' Immigration Department website, www.immigration.gov.ky.

What is the correct title for ... (various Government officials)? What is the order of precedence for the Cayman Islands?

Contact Ms Melanie Syms at the Protocol Office, (345) 244-3612 or Melanie.Syms@gov.ky.

STRATEGIC MANAGEMENT

Administering the authority's operations at the organisational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programmes to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources.

Governance

- Freedom of Information Law (2007)

- Freedom of Information (General) Regulations (2008)
- Freedom of Information (Information Commissioner) Regulations (2008)
- The Freedom of Information Law, 2007 (Commencement) Order (2008)
- Public Service Management Law (2011)
- Public Service Personnel (Regulations) (2011)
- Public Management and Finance Law (2012 Revision)
- Financial Regulations (2008 Revision)
- Public Service Pensions Law (2011 Revision)
- Public Service Pensions Regulations (2011 Revision)
- Public Holidays Law (2007 Revision)
- National Archive and Public Records Law (2010 Revision)
- National Archive and Public Records (Regulations) 2007
- Health Insurance Law (2011 Revision)

FINANCE & ADMINISTRATION

Financial management

- **2012 – 2013 Budget** – available at http://www.bmu.gov.ky/budget_documents.html

POLICIES & PROCEDURES

Procedures to publish notices in the *Gazette* can be found on www.gazettes.gov.ky:

Submissions

Commercial notices must be submitted in Word format to the *Gazette* Office by 12 noon on the Friday, which is a week before the publication date.

Government notices must be submitted to the *Gazette* Office by 12 noon on the Wednesday before the publication date.

These deadlines apply to all *Gazettes*. Any notices received after the stated deadlines, will automatically be published in the next issue, unless otherwise specified.

If you wish to publish a notice outside of the scheduled *Gazettes*, you can request an *Extraordinary Gazette*. These can be published any time, except for regular *Gazette* publishing days, weekends and public holidays. See [Advertising Rates](#) for more details.

Requirements:

- Notices must be submitted by email in Microsoft Word format to caymangazette@gov.ky.
- Original copies and payment by cheque must follow by hand or mail.
- Covering instructions setting out requirements must accompany all notices. Dates, proper names and signatures must be shown clearly.
- Faxed transmissions of copy are not acceptable.
- Subscription details with changes and updates should be promptly submitted every year.

Notices for publication and related correspondence should be addressed to:
Gazette Office
Government Information Services
Cayman Islands Government
Government Administration Building
133, Elgin Avenue
Grand Cayman KY1-9000
Telephone (345) 949-8092
Email: caymangazette@gov.ky

Publication dates and submission deadlines are available at
<http://www.gazettes.gov.ky/publishing-dates-and-submission-deadlines>

OUR SERVICES

- Public Information
 - Developing and executing information campaigns to promote government programmes.
 - Designing and developing public information products: logos, posters, banners etc.
 - Providing technical support for CIGTV.
 - Providing video production services for government entities.
 - Producing *GIS Spotlight* television programme. Stories available on www.gis.ky and *GIS Spotlight*'s YouTube channel.
 - Publishing the *CI Government Gazette* and maintaining website www.gazettes.gov.ky.
 - Publishing a monthly newsletter featuring government happenings.
 - Disseminating community bulletins.
 - Updating general information on the government portal, www.gov.ky.
 - Responding to public information requests.
 - Preparing and issues press releases and public service announcements. Press releases and public service announcement available on www.gis.ky and www.gov.ky.
- Press Facilitation
 - Arranging press conferences.
 - Arranging photo opportunities for the press.
 - Organising and providing staff for press stations at national events.
 - Issuing press advisories on government functions/events.
 - Responding to press queries.
- Communication Support for Government.
 - Writing speeches. Available on request.
 - Advising on effective communication methods and developing communications strategies.
 - Recording national events - recordings available on request.
 - Taking official photographs - available on request.
 - Providing media training.



District Administration Department

Publication Scheme

Produced in accordance with the Deputy Governor's Code of Practice on Publishing

CONTENTS:

1. About the Publication Scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information
 - About Us
 - Strategic Management
 - Finance & Administration
 - Policies & Procedures
 - Decisions & Recommendations
 - Lists & Registers
 - Our Services

1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the District Administration Department to making information available to the public as part of its normal business activities.

The District Administration Department will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;

- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The District Administration Department will generally not publish:

- information in draft form;
- information that is not held by the District Administration Department, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the District Administration Department's (or another organisation's) commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at www.districtadmin.gov.ky. If you are still having trouble locating information listed under our scheme, please contact Mrs. Connie Godet, Information Manager

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.dad@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call Mrs. Connie Godet at (345) 948-2222 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Mrs. Connie Godet
Information Manager
District Administration
PO Box 240
Cayman Brac KY2-2101
CAYMAN ISLANDS

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Mrs. Connie Godet at (345)948-2222.

The District Administration Department will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the District Administration Department is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The District Administration Department strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

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Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The District Administration Department will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the District Administration Department has received your payment.

5. Requests for information outside the Publication Scheme

Information held by the District Administration Department that is not published under this scheme can be requested in writing. Your request will be considered in accordance with the provisions of the FOI Law.

For further details please contact Mrs. Connie Godet at (345)948-2222 or foi.dad@gov.ky or <http://districtadmin.foi.gov.ky>.

6. Complaints

The District Administration Department aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Mrs. Connie Godet at (345) 948-2222, and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained by contacting Mrs. Connie Godet on the above phone number or by emailing foi.dad@gov.ky.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 1375
Grand Cayman KY1-1108
CAYMAN ISLANDS

Telephone: +1 345 747 5402
Email: *appeals@ico.gov.ky*

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Name of public authority

District Administration Department Cayman Brac

Ministry

Ministry of District Administration, Works , Lands & Agriculture

Chief Officer

Mr. Alan Jones, Chief Officer, Ministry of District Administration, Works, Lands & Agriculture, Government Administration Building, Grand Cayman KY1-9000, CAYMAN ISLANDS

Name and Title of Head

Mr. Ernie Scott JP, District Commissioner, District Administration Building, Cayman Brac KY2-2101, CAYMAN ISLANDS

Information Manager

Mrs. Connie Godet
Information Manager
District Administration
PO Box 240
Cayman Brac KY2-2101
CAYMAN ISLANDS
Direct Line: (345) 244-4436
Office: (345) 948-2222

Email: connie.godet@gov.ky
FOI Email: foi.dad@gov.ky
Website: www.districtadmin.gov.ky
Freedom of Information Website: www.foi.gov.ky

Organisation and functions

District Administration Department is the main Government Office with in the Sister Islands. It is headed by the District Commissioner and the Deputy District Commissioner. The office is located in Stake Bay, the island's capital. The Mission Statement of District Administration Department is to administer and support the business of government in Cayman Brac and Little Cayman, ensuring the timely and efficient implementation of government policies. This is achieved by providing the functions of the following departments:

- District Commissioner's Office,
- Computer Services
- Customs
- Day Care Centre
- District Office (Little Cayman)
- Immigration
- Marketing & Promotions
- Museum
- Public Works
- Department of Treasury/Vehicle Licensing

District Administration
PO Box 240
Cayman Brac KY2-2101
CAYMAN ISLANDS
Phone: (345) 948-2222
Email: bracdc@gov.ky or DCOffice@gov.ky
Website: www.districtadmin.gov.ky or www.itsyourstoexplore.com

Location and hours	Matters handled
District Commissioner's Office District Administration Building 8:30am – 4:00pm, Monday - Friday	Administration, Official Visits & Ceremonial Events, Human Resources & Recruitment, Special Marriage Licences, Bi-weekly Payroll, Firearm Licences, Compilation & Distribution of Registers & Flyers, Public Service Pension issues, Hurricane & Disaster Preparedness, Response & Recovery, Passports; US Waivers/Visas & Emergency ID Travel Documents, Naturalisation/Registration as a British Overseas Territory Citizen/British Citizen Applications & Pledge Ceremony, Birth, Death & Marriage Registration & Certificates, Revenue Collection, Accounts Payable, Government Houses Rental Collection, Government Furniture & Office Supplies, Memorial Day Service, CINICO Representation, Cemetery Vault sales, Community Calendar, Government Pool Bookings, Conference

	Room Bookings, Radio Licences Applications, Speargun/Turtle/Fish Pot/Fishing Licence Applications, Veteran & Seaman's Grant Applications, Notary Public Renewal Fees, Law Library
Computer Services District Administration Building 8:30am – 5:00pm, Monday - Friday	Maintaining all Computers, Networks, Printers, Photocopiers and Phone Systems for District Administration and its substations.
Customs District Administration Building 8:30am – 4:30pm, Monday – Friday 8:30am – 12noon, Saturday Gerrard Smith International Airport 8:30am – 4:00pm, Monday – Friday 8:30am – 12noon, Saturday West End Post Office 8:30am – 4:00pm, Monday – Friday 9:00am – 11:30am, Saturday Port Authority Warehouse 8:30am – 4:00pm, Monday – Friday 8:30am – 12noon, Saturday	Protection and collection of government revenue and the facilitation of trade - including the control of vessels/aircraft, goods, and passengers and crew - with special emphasis on the prevention and control of prohibited and restricted goods.
Cayman Brac Day Care Centre Day Care Centre 7:30am – 5:30pm, Monday – Friday	Public Childcare
District Office (Little Cayman) District Officer's House 9:00am – 4:00pm, Monday – Friday 9:00am – 12noon, Saturday	
Immigration District Administration Building 8:30am – 4:00pm, Monday – Friday Gerrard Smith International Airport 8:30am – 4:00pm, Monday – Friday	<ul style="list-style-type: none"> • Process International Passengers/ Visitors arriving and departing from Cayman Brac & Little Cayman • Monitor the activities of Visitor and Migrant Workers • Monitor and ensure that Local Businesses are Duly Licensed. • Monitor the arrival of Illegal Migrants (e.g.

	<p>Cubans) and process them in accordance to Government Policies and UNHCR guidelines</p> <ul style="list-style-type: none"> • Collect and account for all Immigration and Business License fees. • Receive Work Permit applications and disseminate information on the decisions (made by the Immigration Board or the Chief Immigration delegate in respect of Temporary Work Permits.)
Marketing & Promotions District Administration Building 8:30am – 5:00pm, Monday - Friday	Marketing Support to the public and private sector
Cayman Brac Museum Cayman Brac Museum Building 9:00am – 4:00pm, Monday – Friday 9:00am – 12noon, Saturday	Acquisition, conservation, documentation, interpretation, research, exhibits and sale of souvenirs.
Public Works Department Public Works Compound 8:30am – 5:00pm, Monday - Friday	Maintain and preserve Government investment in buildings, public facilities, and road infrastructure.
Treasury & Vehicle Licensing 8:30am – 4:00pm, Monday – Friday	Processing of Monthly/Bi-weekly Payrolls, Accounts Payable, Accounts Receivable, Capital Expenditure, Vehicle Licensing, Garbage fees, Court Funds, and Court Fines.

Boards and committees

Name	Meetings	Minutes
Liquor Licensing Board of Cayman Brac and Little Cayman Chairman, Dennis Ebanks JP Deputy Chairman, District Commissioner Ernie Scott JP Member, Jason McLaughlin Member, Siobhan Scott Member (Vacant) Executive Secretary, Dave Tatum Ex-Officio, Cayman Brac and Little Cayman Fire Division Ex-Officio, O/ic - Cayman Brac Police	Quarterly	<p>All Minutes are only available in hard copy and can be obtained by requesting a copy in writing from the Information Manager at the below address:</p> <p>Mrs. Connie Godet Information Manager District Administration PO Box 240 Cayman Brac KY2-2101</p>

Station Ex-Officio, O/ic Environmental Health		CAYMAN ISLANDS Direct Line: (345) 244-4436 Office: (345) 948-2222 Email: connie.godet@gov.ky FOI Email: foi.dad@gov.ky Website: www.districtadmin.gov.ky Freedom of Information Website: www.foi.gov.ky
Cayman Brac Park Committee B. L. (Mark) Tibbetts JP, Chairman Bernard Watson, Treasurer L. Kenny Ryan MBE JP, Member Odetta Dixon, Member Yvonne Walton, Member Trudy McLean, Member		
Sister Islands Annual Agriculture Show Committee B. L. (Mark) Tibbetts JP, Chairman E. Annie Rose Scott Cert. Hon., Deputy Chairman Pauline Tibbetts, Secretary Darlene Robinson, Treasurer Janet Gates, PR Marcia Rankine, Member Telford Miller, Member Valden Scott, Member Garfield (Teddy) Ritch, Member Robert Smith, Member Melvin McFarlane, Member		
Civic Centre Management Committee E. Ashton Bodden JP, Chairman Burnard Tibbetts MBE, Member Joel Scott Sr., Member Shirdan Walton JP, Member Stephanie McCoon, Secretary Ernie Scott JP, Ex-Officio (District Commissioner) Emmanuel (Noli) Cruz, Ex-Officio (Works Manager)		
Development Control Board Ernley ("Ernie") Hurlstone, Chairman Ronald Kynes, Member Edgar Ashton Bodden, Member Delano Lazzari, Member Royce Dilbert, Member Melgreen Reid, Member Larry Bryan, Member	Bi-weekly	

Andrea L. Stevens, Executive Secretary		
SIEC Ernie Scott JP, Chairman B. L. (Mark) Tibbetts JP, Deputy Chairman Juliana O'Connor-Connolly Hon. Deputy Premier, JP, Member Moses Kirkconnell III MLA JP, Member Emmanuel Cruz , Member Justin Bodden, Member Dale Christian, Member Jeffrey Jaeger, Member Dave Tatum, Member Delroy Bodden, Member Yvette Dilbert, Member Dr. S. Velusamy, Member Rohendis Britton, Member Insp. Best, Member Roger Scott, Member Kennedy Douglas, Member Larry Foster JP, Member Paul Connolly, Member Delroy Bodden, Member Pamela Harper-Givens, Member Andrea Stevens, Member Derry Martin-Rankin, Member Raymond A. Scott, Member Neila Jones, Member Wanda Tatum Cert. Hon. JP, Secretary Connie Godet, Assistant. Secretary		
Cayman Brac & Little Cayman Immigration Board Sybil Jackson, Cert. Hon. JP, Chairman Temple Tatum, Deputy Chairman Bernard Tibbetts MBE, Member Mary Verna Banks, Member Franklin Bodden, Member Assistant Chief Immigration Officer, Member Sherry Scott, Secretary	Bi-weekly	

Frequently asked questions

- **How much does it cost to get a new or to renew a Cayman Islands passport ?**

The cost for a new or to renew a Cayman Islands passport for is CI \$100.00

- **How long does it take for the passport to be processed?**

The issuance of a passport takes a minimum of (3) business weeks

- **What documents are required to accompany the passport if applying for a new passport if the person has Caymanian status?**

- a. (2) full faced photos, (one of which has to be stamped with name of the photo company and dated and the other is to be certified and dated by a Justice of the Peace)
- b. A copy of the applicant's Naturalisation Certificate (to be certified by the District Commissioner, Deputy District Commissioner or J.P)
- c. Completed application form (witnessed by a J.P)

Customs

1. Taking Up Cayman Island Residence

Persons who were previously permanent residents abroad, who are entering the islands on a bona fide change of residence for a period of one year or more, may import Duty Free –

Baggage and Personal effects accompanying the passenger:

Clothing and other wearing apparel, articles of personal adornment and other normal personal effects, new or used;

In regards to the items listed below, it must be proven by the persons taking up residence, to have been in use and ownership abroad by them, for a period of not less than six months and not imported for sale or commercial exchange.

Instruments and tools of trade:

To be used for the purpose of the person's trade or profession.

Household Goods:

Linens, towels, rugs, toiletries, art, framed pictures, toys, strollers, crafts, fans, washers, dryers, VCR/DVD players, TVs, stereos, radios, records, tapes , DVDs, books, personal records, photo albums, etc.

Home Office Equipment:

Computers (CPU, monitor, printer, etc), filing cabinets, shredders, fax machines, telephones, calculators, books, etc.

Kitchenware:

Silverware, glassware, chinaware, pots, pans, utensils, electrical kitchen appliances, etc.

Furniture:

Tables, chairs, sofas, bedroom, living room, desks, lamps, mirrors, etc.

Other personal effects not noted above should be individually described.

All of the articles noted above may be imported before or within six months of the arrival of the persons taking up residence. The Collector of Customs in special circumstances may extend the import period beyond the six months. A request for an extension will have to be made to the Collector of Customs in writing.

2. Returning Residents

Passengers returning home from an overseas visit may bring with them personal and household goods, at the discretion of the Collector, to a value of CI\$350.00.

3. Building Materials and Gasoline Concession

All physical components and substances, whether solid or liquid, complex or simple, large or small, for use in the construction, renovation or restoration, and, forming a permanent part of any building or related structure on Cayman Brac. A full listing of items which qualify under this concession is available at all Cayman Brac Customs Offices.

Import duties on gasoline has been reduced by 75%.

4. Goods exported with the intention of being re-imported.

These goods are required to be examined by Customs prior to their departure and a Re-Import document completed. Failure to comply renders the goods liable to import duty upon their return. Goods exported for further processing (repair, renovation or exchange) must be accompanied by an invoice detailing any costs, upon which import duty will be charged.

Day Care

- **Question:** How many children are enrolled at the Centre?
- **Answer:** There are approximately 40 children registered at the Centre.

- **Question:** At what age can children begin attending the Centre?
- **Answer:** Children are accepted at the Centre from Six Weeks of age.

- **Question:** What is the ratio of Teacher to children?
- **Answer:** Currently our ratio is 1 Teacher to 4 children.

- **Question:** What are the requirements for registration at the Centre?
- **Answer:** Before a child can be accepted at the Centre, a Registration Form must first be filled out. The Medical Appraisal must be completed by a MD or the Public Health Nurse.

How can cargo be cleared in Little Cayman and what is the process?

Port:

The District Officer will be present to clear cargo when the barge is offloading and is available by appointment at other times.

Air:

Persons must pay any applicable duties at the District Officer's Office before cargo can be sent over to Little Cayman.

Immigration

http://www.immigration.gov.ky/portal/page?_pageid=1608,2524506&_dad=portal&_schema=PORTAL

Marketing & Promotions

- **Question: How do I book a Nature Tour?**
- **Answer:** Tours can be booked by calling our office, via email or by contacting us through one of our website. Tours can also be booked through your front desk staff.

- **Question: What is included in the Nature Tour?**
- **Answer:** There are over 30 nature & heritage sites; caves, trails and historic landmarks. The tours are customizable depending on what you would like to see and experience and generally last 2-4hours. Tour length depends on the visitor.

- **Question: What times are the Nature Tours available?**
- **Answer:** Tours are conducted Monday – Friday (Check for availability on Saturdays, there are no tours on Sundays). Normal working hours are 8:30am – 5pm but we can arrange for tours outside of these times.

- **Question: How do I book the Heritage House and what are the fees?**
- **Answer:** The Heritage House can be booked by contacting Assistant Programme Coordinator, Saskia Edwards at the Heritage House or through Chevala Burke, Marketing & Promotions Manager. The fees are 15.00 an hour or 100.00 for a day rental. There is a 25.00 optional cleaning fee. *Religious institutions, Government entities and Non-profit organizations are free.*

Public Works

- **Question:** Does PWD rent heavy equipment?
- **Answer:** We rent heavy equipment, only if it is not available from another source. Our aim is not to take away business from the private sectors. If the person is not successful in acquiring the necessary equipment elsewhere we will rent under the conditions that our Operator will be the person to operate the equipment.

- **Question:** Who is in charge of your office?
- **Answer:** Mr. Emmanuel Cruz, the Works Manager and Mr. Justin Bodden, the Assistant Works Manager.

- **Question:** Do you provide tents, tables and chairs for private functions?
- **Answer:** Please contact the District Commissioner's office @ 948-2222

Treasury & Vehicle Licensing

www.dvdl.gov.ky

A full listing of all Frequently Asked Questions can be obtained from our website at <http://districtadmin.foi.gov.ky>.

STRATEGIC MANAGEMENT

The Ministry of DAWL&A administering the authority's operations at the organizational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources using the laws that regulate the function of government entities.

FINANCE & ADMINISTRATION

The Ministry of DAWL&A administering the authority's internal functions and managing its resources efficiently and effectively. This includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies using the laws that regulate the function of government entities.

Financial management

- Annual Salary Scale for Salaried Staff (September 1, 2012)
- Financial Regulations (2008 Revision)
- Public Management & Finance Law (2012 Revision)
- Public Management & Finance Regulations (2010 Revision) PMF
- Public Holidays Law (2007 Revision)
- Financial statements; Half-yearly / quarterly reports
- Sources of revenue; Investments; Capital programme
- Accounting procedures; Contracting procedures
- Board members allowances and expenses
- Ministerial expenditure
- List of current tenders, contracts or quotations; Recently-awarded contracts

Administration & Human Resource Management

- Health Insurance Law (2011 Revision)
- Public Service Management Law (2011 Revision & Complete set of laws for Cayman Islands Civil Service & Personnel Regulations (2011 Revision)
- Public Servant Code of Conduct for Civil Servants (December 2007)
- Public Service Pensions Law (2011 Revision)
- Public Service Pensions Regulations (2011 Revision)
- Schedule One of the Personnel Regulation: A document describing Employment Terms & conditions (2011 Revision)
- Insurance policies
- Press releases
- Job vacancies; career opportunities

Records Management

- Chief Secretary's Code of Practice on Record Management
- Freedom of Information (General) Regulations (2008)

- Freedom of Information (Information Commissioner) Regulations (2008)
- National Archive & Public Records Law (2010 Revision)
- National Archive & Public Records (Regulations) 2007
- The Freedom of Information Law, 2007 (Commencement) Order (2008)

POLICIES & PROCEDURES

- Complaints-handling procedure
- HR policies and procedures
- Information management policy; Disposal schedule (records retention policy)
- Hurricane Preparedness Plan
- Labour Law
- Public Service Management Law
- Operating policies and procedures; Standards of service

DECISIONS & RECOMMENDATIONS

- Board Meetings & Minutes of meetings
- Public consultations
- Permits granted or refused (where publication is required by law, enactment or practice)
- Evaluation procedures
- Assessment criteria

LISTS & REGISTERS

- FOI disclosure log
- Asset Register

OUR SERVICES

As specified in our Mission Statement of District Administration Department is to administer and support the business of government in Cayman Brac and Little Cayman, ensuring the timely and efficient implementation of government policies. This achieved by providing the following services:

- General Administration, Policy Formulation, Coordination and Implementation
- Treasury Services
- Vehicle, Electrical and other Inspection and Licensing Services
- Customs and Immigration Services and Controls
- Public Works Implementation and Management
- Disaster Management
- Coordination of VIP Visits and Hosting Official Ceremonial and Social Functions
- Administering Museum/Cultural/Heritage Awareness Services
- Providing Pre-School and Child Care Services
- Marketing and Promotions
- IT Services
- Responding to the needs of other government (client) departments and agencies

District Administration
PO Box 240

Cayman Brac KY2-2101

CAYMAN ISLANDS

Phone: (345) 948-2222

Email: bracdc@gov.ky or DCOffice@gov.ky or foi.dad@gov.ky

Website: www.districtadmin.gov.ky or www.itsyourstoexplore.com



Publication Scheme

Produced in accordance with the Chief Secretary's Code of Practice

CONTENTS:

1. About the publication scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information
 - About Us
 - Strategic Management
 - Finance & Administration
 - Policies & Procedures
 - Decisions & Recommendations
 - Lists & Registers
 - Our Services

1. About the publication scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Port Authority of the Cayman Islands (PACI) to making information available to the public as part of its normal business activities.

The Port Authority of the Cayman Islands will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the

authority and falls within the categories below;

- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The Port Authority of the Cayman Islands will generally not publish:

- information in draft form;
- information that is not held by the Port Authority of the Cayman Islands, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Port Authority of the Cayman Islands' (or another organisation's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be

¹

A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

accessed.

Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at <http://www.caymanport.com/FOI.php>. If you are still having trouble locating information listed under our scheme, please contact Mr. James C. Parsons, Information Manager.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at FOI@Caymanport.com to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call Mr. James C. Parsons at (345)914 3725 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Mr. James C. Parsons, Jr.
Information Manager
Port Authority of the Cayman Islands
P.O. Box 1358
Grand Cayman KY1-1108
Cayman Islands

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Mr. James C. Parsons at (345)914 3725.

The Port Authority of the Cayman Islands will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Port Authority of the Cayman Islands is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Port Authority of the Cayman Islands strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

There are some publications which the Port Authority of the Cayman Islands offers for sale. This includes: Ship Schedules, etc. These publications are charged at the cover price, plus actual postage costs as charged by the Cayman Islands Postal Service. Or the Ship Schedules may be downloaded free of charge from <http://www.caymanport.com/shipschedules.php>. Here you are able to enter specific search criteria. However, if you wish, you may visit our offices between the hours of 8:30am and 4:30pm and purchase the latest Ship Schedule for \$1.00. Also, all forms can be downloaded free of charge from <http://www.caymanport.com/Forms.php>.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The Port Authority of the Cayman Islands will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Port Authority of the Cayman Islands has received your payment.

5. Requests for information outside the publication scheme

Information held by the Port Authority of the Cayman Islands that is not published under this scheme can be requested in writing. Your request will be considered in accordance with the provisions of the FOI Law.

For further details please visit <http://www.caymanport.com/FOI.php#Request>.

6. Complaints

The Port Authority of the Cayman Islands aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please write or call Mr. James C. Parsons at (345)914 3725, and we will try to resolve your complaint as quickly as possible. If you do not have access to the internet, you may collect a copy of our Complaints Policy and form from any of our office locations between the hours of 8:30am and 4:30pm.

Our internal complaints process allows us to gain valuable information from the people it serves, and allows the organization to improve its reputation as one of the best public authorities. Information given by people complaining often contains useful criticism. Complaints made by the public can provide valuable decision and policy making information to management as well as highlight the challenges faced by employees.

Further information about our complaints procedures can be obtained from <http://www.caymanport.com/cipa/UserFiles/File/Complaints%20Policy%20&%20Procedures.pdf>.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,

Telephone: 345-747-5402

Fax: 345-949-2026

Email: appeals@ico.gov.ky

Email: info@infocomm.ky

Website: www.infocomm.ky

Physical Address: Elizabethan Square
2nd Floor, Building C,
George Town
Grand Cayman,
CAYMAN ISLANDS

Mailing Address: P.O. Box 1375
Grand Cayman KY1-1108
CAYMAN ISLANDS

Hours: Monday to Friday, 9:30am - 4:00pm

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services



ABOUT US

Name of public authority

Port Authority of the Cayman Islands (PACI)

Ministry

Ministry of Finance, Tourism & Development

Chief Officer

Mr. Stran Bodden, Ministry of Finance, Tourism & Development, 4th Floor, Government Administration Building, Grand Cayman KY1-9000, Cayman Islands.

Name and Title of Head

Mr. Paul W. Hurlston, Port Director

PACI Freedom of Information Managers

Information Manager

Mr. James C. Parsons, Jr.
Information Manager

Physical Address: 45A Harbour Drive
George Town
Grand Cayman
Cayman Islands

Mailing Address: Port Authority of the Cayman Islands
P.O. Box 1358
Grand Cayman KY1-1108
CAYMAN ISLANDS

Office: (345)949 2055

Direct Line: (345)914 3725

Email: jparsons@caymanport.com

FOI email:	FOI@caymanport.com or foi.poa@gov.ky
PACI Web site:	www.caymanport.com
FOI Web site:	http://foi.gov.ky

Organisation and functions

The Port Authority of the Cayman Islands is a statutory body established on September 15, 1976 under the Port Authority Law. The Port Authority of the Cayman Islands activities involves the management of the maritime affairs of the Cayman Islands. Our Mission at the Port Authority of the Cayman Islands is to contribute to the economic development of the Cayman Islands by fostering and stimulating waterborne commerce and shipment of freight. We achieve this by effectively managing the maritime affairs of the Cayman Islands and by accommodating the volume of imports by sea through the provision of adequate docking and cargo handling/storage facilities.

Cayman Islands being a very popular tourist destination, we strive to assist in the promotion of tourism through the provision of appropriate arrival and departure facilities for cruise ship passengers.

P.O. Box 1358
Grand Cayman KY1-1108
CAYMAN ISLANDS
Tel: (345)949-2055
Fax: (345)949-5820
Email: info@caymanport.com
Website: www.caymanport.com

The scope of the Port Authority of the Cayman Islands activities is:

1. Providing and maintaining facilities for offloading of cargo imports into all three Islands.
2. To contribute to the growth of cruise tourism (and thereby the economy), by providing and maintaining facilities to accommodate the cruise ship passengers.
3. Providing and maintaining navigational markers in Cayman Islands waters.
4. Providing a patrolling presence, using two fully equipped motor vessels, in the immediate harbour area of the Cayman Islands during cruise ship visits.
5. Providing a safe and enjoyable environment for the Port Authority's staff and customers.
6. Carrying out the Port Authority Laws.

Location and hours	Matters handled
Grand Cayman:	
Admin Office 45A Harbour Drive George Town 8:30am to 4:00pm Monday to Friday	<ul style="list-style-type: none"> ▪ Human Resources ▪ Accounts Payable/Receivable ▪ Payroll ▪ Complaints ▪ Clearing of Cargo from Non-agent vessels ▪ Issuance of Port access I.D.

	<ul style="list-style-type: none"> ▪ Seaport Taxi Dispatch ▪ Small craft/boat sea worthiness inspection/licensing ▪ Voyage clearance permits ▪ Purchase of water and/or fuel for vessels
Billing Office 110 Portland Road George Town 8:30am to 4:00pm Monday to Friday 8:30am to 12pm Saturday	<ul style="list-style-type: none"> ▪ Clearing of Cargo** ▪ Small craft/boat sea worthiness licensing
Warehouse - Cargo Distribution Centre 126A Portland Road George Town 8am to 4:30pm Monday to Friday 8am to 12pm Saturday	Pick-up of Cargo
Dock 45A Harbour Drive George Town 6pm to 6am Monday to Sunday (closed on public holidays from 12 midnight before the holiday until 12 AM after the holiday)	Taxi Dispatch
Container Yard 126A Portland Road George Town 8am to 4:30pm Monday to Friday 8am to 12pm Saturday and 6pm to 5am Monday to Sunday (closed on public holidays from 12 midnight before the holiday until 12 AM after the holiday)	Pick-up of Containers Pick-up of Cargo Return of Empty of Containers
Cruise Operations North Terminal, South Terminal, and Royal Watler Terminal Harbour Drive George Town Spotts Dock* Shamrock Road George Town 6am to 6pm Monday to Sunday	Cruise Operations
Cayman Brac:	
Admin Offices 385 Creek Road Cayman Brac 8:30am to 4:00pm Monday to Friday	Clearing of Cargo**

8:30am to 12pm Saturday

Warehouse
385 Creek Road
Cayman Brac

Pick up of Cargo

8am to 4:30pm Monday to Friday

8:30am to 12pm Saturday

* During rough weather or as instructed by Port Director

** Please note that port charges for cargo can also be cleared via our online facility at <http://www.caymanport.com>

Boards and committees

Name	Meetings	Minutes
Port Authority of the Cayman Islands Board		
Mr. John Henry Ebanks, Chairman	Meets monthly and is not opened to the public.	Minutes are only available in hard copy and can be obtained by requesting a copy in writing from the Information Manager at the below address:
Mr. Carlon Powery, Deputy Chairman		
Mr. Paul W. Hurlston, Secretary		
Members:		
Mr. Stran Bodden		Mr. James C. Parsons, Jr. Information Manager Port Authority of the Cayman Islands P.O. Box 1358 Grand Cayman KY1-1108 Cayman Islands Direct Line: (345)914 3725 Office: (345)949 2055 Email: jparsons@caymanport.com FOI email: FOI@caymanport.com or foi.poa@gov.ky Website: www.caymanport.com Freedom of Information Website: http://foi.gov.ky
Mr. Collie Powery		
Mr. Rudy Garvin		
Mr. Michael Nixon		
Mr. James A. Bodden		
Mr. Ashton Bodden		
Mr. Curley Evans		
Mr. Anthony Akiwumi		

Frequently asked questions

- Who owns the Port?
- What size ships can the Port Accommodate?
- What is the maximum lifting capacity of the Port cranes?
- What type of cargo can be handled?
- What is the time of the cargo ship operations?
- What time can cargo be collected?
- What cargo lines service the Cayman Islands?
- From which cities or countries does the majority of our cargo come from?
- What do I need to do in order to collect the cargo I have imported?
- What cruise lines call at the Cayman Islands?
- What is the time of cruise ship operations?

- Why do I need a username/password?
 - How do I make an FOI request?
-

Who owns the Port?

The Port is a statutory authority owned by the government of the Cayman Islands and run by an appointed Board of Directors.

What size ships can the Port Accommodate?

The Port can accommodate vessels up to 120m or 400 ft in length with a water draft of no more than 5m or 16.5 ft.

What is the maximum lifting capacity of the Port cranes?

The maximum lifting capacity of the cranes is 40 tons.

What type of cargo can be handled?

Containers, RoRo, Break-bulk and Bulk.

What is the time of the cargo ship operations?

1800hrs to 0500 hrs. (6pm to 5am)

What time can cargo be collected?

Cargo can be collected from the Cargo Distribution Centre on Portland Road Monday through Friday from 8am to 4:30pm and Saturdays 8am to 12 noon.

What cargo lines service the Cayman Islands?

Thompson Shipping/Tropical Shipping
Seaboard Marine
West Indian Marine

Hyde Shipping

From which cities or countries does the majority of our cargo come from?

Florida, USA and Jamaica.

What do I need to do in order to collect the cargo I have imported?

- 1) Pay the freight charges to the shipping company that you shipped with. (If shipped with a broker, pay them directly for shipping, customs, and Port Authority charges.)
 - 2) Pay Customs Duty
 - 3) Pay Port Authority's fees
 - 4) Collect the cargo.
-

What cruise lines call at the Cayman Islands?

All major cruise lines call at the Cayman Islands. These are: Carnival, NCL, RCL, Costa, Princess, Celebrity, Cunard, Disney, Holland and MSC.

What is the time of cruise ship operations?

Cruise operations occur seven (7) days per week from 0600 hrs to 1800 hrs (6am to 6pm), except Good Friday and Christmas Day. The Port is closed for these two days each year.

Why do I need a username/password?

You will need a username/password only if you are bringing in cargo or releasing cargo and wish to clear it online.

How do I make an FOI request?

If you wish to make a request for information then you should contact the Information Manager listed above. Requests may also be made through our Government assigned email address foi.poa@gov.ky or the Port Authority's own FOI email address foi@caymanport.com. Requests must be in writing (letter, email or facsimile) and must include your name and an address (either postal or e-mail). Please be as specific as possible about the information you would like, as this will help us to respond promptly. Where possible, please include a contact telephone number so we can call to discuss your request if necessary.

We will respond to your request immediately. The Law requires public authorities to respond within 30 calendar days, allowing an extension of an additional 30 calendar days if needed. We are obligated by law to always acknowledge receipt of all FOI requests made to the Information Manager and we are also obligated to let you know if there is a need to extend the deadline. For detailed advice on what sorts of information is exempt please see the [FOI Unit website](#).

STRATEGIC MANAGEMENT

Administering the authority's operations at the organisational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources.

The key strategic goals and objectives (from an ownership perspective) for The Port Authority of the Cayman Islands are:

1. Improve the image of the Cayman Islands and the experience of the cruise tourists, by upgrading the cruise ship arrival facilities in George Town and Spotts.
2. Improve efficiency of the cargo operations by repairing and enhancing the cargo facility in Industrial Park by purchasing additional property adjacent to CDC as well as expanding and relocating the present dock facility.
3. To fine tune the existing computer system, to meet management's needs for more useful management reports and to serve the customer needs more efficiently.
4. To improve human resource and risk management aspects, through developing and maintaining an operations safety/risk management manual.
5. To improve operations through the purchase of new equipment and the repairs to existing equipment.

6. Improve the efficiency of the administration by constructing additional offices unto the current billing office that will house all administrative and accounting staff in one central location.

Governance*

-  Port Authority Law (1999 Revision)
-  Port Authority Regulations (2011 Revision)
-  Complaints-handling procedure
 - HR policies and procedures
 - Public Accountants Law (2009 Revision) - International Public Accounting Standards
 - Information management policy; Disposal schedule (records retention policy)
-  Operating policies and procedures; Standards of service
 - Shipping Laws and Regulations
 - Labour Law (2011 Revision) and Regulations
 - National Archive and Public Records Law 2007
 - Freedom of Information Law 2007
 - Freedom of Information Regulations 2008
 - Electronic Transactions Law 2003 revision
 - Public Management and Finance Law (20125 Revision) and (Regulations 2007 Revision)
 - Public Service Management Law (2011 Revision) and Personnel Regulations (2012 Revision)
 - Workmen's Compensation Law (1996 Revision)
 - Immigration Law (2011 Revision) and Regulations
 - Health Insurance Law (2011 Revision) and Regulations (2005 Revision)
 - National Pensions Law (2012 Revision) and Regulations
 - Customs Law (2007 Revision) and Regulations
 - Marine Conservation (Marine Parks) Regulations (2007 Revision)
 - Environmental Health Laws and Regulations
 - Other Local Laws and Regulations

*Copies can be obtained upon request from Information Manager

Corporate Management

- Corporate plans
- Annual reports *
- Audit reports on overall operations or major projects *
- Compliance assessments; inspections; reviews; performance evaluations
- Statistics**
- Risk management assessments
- Hurricane Plan - Plans for business continuity, hazard management and disaster recovery: this is found in our Employee Manual

* Copies can be obtained upon request from Information Manager

** Specialized reports can be created to collate specific information when necessary

FINANCE & ADMINISTRATION

Administering the authority's internal functions and managing its resources efficiently and effectively. This section includes: the management of monetary resources; material resources; human resources;

information resources; and relationships with clients, the public and other government agencies. Principal accounting policies are adopted and are prepared in accordance with International Public Accounting Standards.

Financial management*

- Finance and Accounting
- Annual Budget
- Financial statements; Half-yearly / quarterly reports
- Sources of revenue; Investments; Capital programme
- Accounting procedures; Contracting procedures
- Board members allowances and expenses
- Ministerial expenditure
- List of current tenders, contracts or quotations; Recently-awarded contracts
- Auction




*Copies can be obtained upon request from Information Manager

Administration

- Insurance policies
- Press releases
- Job vacancies; career opportunities
- Staff pay and grading structures
- Records management file plan or classification scheme
- Training and Safety
- Information Technology
- Human Resources
- Insurance Policies
- Press releases
- Staff pay and grading structures
- Records management file plan or classification scheme

*Copies can be obtained upon request from Information Manager

POLICIES & PROCEDURES*

-  Port Authority Law (1999 Revision)
-  Port Authority Regulations (2011 Revision)
-  Complaints-handling procedure
- HR policies and procedures:
 - Policy No. 01: Absence Notification
 - Policy No. 02: Annual Vacation
 - Policy No. 03: Compensatory Time
 - Policy No. 04: Computer and Technology Resource Usage
 - Policy No. 05: Drug and Alcohol
 - Policy No. 06: Ground Vehicular Transportation Procedures
 - Policy No. 07: Guidelines for Handling Less than Container Loads (LCL Units)
 - Policy No. 08: Handling Applications for Persons Wishing to Solicit Business at the Port Authority's Facilities

- Policy No. 09: Progressive Discipline Programme
- Policy No. 10: Punch Clock
- Policy No. 11: Purchase Orders
- Policy No. 12: Sale of Fuel
- Policy No. 13: Selection of Ships at Spotts
- Policy No. 14: Telephone Calls
- Policy No. 15: Theft
- Policy No. 16: Time off Without Pay
- Policy No. 17: Sexual Harassment
- Policy No. 18: Watersports Operators Soliciting Business on the Port
- Policy No. 19: Cellular Telephone Usage
- Policy No. 20: Travel
- Policy No. 21: Outside Employment
- Policy No. 22: Complaints Policy & Procedures
- Policy No. 23: Lost/Damaged Port Equipment
- Policy No. 24: Extended Sick Leave
- Policy No. 25: Salary Advances
- Policy No. 26: Unloading Flat rack Policy
- Information management policy; Disposal schedule (records retention policy)
- 📄 Operating policies and procedures; Standards of service
- Labour Law (2012 Revision)
- Public Service Management Law
- Traffic Law (2003 Revision)
- 📄 Port Policies:
 - 📄 LCL Container Loading Regulations
 - 📄 Taxies Applying To Work At The Port
 - 📄 Water Sport Operators Applying To work At The Port
- 📄 Coastal water Regulations:
 - 📄 Collision Rules
 - 📄 Control Of Vessels
 - 📄 General Rules of Navigation in Coastal area for all vessels
 - 📄 Rules for Snorkelers and Divers
 - 📄 Rules for Swimmers
- 📄 Marine Conservation Law
- 📄 Boating Safety:
 - 📄 File a Float Plan
 - 📄 Carry Safety Equipment
 - 📄 Make Sure Your Vessel is Seaworthy
 - 📄 Fuel Management
 - 📄 Radio Etiquette
- 📄 Current Fee Structure – Port Charges


*Copies can be obtained upon request from Information Manager

DECISIONS & RECOMMENDATIONS*

- Board Meeting
- Minutes of meetings
- Evaluation procedures
- Assessment criteria

*Copies can be obtained upon request from Information Manager

LISTS & REGISTERS








-  FOI disclosure log: can be found at <http://www.caymanport.com/FOI.php>
- Asset Register*
 - Register of interests
 - Schedule of Property
 - Schedule of Vehicles

*Copies can be obtained upon request from Information Manager

OUR SERVICES*













As specified in our mission statement Port Authority of the Cayman Islands is responsible for seaport cargo and cruise operations in the Cayman Islands. Under each of these sections come more specific duties from cargo clearance to Taxi dispatcher service in and within the vicinity of the Seaports. We have two seaport locations in Grand Cayman; Harbour Drive and Spotts, respectively.

Port Authority does business with local, national and international visitors, customers, shipping companies and agents.

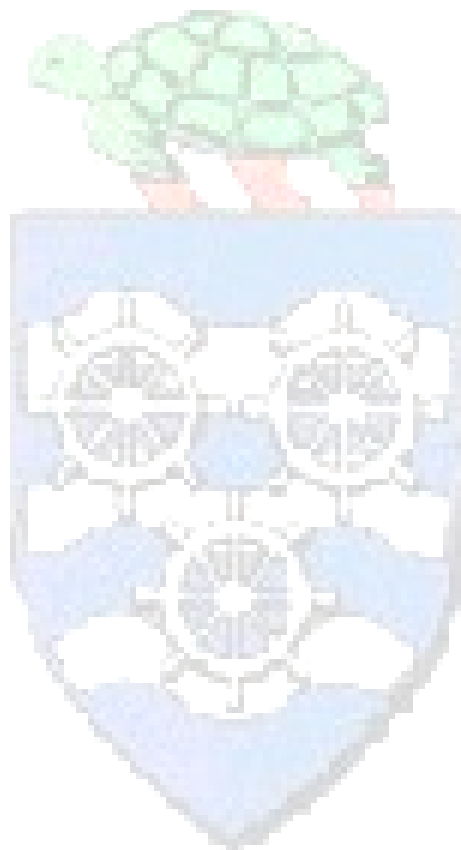
-  Mission of the Port
-  Board of Directors
-  Executive Management
-  Human Resources
-  Press Releases
-  Operating Hours
-  Contact Us
-  History
-  Port Statistics
-  FOI
-  FAQ

*Available on our website: <http://www.caymanport.com/abouttheport.php>

General Forms*

-  Job Application Form
-  Pre-Arrival Notification
-  Declaration of Security Check for Local Vessels & Vehicles
-  Declaration of Security
-  Mooring Application Form
-  Watersports Operators Application Form
-  Taxi Application Form
-  Complaints Policy & Procedures
-  Complaints Report Form
-  Guidelines for Obtaining Port IDs
-  Boat License Application Form
-  Credit Application and Agreement

*Available on our website: <http://www.caymanport.com/Forms.php>

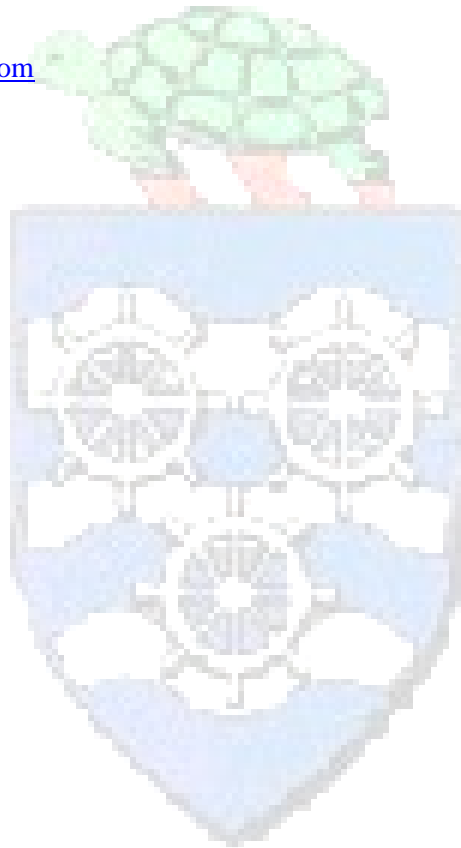


All documents can be obtained by writing or calling our Information Manager or his Designate at the below addresses between the hours of 8:30am and 4:00pm, Monday to Friday.

Information Manager

Mr. James C. Parsons, Jr.
Information Manager
Port Authority of the Cayman Islands
P.O. Box 1358
Grand Cayman KY1-1108
Cayman Islands
Direct Line: (345)914 3725
Office: (345)949 2055
Email: jparsons@caymanport.com

FOI email: FOI@caymanport.com or
foi.poa@gov.ky
Website: www.caymanport.com
Freedom of Information Website:
<http://foi.gov.ky>





Hazard Management Cayman Islands

Publication Schemes

Produced in accordance with the Deputy Governor's Code of Practice on Publishing

CONTENTS:

1. About the Publication Scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information
 - About Us
 - Strategic Management
 - Finance & Administration
 - Policies & Procedures
 - Decisions & Recommendations
 - Lists & Registers
 - Our Services

1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public.

The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits Hazard Management Cayman Islands (HMCI) to making information available to the public as part of its normal business activities.

Hazard Management Cayman Islands will:

- specify the information held by the authority, which falls within the seven (7) categories below;

- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- Regularly review and update the information made available under this scheme.

2. Information that may be withheld

HMCI will generally not publish:

- information in draft form;
- information that is not held by HMCI, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm HMCI (or another organisation's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at http://www.caymanprepared.ky/portal/page?_pageid=1143,1482119&_dad=portal&_schema=PORTAL; If you are still having trouble locating information listed under our scheme, please contact HMCI Information Manager Simon Boxall, at telephone number 244-3145 or 526-2027 or by email at Simon.Boxall@Gov.ky:

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at Simon.Boxall@Gov.ky; or foi.nem@gov.ky; to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call 244-3145 or 526-2027 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Simon Boxall
Hazard Management Cayman Islands
P.O. Box 118
Grand Cayman, KY1-9000
Cayman Islands

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Simon Boxall (Information Manager) or Shiann Powery (Records Officer) at 945-4624.

HMCI will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where HMCI is legally required to translate any information, it will do so.

HMCI is working to put as much information as possible on our website but there is a huge amount of material and it takes time to publish. It is not practical or appropriate to publish certain documents on the website, so HMCI will endeavour to make certain information available either in a hard copy (paper) or in digital format. The staff at HMCI also recognise that some people would rather not access the information digitally or do not have access to a computer.

In rare circumstances a document may (only) be available for viewing “in-person” at HMCI’s office in George Town. In such cases, appointments should be arranged first to view information in HMCI conference room. HMCI is open from 8.30am to 5pm, however it is unlikely that a request to view a document will be fulfilled during a “walk-in” visit. To set up an appointment you can telephone 244-3145, email Simon.Boxall@Gov.ky; or make your request for an appointment at the HMCI office (located at the Government Administration Building, 4th Floor, 133 Elgin Ave).

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. HMCI strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

There are some publications which HMCI offers for sale. This includes various flood maps / storm surge scenarios. These publications are charged at the cover price, plus actual postage costs as charged by the Cayman Islands Postal Service.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

HMCI will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when HMCI has received your payment.

5. Requests for information outside the Publication Scheme

Information held by HMCI that is **not** published under this scheme can be requested in writing to Simon.Boxall@Gov.ky; your request will be considered in accordance with the provisions of the FOI Law.

6. Complaints

HMCI aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Simon Boxall or Shiann Powery at 945-4624 and we will try to resolve your complaint as quickly as possible.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 1375,
Grand Cayman KY1-1108,
CAYMAN ISLANDS
Telephone: +1 345 747 5402
Email: appeals@ico.gov.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Name of public authority

Hazard Management Cayman Islands

Ministry

Portfolio of Internal & External Affairs

Principle officer

Mr. McCleary Frederick (Director)

Telephone 945-4624

Email: McCleary.Frederick@Gov.ky;

Chief Officer Internal and External Affairs

Franz Manderson

Information manager

Simon Boxall

Telephone: 244-3145 or 526-2027.

Email: Simon.Boxall@Gov.ky;

Freedom of Information website www.foi.gov.ky

Organisation and functions

Hazard Management Cayman Islands has overall responsibility for the national hazard management programme, including preparedness, response, mitigation and recovery. The agency is permanently staffed and focuses on all hazards (man-made and natural) with the ability to coordinate and manage incidents through its operational mechanisms at any given time. HMCI is responsible for the National Emergency Operations Centre (NEOC) which is located at the Fire Station in George Town. The NEOC is activated to direct and coordinate the response to national threats.

HMCI also has responsibility for maintaining the National Hazard Management plans for threats such as hurricanes and earthquakes.

Hazard Management Cayman Islands
P.O. Box 118 Grand Cayman KY1 -9000 Cayman Islands
Telephone number (345) 945 4624
Fax number (345) 946 5020
Email address Simon.Boxall@Gov.ky;
Website address www.caymanprepared@gov.ky;

Location and hours	Matters handled
<i>Hazard Management Cayman Islands 133 Elgin Ave 4th Floor, Government Administration Building Regular hours of Operation: Monday to Friday 8.30 am to 5pm National Emergency Operation Centre Fire Station George Town Duty Officer on call 24 hours</i>	<i>All Hazards – Natural and man-made. (Including Hurricane, Earthquake, Hazardous Material, Flood, Fire etc)</i>

Boards and committees

Name	Meetings	Minutes
<i>National Hazard Management Council</i>	<i>At least quarterly and more frequently when needed or during a threat, hazard or</i>	<i>Deliberations of the Council may deal with national security issues and may not be accessible or</i>

	<i>impact.</i> <i>(Closed to the Public)</i>	<i>available for viewing</i>
<i>National Hazard Management Executive</i>	<i>Meet at least twice annually to review progress of national disaster risk management programme and provide policy guidance.</i> <i>(Closed to the Public)</i>	<i>Deliberations of the Executive may deal with national security issues and may not be accessible or available for viewing</i>

STRATEGIC MANAGEMENT

Cayman's disaster management framework requires the involvement of all sectors of society. Activities are coordinated at the national level and community level.

Our Mission is - Building the disaster resiliency of the Cayman Islands with full community participation in the national approach to hazard management through prevention and mitigation thereby ensuring the preservation of human life, property and economic recovery.

- Advise on national policies related to risk management
- Be responsible for the development of the national risk management strategic framework and the national risk management programme.
- Ensure development of multi-hazard plans for all sectors in the country
- Ensure achievement and maintenance of the highest level of national preparedness possible within identified constraints
- Develop and implement a national public awareness programme aimed at all sectors of the country
- Provide advice for national planning and development programmes
- Inform the national planning and development process through provision of data and other technical inputs
- Establish and maintain a fully equipped and functioning National Emergency Operations Centre
- Coordinate response to national threats and events
- Engage all sectors and ensure their inputs to the national risk management programme
- Liaise with the voluntary sector and formalise partnerships
- Guide the recovery process to ensure increased resilience is incorporated into recovery
- Develop and Coordinate Simulation Exercises
- Provide Guidance on Contingency Planning
- Develop, Coordinate and Implement Community Disaster Risk management Programmes
- Host and facilitate Contingency Planning Seminars
- Coordinate and Provide Training relevant for Disaster Risk Management

The main elements of the strategic framework are

- Policy and governance
- Risk assessment
- Risk mapping
- Mitigation

- Preparedness
- Public awareness and education
- Response
- Relief
- Recovery and rehabilitation
- Post impact evaluation

NATIONAL DISASTER RISK MANAGEMENT STRUCTURE

Key Entities with Roles during Normal Times & Operations

NATIONAL HAZARD MANAGEMENT EXECUTIVE

Governor (Chairman)
 Premier
 Leader of the Opposition
 Deputy Governor
 Attorney General
 Financial Secretary
 Chief Officer, Portfolio of Internal & External Affairs
 Cabinet Secretary
 Director, Hazard Management Cayman Islands
 Commissioner, RCIP
 District Commissioner, Cayman Brac & Little Cayman
 Other members appointed by the Governor

Normal Times

Meet at least twice annually to review progress of national disaster risk management programme and provide policy guidance.

During Operations

Make decisions related to national policy, provide strategic and policy guidance for regulatory, financial, economic and foreign affairs.

NATIONAL HAZARD MANAGEMENT COUNCIL

Deputy Governor (Chairman)
 Chief Officer Internal External Affairs (Deputy Chairman)
 Cabinet Secretary
 Deputy Financial Secretary
 Permanent Secretaries
 Commissioner of Police
 Chief Fire Officer
 Red Cross Director
 ADRA
 Chamber of Commerce
 Meteorological Office
 Director Hazard Management Cayman Islands
 Sub Committee Chairpersons

Normal Times

- Develop hazard and emergency management policies
- Discuss economic, political, legal and social implications of both the threat and the response to determine the best strategies for action
- Provide guidance for the NHMC Executive
- Review policy documents
- Review and approve operational plans

During Operations

- Responsible for ministry/portfolio EOCs
- Responsible for Continuity of Operations for portfolio/ministry
- Provide support for NEOC

Frequently asked questions

- **What is HMCI?**
HMCI is the acronym for Hazard Management Cayman Islands.
- **Is the agency operational only during the hurricane season?**
No, the agency is an all hazard agency and works through out the year. Hurricanes are only one of the hazards that the agency plans, prepares and response to.
- **Is HMCI a part of the Meteorological Office?**
No, the National Weather Service is an agency that works closely with HMCI and they are also a member of the National Hazard Management Council.
- **Does the National Hurricane Committee still exist?**
No, the National Hurricane Committee has been integrated into the National Hazard Management Council.
- **Is the Red Cross a part of the agency?**
No, the Red Cross is not a part of HMCI. However they are members of the National Hazard Management Council and work very closely with HMCI on community programmes.
- **Is HMCI in charge of Shelters?**
Yes, HMCI is in charge of shelters but work with a number of government agency to ensure that the shelters are prepared, functional a managed for and during an event. These agencies are the department of Children and Family Services, Public Works Department and the Lands and Survey department.
- **Does HMCI have an office in the Sister Islands?**
No, HMCI does not have an office or officers in the Sister Islands. Disaster Risk Management activities are carried out by the District Administration Office with the guidance of HMCI.
- **What type of relief items does HMCI provide for the public?**
HMCI does not directly provide relief items to the public. This is carried out by other agencies such as the Red Cross, Department of Children and Family Services and other Civic groups.

- **When was the last major earthquake that impacted the Cayman Islands?**
The last major earthquake that impacted the Cayman Islands was December 14, 2004. It occurred 20 miles south of George Town, Grand Cayman with a magnitude of 6.8 on the Richter scale.

ADMINISTRATION & FINANCE

Managing the Department's inner functions, its resources and assets efficiently. This includes the management of human resources, monetary resources, equipment, information and relationships with the public, private organization, volunteers and other government entities.

Administration

- Emergency Plans/Reviews
- Threat (imminent)/incidences data
- Mitigation Efforts/Studies
- Shelter Management/NEOC operations information
- Public Education/Training
- Information Technology
- Press Releases
- Employees' Data
- Meetings Agendas/Minutes
- Human Resources Policies/Procedures

Finance

- Annual Budget
- Financial Reports
- Contracts/Agreements
- Vendors invoices/payments
- Asset Register

POLICIES & PROCEDURES

- **Portfolio of Internal & External Affairs Human Resources Management Policies and Procedures**

Part A: Purpose and Responsibilities

- HR Roles and Responsibilities

Part B: General HR Policies

- HR Management Philosophy
- Terms and Conditions of Employment
- Work Hours and Attendance
- Pay Periods and Methods
- Workplace Rules
- Performance Management
- Training and Capability Development

- Induction of New Staff
- Managing HR Records
- Health and Safety
- Promotion of Values, Code of Conduct and Workplace Rules
- The Portfolio's Relationship with CICSA

Part C: Specific HR Procedures and Related Policies

- Recruitment and Appointment of Staff to Positions
- Reappointment of Staff on Fixed-Term Employment Agreements
- Reappointment of Staff Who Have Reached Retirement Age
- Appointment of Staff to Acting or Interim Positions
- Preparation of Annual Performance Agreements
- Conduct of Interim (Half-Year) Performance Assessments
- Conduct of Annual Performance Assessments
- Determining Which Disciplinary, Dismissal or Other Termination Action To Initiate
- Disciplining Staff for Minor Misconduct or Inadequate Performance
- Dismissing Staff for Serious Misconduct or Significant Inadequate Performance
- Dismissing Staff for Gross Misconduct Not Involving Criminal Activity
- Suspending & Dismissing Staff for Gross Misconduct Involving Criminal Activity within the Workplace
- Suspending & Dismissing Staff for Gross Misconduct Involving Criminal Activity outside the Workplace
- Retiring Staff Early on Medical Grounds
- Retiring Staff to Improve the Organisation
- Making Staff Redundant
- Staff Training & Development Procedures
- Approval of Staff Training Involving Study Leave
- Induction Training
- Succession Planning
- Grievance Procedure
- Appeals to the Chief Officer
- Personnel Files
- Leave Management and Recording
- Maintenance of Employee & Payroll Data in HR IRIS
- Payroll Processes
- Administration of Health Benefits/CINICO Health Insurance
- Provision of Employee-Related Information
- Management of Work Place Injuries

- **Information management policy; Disposal schedule**
- **Labour Law**
- **Public Service Management Law**
- **National Hurricane Plan 2010**

DECISIONS & RECOMMENDATIONS

- Board/Council Meetings
- Minutes of meetings
- Assessment/Evaluations

LISTS & REGISTERS

- Asset Register
- Volunteers/Members emergency contact list
- Approved Shelters list (Cayman Islands)

OUR SERVICES

Because a disaster can strike at anytime to anywhere, Hazard Management Cayman Islands supports the citizens of the Cayman Islands and the first responders to any emergency to ensure that the Islands build, sustain, and improve our capability to prepare for, respond to, recover from, and mitigate all hazards.

These hazards can take the form of;

- a hurricane
- an earthquake
- a flood
- a tsunami
- a fire
- hazardous spill
- an act of terrorism.

Cayman Islands Government
Department of Community Rehabilitation
Publication Scheme
Produced in accordance with the Deputy Governor's Code of Practice

CONTENTS:

1. About the publication scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
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6. Complaints
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1. About the publication scheme

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The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the **Department of Community Rehabilitation** to making information available to the public as part of its normal business activities.

The **Department of Community Rehabilitation** will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The **Department of Community Rehabilitation** will generally not publish:

- information in draft form;
information that is not held by the **Department of Community Rehabilitation**, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the **Department of Community Rehabilitation** (or another organisation's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Normally, many of our documents would be published electronically on our website and therefore can be downloaded in PDF format. However, at this time, the website is under construction and is not available.

If there is no link, or the link is broken, and you are still having trouble locating information listed under our scheme, please email us at foi.dcr@gov.ky or by contacting any member of the Management Team listed below:

- *Director, Teresa Echenique Bowen*
teresa.echenique-bowen@gov.ky
- *Senior Probation Officer (Court Services), Melissa Rivas*
Melissa.rivas@gov.ky
- *Senior Probation Officer (Through/After Care), Lisa Malice*
Lisa.hill-malice@gov.ky
- *Senior Probation Officer (Programs) Sonia Wallace*
Sonia.wallace@gov.ky
- *Administrative Manager, Evalee McField*
evalee.mcfield@gov.ky

All key staff indicated above can be contacted by the indicated email, at (345) 949 1693 or by visiting the main office at #19 Cayman Centre – across from the Airport Post Office, Grand Cayman, Cayman Islands.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.dcr@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call Evalee McField or Michelle Spence at (345) 949 1693 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Department of Community Rehabilitation

FIO Information Manager
P.O. Box 10226
Grand Cayman KY1-1002
CAYMAN ISLANDS

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact any member of the Management Team listed below:

- *Director, Teresa Echenique Bowen*
teresa.echenique-bowen@gov.ky
- *Senior Probation Officer (Court Services), Melissa Rivas*
Melissa.rivas@gov.ky
- *Senior Probation Officer (Through/After Care), Lisa Malice*
lisa.hill-malice@gov.ky
- *Senior Probation Officer (Programs) Sonia Wallace*
Sonia.wallace@gov.ky
- *Administrative Manager, Evalee McField*
evalee.mcfield@gov.ky

All key staff indicated above can be contacted by the indicated email, at (345) 949 1693 or by visiting the main office at #19 Cayman Centre – across from the Airport Post Office, Grand Cayman, Cayman Islands.

The **Department of Community Rehabilitation** will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The **Department of Community Rehabilitation** strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The **Department of Community Rehabilitation** will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated.

Information will be provided when the **Department of Community Rehabilitation** has received your payment.

5. Requests for information outside the publication scheme

Information held by the **Department of Community Rehabilitation** that is not published under this scheme can be requested by emailing us at foi.dcr@gov.ky or by contacting Evalee McField @ evalee.mcfield@gov.ky or Michelle Spence @ michelle.spence@gov.ky or by calling (345) 949 1693. Your request will be considered in accordance with the provisions of the FOI Law.

6. Complaints

The **Department of Community Rehabilitation** aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact any member of the Management Team listed below by coming in to the Department, calling, emailing or submitting a completed Complaint form by mail, and we will try to resolve your complaint as quickly as possible.

- *Director, Teresa Echenique Bowen*
teresa.echenique-bowen@gov.ky
- *Senior Probation Officer (Court Services), Melissa Rivas*
Melissa.rivas@gov.ky
- *Senior Probation Officer (Through/After Care), Lisa Malice*
lisa.hill-malice@gov.ky
- *Senior Probation Officer (Programs) Sonia Wallace*

Sonia.wallace@gov.ky

- *Administrative Manager, Evalee McField*

evalee.mcfield@gov.ky

All key staff indicated above can be contacted by the indicated email, at (345) 949 1693 or by visiting the main office at #19 Cayman Centre – across from the Airport Post Office, Grand Cayman, Cayman Islands.

Our website is presently under construction; however, on completion further information about our complaints procedures will be obtainable online.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 1375,
Grand Cayman KY1-1108,
CAYMAN ISLANDS

Telephone: +1 345 747 5402
email: appeals@ico.gov.ky

7. Categories of information

ABOUT US

Name of public authority

Department of Community Rehabilitation

Ministry

Portfolio of Internal and External Affairs

Principle officer [or Key staff]

- *Director, Teresa Echenique Bowen*
teresa.echenique-bowen@gov.ky
- *Senior Probation Officer (Court Services), Melissa Rivas*
melissa.rivas@gov.ky
- *Senior Probation Officer (Through/After Care), Lisa Malice*
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Information manager

Evalee McField – Information Manager: evalee.mcfield@gov.ky

Michelle Spence – Information Manager Designate: michelle.spence@gov.ky

Contact can also be sent to foi.dcr@gov.ky

Include a link to the Freedom of Information website www.foi.gov.ky

Organisation and functions

General Nature of Activities

A significant focus of the Department of Community Rehabilitation is to supervise and assist adult offenders to be more productive citizens, which will contribute towards reducing the level of offending behaviours and promoting public safety. This is accomplished through various activities and services as well as from a collaborative approach.

Scope of Activities

The Department's scope of activities includes but is not limited to the following:

- *Preparation of Reports to assist the Courts and Parole Board with the disposal of case*
- *Educate and Rehabilitate offenders through Individual and Group Sessions/Counseling.*
- *Supervision of adult offenders in the Community*
- *Provide public awareness on the Department's role and responsibilities to assist with the re-integration of offenders into the general community*
- *Initiate serves from other agencies and maintain a collaborative approach to ensure that the client's needs are met*
- *Advocate for new rehabilitative and preventative services*
- *To play an active role in the revision or implementation of new or existing laws*

Customers and Location of Activities

The Department of Community Rehabilitation's main clientele are adult offenders. However, services to offenders can not be done independently and therefore support and services are inevitably provided to persons directly connected with the offenders.

Services are provided throughout the Grand Cayman and Cayman Brac community and when necessary to Little Cayman. Theses services are independent as well as in conjunctions with various other agencies.

Vision:

To support a Safe and Secure country for Residents and Visitors.

Mission:

The Department of Community Rehabilitation is committed to the Rehabilitative mandate of the Court and Parole Board through:

- *Social work intervention,*
- *Quality Supervision*
- *Innovative Programmes (and)*
- *Treatment Plans*

To assist our clients to be more Productive citizen while reducing the level of offending behaviours and promoting public Safety.

Overall Goal:

Assist offenders to function in the community without involving themselves in further criminal activities.

Location and hours	Matters handled
<p>Grand Cayman 19 Cayman Center Airport Road, George Town Grand Cayman, Cayman Islands (345) 949-1693 Office (345) 949-2838 Fax</p>	<p><i>Persons referred to DCR by the Courts, Parole Board or other relevant agency should come to DCR locations in Grand Cayman or Cayman Brac for:</i></p> <ul style="list-style-type: none"> • supervision / monitoring • group participation • interviews for the preparation of Court Reports • or as outlined by the referring agency.
<p>Cayman Brac 277 West End (345) 948-1521 Office (345)948-1528 Fax</p>	<p><i>Regular Office Hours at both locations are 8:30am – 5:00pm; however, individual appointments and group meetings outside of these hours are at the discretion of staff members and or based on DCR schedule.</i></p>

**** A website is currently under construction
and
available to the public in the near future.*****

Frequently asked questions

- **Question: Does DCR work with Juveniles and children?**
- **Answer:** No. DCR's main clientele are adults 17 and older.

- **Question: Is DCR responsible to supervise all persons released from Prison?**
- **Answer:** No. DCR only supervises persons released from Prison on Parole Licences.

- **Question: Does DCR have the final say with regards to persons being placed on Court Orders or Parole Licences?**
- **Answer:** No. When requested, DCR will provide reports which will assist with the decision making process, but at no time does DCR make sentencing or release decisions.

- **Question: Is DCR responsible to Recall an individual back to Prison.**
- **Answer:** No. DCR is responsible for reporting non-compliance to the Secretary of the Parole Board regarding persons on Parole Licences. His Excellency, the Governor makes a final decision with regard to a Recall to Prison.

- **Question: Can only offenders attend Groups provided by DCR. Answer:** No. DCR is willing to consider any person for group based on suitability. Contact can be made with a Senior Probation Officer to get details.
- **Question: Is there a cost for DCR services?**
- **Answer:** No. At this time, all services provided through DCR are free of cost.
- **Question: Are DCR services available to the Sister Islands?**
- **Answer:** Yes. DCR has an office located in Cayman Brac to accommodate services for the Sister Islands.

Brief History Overview

- Probation services was established in the early 60's under Social Services
- In 1998, a Probation and Aftercare Unit (PAU) was established with specific force on adult offenders
- In 2003, PAU was separated from Social Services and appointed as an independent entity
- In 2006 approval was given to change the Unit to a Department
- At the end of 2007 approval was given for the name change from Department of Probation and Aftercare to Department of Community Rehabilitation

STRATEGIC MANAGEMENT

The following reports/documents are available for public review. However, as the Department of Community Rehabilitation's website is under construction, request for these documents may be made by contacting Evalée McField @ evalée.mcfield@gov.ky or Michelle Spence @ michelle.spence@gov.ky or by calling (345) 949 1693.

Governance

- Organizational Chart

Corporate management

- Annual reports
- Statistics (Quarterly and Annually)

FINANCE & ADMINISTRATION

*The following is in compliance with the requirement of the Cayman Islands Government and will be posted on the **Department of Community Rehabilitation** website. At present with this website being under construction request for these documents may be made by contacting Evalée McField @ evalée.mcfield@gov.ky or Michelle Spence @ michelle.spence@gov.ky or by calling (345) 949 1693.*

Financial management

- Annual budget

- Financial statements

Administration

- Press releases
- Job vacancies
- Staff structures

POLICIES & PROCEDURES

*Policies and Procedures of the **Department of Community Rehabilitation** are guided by the instructions of the Courts, Parole Board and/or relevant laws.*

DECISIONS & RECOMMENDATIONS

*Despite the **Department of Community Rehabilitation's** responsibility to provide Social Inquiry Reports and Breach reports to the Courts and Home Background Reports and Non-compliance reports to the Parole Board, final decisions or outcome of cases are not at the control of the **Department of Community Rehabilitation**.*

The final sentencing decision in the Court lies with the presiding Magistrate or Judge. For Parole matters, the final decision to release a convicted prisoner on a Licence is made by His Excellency, the Governor.

OUR SERVICES

In addition to the individual services provide by the Department of Community Rehabilitation, the following group services are also provided:

- **Anger Management (in the prison and in the community)**
- **Men's Non-Violence Programme (perpetrator)**
- **Stress Management (in the prison and in the community)**
- **Time to Change**
- **Parole Support Group**
- **Inter-Personal Relationship Enhancement and Awareness Programme (formerly known as Healthy Relationships) (in the prison and in the community)**
- *Information booklets are readily available in the waiting area of the Department of Community Rehabilitation office or at your request should you visit us at #19 Cayman Centre - Grand Cayman, Cayman Islands.*
- *On completion of the website, this information will be available online as well.*

EMPLOYMENT OPPORTUNITIES

The Department of Community Rehabilitation is a growing organization with high demands and therefore continues to grow in staff complement. Probation Officers and Probation Officer Graduates are all require to have at least a Bachelor's Degree in Social Work, Criminal Justice or like fields to hold such post.

Information on vacancies can be viewed at www.recruitment.gov.ky

Cayman Islands National Insurance Company (CINICO)

Publication Scheme

Produced in accordance with the Deputy Governor's Code of Practice

CONTENTS:

1. About the publication scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information

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CINICO will generally not publish:

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If you are still having trouble locating information listed under our scheme, please contact FOI Manager, Mark Frye at 949-8101 or direct line 815-7326, or email at mfrye@cinico.ky or foi.cin@cinico.ky.

Email

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Phone

Documents listed in the publication scheme can also be requested by telephone. Please call Mark Frye at 815-7326 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to: Mark Frye, Information Manager, CINICO, P.O. Box 10112, Grand Cayman KY1-1001, Cayman Islands, or email at mfrye@cinico.ky or foi.cin@cinico.ky.

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Mark Frye at 949-8101 or direct line 815-7326, or email at mfrye@cinico.ky or foi.cin@cinico.ky.

CINICO will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where CINICO is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. CINICO strives to ensure that fees and charges are clearly explained and kept to a minimum.

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If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when CINICO has received your payment.

5. Requests for information outside the publication scheme

Information held by CINICO that is not published under this scheme can be requested in writing.

Your request will be considered in accordance with the provisions of the FOI Law. For further details please visit www.cinico.ky , FOI/Making a Request.

6. Complaints

CINICO aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Mark Frye at 949-8101 or direct line 815-7326, or email at mfrye@cinico.ky or foi.cin@cinico.ky, and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from Mark Frye at 949-8101 or direct line 815-7326, or email at mfrye@cinico.ky or foi.cin@cinico.ky.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
P.O. Box 10727
George Town, Grand Cayman
Grand Cayman KY1-1007, CAYMAN ISLANDS
1-345- 747-5402
email: appeals@ico.gov.ky

7. Categories of Information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Name of Organization

Cayman Islands National Insurance Company (CINICO)

Mission Statement

..is to provide affordable health care coverage on the most cost effective basis possible, to insure the wellness of residents of the Cayman Islands.

Chief Executive Officer

Lonny Tibbetts, CEO

Chief Financial Officer

Frank Gallippi, CFO

Information Manager

*Mark Frye
Information Officer
Unit #5 Cayman Centre,
Airport Road, P.O. Box 10112
Grand Cayman, KY1-1001
Cayman Islands*

Purpose and Functions of the Organisation

Cayman Islands National Insurance Company (CINICO) was incorporated in 2003 as a government-owned insurance company. CINICO holds a Class A Insurance Licence and provides health insurance to the civil servant population, their eligible dependents and Seamen & Veterans, and residents that have difficulty in obtaining health insurance coverage through their employer or the private insurance market, to whom which CINICO offers 3 Standard Health Insurance Contracts (S.H.I.C.) that are titled "Affordable", "Challenger", or "Silver". In addition, CINICO also provides administrative services for The Ministry of Health, Environment, Youth, Sports and Culture for the "Indigent" Plan output of the Department of Children and Family Services and the "Advanced patients" for The Ministry of Finance, Tourism & Development.

General Information

Name, Address & Operating Hours	Services Provided
<p>CINICO Unit #5 Cayman Centre, Airport Road, P.O. Box 10112 Grand Cayman, KY1-1001 Cayman Islands (345) 949-8101, (345) 949-8226 (fax) www.cinico.ky</p> <p>Monday-Friday: 9AM - 4:30PM (Dec/31/2012) Monday-Friday: 9AM - 4:00PM (Jan/1/2012 onwards)</p>	<p>The administrative & operational functions are performed at the office location. Including member eligibility, benefit administration & verification, member claims management, premium collections, and marketing & public relations activities. All overseas and local patient referrals are created by the CIHSA and the overseas care management are provided by MMSI.</p>

Governance

Health Insurance Law (2005 Revision) and Regulations (2005 Revision)

Public Management and Finance Law (2005 Revision) and (Regulations 2007 Revision)

**Public Service Management Law (2007 Revision) and Personnel Regulations (2006 Revision)*

National Pensions Law (2000 Revision) and Regulations

National Archive and Public Records Law 2007

Labour Law (2007 Revision) and Regulations

Freedom of Information Law 2007

The Companies Commission Law 2004 Revision

Companies Commission Law 2006 Revision

Immigration Law (2006 revision) and Regulations

Workman's Compensation Law (1996 Revision)

Freedom of Information Regulations 2008

**Public Service Management Law (2007 Revision) and Personnel Regulations (2006 Revision) is the catalyst of the Civil Servant Health Insurance Plan. This Law does not directly apply to CINICO or its Operations.*

STRATEGIC MANAGEMENT

The Board of Directors are appointed by The Honourable Minister for the Ministry of Health, Environment, Youth, Sports and Culture.

The Board of Directors set the strategic directions for CINICO; including the hiring of the Management; establishing and implementing a strategic plan; approving lines of business; developing and maintaining the corporate policy; the overall governance of management and the entity.

Boards and Committees

Name	Meetings	Minutes
<u>CINICO Board of Directors</u> <i>Mr. Scott Cummings – Chairman</i> <i>Mr. Seamus Tivnan – Deputy Chairman</i> <i>Dr. Ruth Pomares – member</i> <i>Mr. Armando Ebanks – member</i> <i>Mr. Godfrey McLean – member</i> <i>Mr. Carl Brown – member</i> <i>Mrs. Darlee Ebanks – member</i> <i>Mrs. Jennifer Ahearn – Chief officer, Ministry of Health</i>	<i>Most meetings are scheduled monthly, and they are not to the public.</i>	Minutes are only available in hard copy and can be obtained by making an FOI request to the FOI Manager by fax 345-949-822 or mfrye@cinico.ky foi.cin@cinico.ky
<u>Executive Committee</u> <i>Mr. Scott Cummings – Chairman</i> <i>Lonny Tibbetts – Chairperson</i> <i>Mrs. Jennifer Ahearn – Chief officer, Ministry of Health</i>	<i>Most meetings are scheduled on an ad-hac basis and are primarily hosted on the basis of an urgent need. They are not open to the public. All Executive Committee decisions require Board Approval & Ratification.</i>	Minutes are only available in hard copy and can be obtained by making an FOI request to the FOI Manager by fax 345-949-822 or mfrye@cinico.ky foi.cin@cinico.ky
<u>Risk & Appeals Committee</u> <i>Lonny Tibbetts – Chairperson</i> <i>Dr. Ruth Pomares – member</i> <i>Dr. Gerald Smith – member</i> <i>Dr. John Vlitos – member</i> <i>CICSA – Executive Committee Representative (Non-Voting).</i>	<i>Most meetings are scheduled monthly, and they are not open to the public.</i>	Minutes are only available in hard copy and can be obtained by making an FOI request to the FOI Manager by fax 345-949-822 or mfrye@cinico.ky foi.cin@cinico.ky
<u>Finance Committee</u> <i>Seamus Tivnan - Chairperson</i> <i>Lonny Tibbetts – CEO CINICO</i> <i>Frank Gallippi – CFO CINICO</i> <i>Carol Cooper – CFO, Ministry of Health</i>	<i>Most meetings are scheduled monthly, and they are not open to the public.</i>	Minutes are only available in hard copy and can be obtained by making an FOI request to the FOI Manager by fax 345-949-822 or mfrye@cinico.ky foi.cin@cinico.ky

Frequently Asked Questions

Who is CINICO?

Cayman Islands National Insurance Company Ltd. (“CINICO”).

Can I visit any Doctor or Hospital?

No. Without a Chief Medical Officer (CMO) referral from Health Services Authority (HSA), you can only use services provided by the HSA. This would include the George Town Hospital, the District Clinics, and Faith Hospital on Cayman Brac.

How are my services covered if I use an HSA provider?

All medically necessary services, up to policy limitations, are covered in full as long as HSA providers perform care.

If my HSA provider wants to refer me to a private practice provider within the Cayman Islands, will I be covered?

Yes, if the Cayman Island’s Chief Medical Officer (CMO) determines it necessary.

What happens if I go directly to a non-HSA provider without CMO approval?

If you elect to see a non-HSA provider, the services will be at your own expense.

What is a Case Management Co-ordinator?

CINICO has contracted with overseas Third Party Administrators (TPA) who provides Case Management Co-ordinators that work in conjunction with the HSA to determine the most appropriate treatment for you and your family.

Why does CINICO have a Case Management Co-ordinator?

The Case Management Co-ordinators have access to hundreds of hospitals and thousands of physicians in the United States. Not only does the Case Management Co-ordinator assist a patient in coping with the financial burden of being overseas, but they also negotiate preferred rates at overseas facilities. In some instances, the Case Management Co-ordinator works with the Chief Medical Officer (CMO) of the HSA to determine if a referral is appropriate.

How does a Case Management Co-ordinator work?

After reviewing the information submitted by your physician, the Case Management Co-ordinator determines the need to access non-HSA care. For example, if the medically necessary specialty services are not available through the HSA, the Case Management Co-ordinator will approve off island care at an appropriate medical facility. The telephone number for the Case Management Co-ordinator will be on the back of your CINICO I.D. Card.

How are benefits paid if I require emergency treatment and I cannot be treated at a HSA hospital or HSA physician?

Life threatening emergencies/sudden and serious onset of illness will be covered in full. Please call the CINICO Care Coordinator before, during or within 48 hours of the emergency visit to acquire a Care Coordinator approved referral.

Non life threatening emergencies without CINICO Case Management Co-coordinator referral will NOT be covered.

What do I do in an emergency?

A medical emergency means a sudden onset of a condition with acute symptoms requiring immediate medical care and includes such conditions as heart attacks, cardiovascular accidents, poisonings, loss of consciousness or respiration, convulsions or other such acute medical conditions. Use appropriate judgment and go to the hospital emergency room! Emergencies both on island and off island will be treated the same way.

What happens if I am travelling outside the Cayman Islands?

If you travel to the United States, you will be covered subject to the CINICO Case Management Co-ordinator approval.

- In the United States, you can take advantage of CINICO's US based network of preferred providers. You can call the TOLL FREE NETWORK HOTLINE listed on the front of your CINICO health insurance benefit card. Remember, off island care must be approved by the CINICO Case Management Co-ordinator.
- Outside the Cayman Islands or United States, medical care is also covered. However, you will be required to pay the charge in full and then submit a claim to CINICO for reimbursement.

Note: non-emergency services not approved by CINICO Case Management Co-ordinator will not be covered.

What is the definition of a child?

A child, as defined under the Health Insurance Law (2003 Revision), means a person who is:

- Under 18 years of age; or
- Over 18 and under 23 years of age and a full-time student at a University or other educational institution.

My child is full time student in the United States. Is my child covered?

The only services covered would be for a life-threatening emergency/sudden and serious onset of illness. All other services must be provided by the Health Services Authority in order to be covered under the plan. You will want to schedule routine check-ups with HSA while your child is home during school breaks and holidays.

If your child sees a provider in the United States, for a non-life threatening condition, the cost will be your responsibility.

Is SHIC coverage only available to Caymanians?

No, all legal residents of the Cayman Islands who can provide evidence that they satisfy the eligibility criteria may obtain coverage from CINICO.

What is a SHIC Open Enrolment Window?

The Open enrolment Window is a period which a person can enroll into the CINICO SHIC Health Insurance Plan. There will be public announcements when these windows are available.

Why is there an Enrolment Window?

Basically, it is an underwriting control put in place in order for CINICO to provide for the most cost-effective and extensive benefits possible without subjecting the Silver and Challenger

participant to pre-existing condition exclusions, and without subjecting Affordable participants to high premiums.

What SHIC benefits will I receive?

Benefits are defined under the Health Insurance Law (2003 Revision) as SHIC Plan 1 and SHIC Plan 2. CINICO benefits are exactly the same as those defined within the Health Insurance Law (2003 Revision). See Benefits Covered page for SHIC Benefit Fee Schedules.

The Participant will initially only be able to choose benefits for SHIC Plan 1 (a.k.a. Standard Health Insurance Contract #1.)

Will I be able to switch to better Health Coverage later on?

CINICO recognizes that the benefits provided under SHIC 1 may not be adequate for everyone. Therefore, once a Participant is enrolled in SHIC 1 for 12 continuous months, the Participant can apply at the next Enrolment Window for consideration to participate in SHIC 2. However, this election is available one time only, irrevocable and no future changes will be allowed.

Will I be subject to pre-existing condition limitations?

With the exception of Affordable participants, the CINICO program provides coverage for all conditions, subject to plan limitations. If you currently have a medical condition, services for that condition will not be excluded from the plan.

For Affordable participants, pre-existing conditions of 24 months (as defined under the Health Insurance Law [2003 Revision]) will be excluded.

When is my SHIC premium due?

Premiums are due in advance of the first day of that month's coverage.

What happens if I don't pay my premium on time?

Premiums are due on the first (1st) of each month; failure to pay premiums on a timely basis will result in termination of the policy. There is a one-time ONLY reactivation of your policy subject to reactivation administrative fee of CI\$200.00, plus the member's premium amount for the month in which the member wishes to reactivate the policy. Furthermore, it is mandatory upon reactivation that member must sign up for Direct Debit to pay their monthly premium (we use all banks except First Caribbean International Bank). If a member is in SHIC Plan 2, and is terminated for non-payment; the member has to revert to SHIC Plan 1 in order to be reactivated. If a member is terminated for a second time in either SHIC Plan, the member will NOT be eligible for re-activation, nor re-enrollment (during any open enrollment period) under any condition.

What evidence do I need to provide in order to prove I am eligible as an SHIC Silver Participant?

You will need to complete an enrolment form and return it with photographic evidence of birth (e.g. Passport or Drivers License).

What evidence do I need to provide in order to prove I am eligible as a SHIC Challenger Participant?

You will need to complete an enrolment form and return it within 60 days of being rejected by one insurance company classified as "Approved Providers" under the Health Insurance Law (2003 Revision). You must also provide copies of the letter of rejection with the enrolment form.

What evidence do I need to provide in order to prove I am eligible as a SHIC Affordable Participant?

You will need to complete an enrolment form and return it with evidence from both your Employer AND your spouse's Employer, of your annual salaries. CINICO will then make a determination as to whether you have a combined family income of less than CI \$40,000.

Are vaccinations a CINICO covered benefit?

The benefit is limited to children over the age of 6 and adults.

Vaccinations are provided free for resident children of the Cayman Islands up until their sixth birthday at the H.S.A. Hospital Public Health Department.

Corporate Management *

CIMA Business plan

Annual Reports

Audit reports on overall operations

*Statistics***

Risk Management assessments

Disaster Plan and Recovery

* Copies can be obtained upon request from Information Manager

** Specialized reports can be created to collate specific information when necessary

FINANCE & ADMINISTRATION

Administering CINICO'S internal functions and managing its resources efficiently and effectively. Includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies.

Financial management *

Accounting: accounts payable, accounts receivable, banking, Ledgers & Journals, Revenue & Revenue Collection

Acquisition: asset register, contracts, tendering exercises

Auditing: internal audit, external audit

Budgeting: annual ownership agreement, purchase agreement

Remuneration: director fees

Reporting & Analysis: monthly/half year/annual reports, monthly expense variance analysis, monthly review of underwriting income to budget, annual & quarterly reserve analysis, Cayman Islands Monetary Authority (CIMA) quarterly & annual return

Annual Budget

List of current tenders and contracts

* Copies can be obtained upon request from Information Manager

Administration *

CINICO Policy & Procedures

Staff pay

Employee Health Insurance

Employee Pension

* Copies can be obtained upon request from Information Manager

POLICIES & PROCEDURES *

Current written protocols used by the authority for carrying out functions, activities and delivering services.

CINICO Policy & Procedures manual

* Copies can be obtained upon request from Information Manager

DECISIONS & RECOMMENDATIONS *

Board meeting

Minutes of meetings

Committee meetings

Minutes of meetings

* Copies can be obtained upon request from Information Manager

REGISTERS *

General Companies

CINICO Member

Asset



Medical Provider





Client

Vender



* Copies can be obtained upon request from Information Manager

LIST of Forms Used (external)

 Microsoft Word Document	<i>SHIC Enrolment Eligibility – Silver, Challenger, Affordable</i>
 Microsoft Word Document	<i>Enrolment Eligibility – Government Entities</i>
 Microsoft Word Document	<i>Enrolment Eligibility – Seaman & Veterans</i>
 Microsoft Word Document	<i>Civil Servant Change of Circumstance</i>
 Microsoft Word Document	<i>Government Entities Change of Information</i>
 Microsoft Word Document	<i>SHIC Member Change of Information</i>
 Microsoft Word Document	<i>Health Questionnaire – Health Impaired</i>
 Microsoft Word Document	<i>Application for Direct Deposit</i>
<u>Health Insurance Claim</u>	<i>Health Insurance Claim Form</i>
<u>Request for replacement of member card</u>	<i>Request for replacement of member card Form</i>

 Microsoft Word Document	 Microsoft Word Document	 Microsoft Word Document	 Microsoft Word Document	<i>SHIC Member Enrolment packages (Elderly, Health Impaired, Plan 1 Low Income, Plan 2 Low Income)</i>
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Brochures

 Microsoft Word Document	<i>Standard Health Insurance (SHIC) Plan 1</i>
 Microsoft Word Document	<i>Standard Health Insurance (SHIC) Plan 2</i>
<u><i>Cayman Islands Civil Servant Medical Plan Benefits</i></u>	<i>Cayman Islands Civil Servant Medical Plan Benefits Brochure</i>
<u><i>Cayman Islands Seaman's & Veterans Medical Plan Benefits</i></u>	<i>Cayman Islands Seamans & Veterans Medical Plan Benefits Brochure</i>

OUR SERVICES

The purpose of CINICO is to control spiralling healthcare costs incurred by the Shareholder; empower medical professionals over healthcare financing decisions; help people who reside in the Cayman Islands gain access to affordable, quality healthcare; and maintain reinsurance for catastrophic events.

CINICO's principal activity is the provision of health insurance for Government insured's including civil servants, pensioners, other Government entities, Seamen & Veterans and their dependents ("Government Insured"), as well as residents of the Cayman Islands who have low income, impaired health status, or who are elderly ("Privately Insured"). CINICO employees are also insured by the Company. The Company also provides Administrative Services Only ("ASO") for indigents, advance patients and, effective July 1, 2007 ASO coverage for the Seamen & Veterans overseas benefits.

The Company has contracted with a Third Party Administrator ("TPA"), CBCA Administrators Inc., to provide claims administration services for local claims. On August 1, 2005, the Company contracted with Care Management Network Inc. ("CMN") to provide claims administration and case management services for insured's requiring overseas medical treatment. CINICO's contract with CMN provides its insured's with access to a large network of facilities throughout the United States and other countries at discounted costs.

The Company maintains reinsurance coverage with Presidio Excess Insurance Services, Inc. (“Presidio”), an underwriting agent of the Lloyds of London, which provides specific excess loss reinsurance coverage on a per coverage person basis.

CINICO provides the Cayman Islands Government with a management infrastructure (since the Company has its own Board of Directors), management team and service providers all experienced in managing the risks related to health insurance plans. As a separate entity writing insurance business, the Company is regulated by the Cayman Islands Monetary Authority (“CIMA”), audited by internal Government auditors and external auditors. Accordingly, each of these bodies will be evaluating the performance of the Company and its products.

Insurance Plans:

- *Standard Health Insurance Plan 1 & 2 (SHIC) benefits;*
- *Cayman Islands Civil Servant Medical Plan Benefits;*
- *Cayman Islands Seamans & Veterans Medical Plan Benefits*

Health Insurance Claim form

Member Change of Information form

Request for replacement of member card

Application for Direct Debit payment for SHIC members

Health Care Coverage Enrolment & Eligibility Forms

Classes of Information

A class of information is a way of collecting together similar types of information. CINICO has grouped its Classes of Information into broad categories (or functions) which reflect CINICO’s outputs. If you intend to make a request, the following grouping of information should give you an indication of where the information may be found.

Function	Activity and Restrictions & Accessibility to information
<i>Finance & Administration</i> <i>Applies to internal support functions relating to finance, personnel and business operations</i>	<i>Financial administration, Business operations and plans, Administration of Service Level Agreements, Communications, Budgeting</i> <i>Majority of the information can be accessed by the public through FOI law. Access restricted for personal information concerning clients or member records.</i>
<i>Operational support & advice</i> <i>Applies to the provision of services and support to clients, members, medical providers, and</i>	<i>Policy development and support, Management Services Operations (ex. Coordination of Government IRIS and NHIS system for member eligibility, overseas patient referrals, member</i>

<i>stakeholders</i>	<p><i>eligibility & benefit verification, member claims management), marketing & public relations activities, utilization statistics, personnel records, Financial services and support</i></p> <p><i>Majority of the information can be accessed by the public through FOI law. Access restricted for personal information concerning clients or member records.</i></p>
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Publication Scheme for the National Workforce Development Agency

**Produced in accordance with the Deputy Governor's Code of
Practice**

CONTENTS:

1. About the publication scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information

1. About the publication scheme

The National Workforce Development Agency covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public.

The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the National Workforce Development Agency to making information available to the public as part of its normal business activities.

The National Workforce Development Agency will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- Regularly review and update the information made available under this scheme.

2. Information that may be withheld

The National Workforce Development Agency will generally not publish:

- information in draft form;
- information that is not held by the National Workforce Development Agency, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- Information which is exempt under the FOI Law or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the National Workforce Development Agency' (or another organization's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at www.nwda.gov.ky if you are still having trouble locating information listed under our scheme, please contact

**The FOI Manager
National Workforce Development Agency
2nd Floor, Midtown Plaza, 273 Elgin Avenue,
P.O. Box 2257
Grand Cayman KY1-1107
Cayman Islands**

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at Foi.nwda@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call **(345)-945-3114** to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

**The FOI Manager
National Workforce Development Agency
2nd Floor, Midtown Plaza, 273 Elgin Avenue,
P.O. Box 2257
Grand Cayman KY1-1107
Cayman Islands**

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact

**The FOI Manager
National Workforce Development Agency
2nd Floor, Midtown Plaza, 273 Elgin Avenue,
P.O. Box 2257
Grand Cayman KY1-1107
Cayman Islands**

The National Workforce Development Agency will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the National Workforce Development Agency is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The National Workforce Development Agency strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The National Workforce Development Agency will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the National Workforce Development Agency has received your payment.

5. Requests for information outside the publication scheme

Information held by the National Workforce Development Agency that is not published under this scheme can be requested in writing. Your request will be considered in accordance with the provisions of the FOI Law.

6. Complaints

The National Workforce Development Agency aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Foi.nwda@gov.ky and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from

**The FOI Manager
National Workforce Development Agency
2nd Floor, Midtown Plaza, 273 Elgin Avenue,
P.O. Box 2257
Grand Cayman KY1-1107
Cayman Islands**

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

**Information Commissioner's Office
2nd Floor, Elizabethan Square, Building 1
PO Box 10727
Grand Cayman KY1-1007
CAYMAN ISLANDS**

**Telephone: +1 345 747 5402
email: appeals@ico.gov.ky.**

National Workforce Development Agency

7. Categories of information

- About Us
- Mission and vision
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

National Workforce Development Agency

Ministry of Education, Employment and Training

Chief Officer

Mrs. Mary Rodrigues

National Workforce Development Agency

Manager Employment Services

Mrs. Lois Kellyman

Information Manager

Mr. Yoshneck Mutomba

National Workforce Development Agency

2nd Floor, Midtown Plaza, Elgin Avenue,

P.O. Box 2257

Grand Cayman KY1-1107

Cayman Islands

Foi.nwda@gov.ky

www.foi.gov.ky

- **Mission and vision**

National Workforce Development Agency

Vision:

To be a valued partner and facilitator in the training, development and employment of Caymanians

Mission:

To provide effective human capital development and employment services to:

- support the work readiness of Caymanians through skills assessments and a range of education, training and development opportunities;
- align Caymanians actively seeking employment or career progression with the needs of employers; and
- advance a national workforce development and training agenda, informed by relevant and meaningful research and data.

Values:

The NWDA is committed to being a Department which is:

- client-focused and accessible;
- proactive and responsive;
- respectful of confidentiality;
- research and data driven;
- results-oriented; and
- resourced with professional, well-trained, caring and courteous staff.

CONTACT INFORMATION

National Workforce Development Agency

2nd Floor, Midtown Plaza, 273 Elgin Avenue,

P.O. Box 2257

Grand Cayman KY1-1107

Cayman Islands

Telephone number: (345)-945-3114

Fax number: (345)-945-3115

Email address: nwda.jobs@gov.ky

Website address www.nwda.gov.ky

Location and hours	Matters handled
2nd Floor, Midtown Plaza, 273 Elgin	• Work Readiness

<p style="text-align: center;">Avenue</p> <p>Opening hours: 8:30AM - 5:00PM</p>	<p style="text-align: center;">Programmes</p> <ul style="list-style-type: none"> • Employer Job listings • Career and Employment Counseling • Career information • Labour Market Information • Job placement and referrals
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Governance*

 Labour Law (2011 Revision) and Regulations

 [Complaints-handling procedure](#)

- HR policies and procedures
- Public Accountants Law (2009 Revision) - International Public Accounting Standards
- Information management policy; Disposal schedule (records retention policy)

 [Operating policies and procedures; Standards of service](#)

- Labour Law (2011 Revision) and Regulations
- National Archive and Public Records Law 2007
- Freedom of Information Law 2007
- Freedom of Information Regulations 2008
- Electronic Transactions Law 2003 revision
- Public Management and Finance Law (2005 Revision) and (Regulations 2007 Revision)
- Public Service Management Law (2009 Revision) and Personnel Regulations (2006 Revision)
- Workmen's Compensation Law (1996 Revision)
- Immigration Law (2011) and Regulations
- Health Insurance Law (2005 Revision) and Regulations (2005 Revision)
- National Pensions Law (2010 Revision) and Regulations
- Other Local Laws and Regulations
- Labour Law (2011 Revision)

**Copies can be obtained upon request from Information Manager*

Corporate Management*

- Annual reports
- Audit reports on overall operations or major projects
- Compliance assessments; inspections; reviews; performance evaluations
- Statistics**
- Risk management assessments

- Hurricane Plan - Plans for business continuity, hazard management and disaster recovery: this is found in our Employee Manual

* Copies can be obtained upon request from Information Manager

** Specialized reports can be created to collate specific information when necessary

FINANCE & ADMINISTRATION

Administering the authority's internal functions and managing its resources efficiently and effectively. Includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies. Principal accounting policies are adopted and are prepared in accordance with International Public Accounting Standards.

Financial management*

- Finance and Accounting
- Annual Budget
- Financial statements; Half-yearly / quarterly reports
- Sources of revenue; Investments; Capital programme
- Accounting procedures; Contracting procedures
- Board members allowances and expenses

*Copies can be obtained upon request from Information Manager

Administration*

- Job vacancies; career opportunities
- Staff pay and grading structures
- Records management file plan or classification scheme
- Training and Safety
- Information Technology
- Human Resources
- Records management file plan or classification scheme

*Copies can be obtained upon request from Information Manager

POLICIES & PROCEDURES

DECISIONS & RECOMMENDATIONS*

- Minutes of meetings
- Evaluation procedures
- Assessment criteria

*Copies can be obtained upon request from Information Manager

LISTS & REGISTERS

- Asset Register*
 - Register of interests
 - Schedule of Vehicles

*Copies can be obtained upon request from Information Manager

OUR SERVICES*

- **Work Readiness Programmes**
- **Employer Job listings**
- **Career and Employment Counseling**
- **Career information**
- **Labour Market Information**
- **Job placement and referrals**

1. Job Placement Services:

Provision of Job Placement Services:

- To improve access to employment for Caymanian job-seekers (both employed and unemployed) including: assisting Job Seekers through registering, assessing and providing career guidance and counselling, processing, job matching, job referrals to employers, referrals to training and attendance at Immigration Board Meetings or preparation of reports on work permit issues
- Aid employers with finding Caymanians for employment including:
- Processing of vacancies, review of jobs, coding of jobs, matching with job-seekers, issuing of Job Waiver letters

2. Training and Development:

Provision of services to improve the workforce readiness of the people of the Cayman Island including:

- Career counselling, work readiness assessment, training and other employment initiatives and by supporting targeted groups so that barriers to employment can be identified and overcome; and
- Maintenance of a register of training institutions
- Implementation of standards for the registration of training institutions

- **Labour Market Research and Statistics**

Oversee the maintenance and upgrading of the Job Placement Database; and
Provision of Labour Market Information including:

- Analysis and dissemination of labour market information including information to Immigration Boards and monthly Job Placement statistics;
- Training seminars to promote the use of the Job Placement Database amongst relevant stakeholders
- Conduct research projects on employment, labour and social issues;

- Maintain the Cayman Islands Standards Classification of Occupations (CISCO)
- Update the Points System Database for Immigrations Residency Board



HER MAJESTY'S CAYMAN ISLANDS PRISON SERVICE

Publication Scheme

Produced in accordance with the Deputy Governor's Code of Practice on Publishing

CONTENTS:

1. About the publication scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information

1. About the publication scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Her Majesty's Cayman Islands Prison Service to making information available to the public as part of its normal business activities.

The Her Majesty's Cayman Islands Prison Service will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;

- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The Her Majesty's Cayman Islands Prison Service will generally not publish:

- information in draft form;
- information that is not held by the Her Majesty's Cayman Islands Prison Service, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- Information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example:

Where disclosure would breach the law of confidentiality, infringe personal privacy, harm Her Majesty's Cayman Islands Prison Service's (or another organization's) commercial interests, or endanger the protection of the environment

Where disclosure would facilitate the escape of a person from lawful detention; or jeopardize the security of the prison.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.pri@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone / Fax

Documents listed in the publication scheme can also be requested by telephone. Please call (345) 947-3000 or fax (345) 947-4662 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

The Information Manager
Her Majesty's Cayman Islands Prison Service
P.O. Box 1807
Grand Cayman, KY1-1109
Cayman Islands

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. Her Majesty's Cayman Islands Prison will accept appointment on Mondays – Wednesdays between the hours of 10:00 am – 12:00 pm and 2:00 pm – 4:00 pm.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact the Information Manager at (345) 947-3000.

Her Majesty's Cayman Islands Prison Service will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where Her Majesty's Cayman Islands Prison Service is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. Her Majesty's Cayman Islands Prison strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

Her Majesty's Cayman Islands Prison will pass on to the requester the actual costs of postage or courier delivery.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when Her Majesty's Cayman Islands Prison has received your payment.

5. Requests for information outside the publication scheme

Information held by Her Majesty's Cayman Islands Prison that is not published under this scheme can be requested in writing. Your request will be considered in accordance with the provisions of the FOI Law.

6. Complaints

Her Majesty's Cayman Islands Prison aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact The Director of Prisons at (345) 947-3000 Ext. 300, and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from <http://www.foi.gov.ky>

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building C
George Town, Grand Cayman

PO Box 1375,
Grand Cayman KY1-1108,
CAYMAN ISLANDS

Telephone: 345 747 5402
Fax: 345-949-2026
email: appeals@ico.gov.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

NAME OF PUBLIC AUTHORITY

Her Majesty's Cayman Islands Prison Service

MINISTRY

Portfolio of Internal and External Affairs

KEY STAFF

Acting Director of Prisons

Mr. Daniel Greaves

Acting Deputy Director of Prisons

Ms. Aduke Natalie Joseph-Caesar

Director of Eagle Rehabilitation Centre

Mrs Claire Range

Residential Managers

Unit Manager – Mr Richard Barton

Unit Manager – Mr Percival Williams

Unit Manager – Mr Stephen Atherley

Unit Manager – Mr Harvard Gourzong

Unit Manager – Mr Peter Foster

Operations Manager

Unit Manager – Mr Marlon Hodgson

Scottish Vacation Qualification Co-ordinator

Supervisor – Mr Brian Poyfong

Training and Development Manager

Unit Manager – Mr Ricardo Lashley

Prison Chaplin

Ms Cathy Gomez

Finance and Administration / Human Recourses Manager

Mrs Trudy Sanders

INFORMATION MANAGER

INFORMATION MANAGER DESIGNATE

Mrs Maxine Spalding-Passley

Her Majesty's Cayman Islands Prison Service

P.O. Box 1807

Grand Cayman KY1-1109

Cayman Islands

Telephone: (345) 947-3000 Ext 260

Fax: (345) 947-4662

Email: maxine.spalding@gov.ky

FOI: foi.pri@gov.ky

Freedom of Information website www.foi.gov.ky

ORGANISATION AND FUNCTIONS

MISSION

Our mission is to contribute to a safer society; by keeping those committed by the courts in a safe and secure custody whilst maintaining their human dignity, assisting and encouraging them in their rehabilitation and their sense of social responsibility in order to contribute and become productive members of our society.

VISION

A center of excellence in providing human rights based correctional services in the Cayman Islands.

VALUES:

- Justice as the core value.
- Fundamental to an effective Prison System is a firm commitment to the belief that offenders are responsible for their own behaviour and have the potential to live as law-abiding citizens.
- In the interest of public protection, decision about offenders must be based on best practice, informed risk assessment and risk management.
- Working closely with criminal justice partners and the community in order to contribute to a more just, humane and safe society.
- Careful selection and development of staff to maintain a professional service.
- To be part of the community by operating in an open and transparent way.

- The effectiveness of prison depends on the degree to which prison systems are capable of responding to change and shaping the future.
- To promote and adhere to the United Nations Standard Minimum Rules for the Treatment of Inmates.

Her Majesty's Prison Northward

#24 Sheffield Drive
Northward Road
Grand Cayman
Cayman Islands

Tele: (345) 947-3000

Fax: (345) 947-4662 / (345) 947-3014

Eagle House Rehabilitation Centre

#24 Sheffield Drive
Northward Road
Grand Cayman
Cayman Islands

Tele: (345) 947-3000

Fax: (345) 947-4662 / (345) 947-3014

Her Majesty's Prison Fairbanks

73 Fairbanks Road
George Town
Grand Cayman

Tele: (345) 946-0797

Fax: (345) 946-6214

Location and hours	Matters handled
<p>Her Majesty's Cayman Islands Prison Service</p> <p>#24 Sheffield Drive Northward Road Grand Cayman Cayman Islands</p> <p>Tele: (345) 947-3000 Fax: (345) 947-4662 / (345) 947-3014</p> <p>Office Hours</p> <p>08:30 am – 4: 30 pm Monday – Friday</p>	<ol style="list-style-type: none"> 1. Prisoner Custody 2. Prisoner Order 3. Prisoner Support 4. Prisoner Opportunities 5. Prisoner Care

Note

Her Majesty's Cayman Islands Prison Service's Facilities are residential facilities and is staff 24 hours every day. Operational matters can be referred to the Gatekeeper at any time.

FREQUENTLY ASKED QUESTIONS

1. Can I send e-mail to an inmate?

No. Inmates do not have access to the Internet.

2. Is it possible to obtain uniform patches or badges from Her Majesty's Cayman Islands Prison Service?

No. Patches or badges are not made available to the Public.

3. What is the difference between an "Escape" and an "Abscond"?

The definition of Escape is "where a prisoner breaches a perimeter security barrier or evades a secure escort." Everything else would be classed as either an "Abscond" or "Fail to Return". In order to clarify, all of our facilities have secure perimeters.

4. Is it possible for me to be told if a specific individual is held in a Cayman Islands Prison?

Yes. Contact can be made to the duty manager at HMP Northward Tele: (345) 94-73000.

5. How many prisons are there in the Cayman Islands?

There are three facilities in the Cayman Islands, HMP Northward (male adult prisoners), HMP Fairbanks (female prisoners) and Eagle House Rehabilitation Centre (juveniles and young prisoners)

6. What is capacity of the Prison?

The Certified National Accommodation of the Her Majesty's Cayman Islands Prison Service is 179 prisoners.

7. How much does it cost to run Her Majesty's Cayman Islands Prison Service?

It cost \$12,908,461 (2012 - 2013 Cayman Islands Annual Budgets)

8. What is the prisoner supervision system?

The Prisoner Supervision System is designed to assist the effective management of prisoners and to provide for public safety. Each prisoner will be assigned to one of three Supervision Levels:

High Supervision: an individual, for whom all activities and movements require to be authorised, supervised and monitored by prison staff.

Medium Supervision: an individual for whom activities and movements are subject to locally specified limited supervision and restrictions.

Low Supervision: an individual for whom activities and movements, specified locally, are subject to minimum supervision and restrictions *[and could include license conditions and unsupervised activities in the community]*.

9. Who is responsible for running Her Majesty's Cayman Islands Prison Service?

The Director Prisons is mandated by law to run Her Majesty's Cayman Islands Prison Service.

10. What qualifications do I need to become a prison officer?

To qualify, all applicants must possess a good level of education (will have graduated at secondary level with passes in English and Math).

11. How long is a life sentence?

At present there is no tariff for a sentence of life imprisonment. It means imprisonment for natural life.

12. If someone is denied or disapproved for visitation, how can they appeal? What if they were initially approved but later suspended?

Visitors initially denied the right to visit have no appeal rights. Visitors who are initially approved to visit but then are later suspended may appeal in writing to the Director of Prisons or his/her designated representative requesting restoration of visiting privileges and their justification for this action. The Director of Prisons or his/her designee may modify any suspension or termination of visiting privilege. The address for filing an appeal is:

Director of Prisons
P.O. Box 1807
Grand Cayman. KY1-1109
Cayman Islands

13. How many people work for Her Majesty's Cayman Islands Prison Service?

Her Majesty's Cayman Islands Prison Service employed 148 staff as at November 30, 2011.

14. Can inmates receive telephone calls?

No. Prisoners housed in regular population will be allowed to make outgoing telephone calls to family and friends. Prisoners are not allowed to receive incoming telephone calls. The number of calls a prisoner is allowed to make may be limited by the housing assignment or custody classification. All telephone calls will be paid for by the prisoner.

15. When does visitation take place?

Visitation days and hours are established by each individual prison facility. Although most facilities have visiting hours on Saturday and Sunday, you should contact the particular prison

facility to ask about its visiting schedule. Prison phone numbers are available on line http://www.gov.ky/portal/page?_pageid=1142,1593984&_dad=portal&_schema=PORTA
Be aware that you may experience long lines at weekend visitation. Visitation will not occur on holidays

STRATEGIC MANAGEMENT

Administering the authority's operations at the organizational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources.

Governance	Access
Prisons Law (Law 14 of 1975) <i>-formerly entitled the Imprisonment Law</i> Amendment by Law 10 of 1981 Amendment by Law 18 of 1981 Commencement of sections 4, 5, 6, 9 and 10 of amending Law by Commencement Order- <i>remainder not yet in force</i> Amendment by Law 5 of 1986 Amendment by Law 14 of 1987 Amendment by Law 1 of 1992 Amendment by Law 8 of 1995 (part) Amendment by Law 13 of 1998 Amendment by Law 25 of 2005 Amendment by Law 34 of 2005	Her Majesty's Cayman Islands Prison Service will make available to the public any Governing Legislation and Regulations listed at the cost to reproduce. All listed Governing Legislation and Regulations are available for purchase from the Legislative Assembly: Legislative Assembly P.O. Box 890 Grand Cayman KY1-1103 Cayman Islands Sale of Laws Monday through Friday 9:00 am – 3:00 pm
Prison Officers (Discipline) Regulations (1999 Revision)	
Prison Rules (1999 Revision)	
Prisons and Places of Detention Regulations (2000 Revision)	
Penal Code (2007 Revision)	
Juveniles Law, 1990 (Law 19 of 1990)	
Freedom of Information Law, 2007 (Law 10 of 2007)	http://www.foi.gov.ky/portal/page?_pageid=1206,3502123&_dad=portal&_schema=PORTAL
Public Service Management Law (2007 Revision)	http://www.gazettes.gov.ky/servlet/page?_pageid=3617&_dad=portal30&_schema=PORTAL30&_mode=3
Personnel Regulations, 2006	http://www.gazettes.gov.ky/servlet/page?_pageid=3617&_dad=portal30&_schema=PORTAL30&_mode=3
Public Service Pensions Law (2004	http://www.gazettes.gov.ky

Revision)	
Public Service Pensions Regulations (2004 Revision)	http://www.gazettes.gov.ky

CORPORATE MANAGEMENT

Corporate Management	Access
Strategic Plan for Her Majesty's Cayman Islands Prison Service.	FOI Request
The Cayman Islands Annual Reports	http://www.gov.ky/portal/page?_pageid=1142,1591697&_dad=portal&_schema=PORTAL
Prisons Inspection Board	http://www.gov.ky
Her Majesty's Cayman Islands Prison Service Statistics	Contact Information Manager
Her Majesty's Cayman Islands Prison Service Organizational Chart	Contact Information Manager

FINANCE & ADMINISTRATION

Financial Management	Access
Annual Budget Statement for Her Majesty's Cayman Islands Prison Service (2012-2013)	http://www.gov.ky/pls/portal/docs/page/cig/home/find/organisations/azagencies/pfe/thebudget/20092010/200910abs.pdf
Statement of Accounting Policies (Portfolio of Internal and External Affairs)	http://www.gov.ky/pls/portal/docs/page/cig/home/find/organisations/azagencies/pfe/thebudget/20092010/200910abs.pdf
Forecast Operating Statement For The Year Ended 30 June 2012 (Portfolio of Internal and External Affairs)	http://www.gov.ky/pls/portal/docs/page/cig/home/find/organisations/azagencies/pfe/thebudget/20092010/200910abs.pdf
Forecast Statement Of Changes In Net Worth For The Year Ended 30 June 2012 (Portfolio of Internal and External Affairs)	http://www.gov.ky/pls/portal/docs/page/cig/home/find/organisations/azagencies/pfe/thebudget/20092010/200910abs.pdf
Public Service Pensions Regulations (2004 Revision)	http://www.gazettes.gov.ky
Forecast Balance Sheet As At 30 June 2012 (Portfolio of Internal and External Affairs)	http://www.gov.ky/pls/portal/docs/page/cig/home/find/organisations/azagencies/pfe/thebudget/20092010/200910abs.pdf
Output Invoices	FOI Request
Fixed Asset Purchases	FOI Request
Journals	FOI Request
Quarterly Reports	FOI Request

FINANCE & ADMINISTRATION

Financial Management	Access
Payroll	FOI Request
Financial Correspondence	FOI Request
Service Level Agreements (for previous financial years)	FOI Request
Overtime records	FOI Request
Monthly Financial Statements	FOI Request

ADMINISTRATION

Administration	Access
IRIS Data Base	
HR Correspondence	
Evaluated Job Descriptions	
Personnel Forms	
Notices to Staff	
HR Forum	
Weekly Time Sheets	
Staff Pay	FOI Request <i>*Information Commissioner's Decision</i> http://www.infocomm.ky/pubdocs/File/Decision%201%20-%2001009.pdf
Recruitment Exercises	

POLICIES & PROCEDURES

Policies & Procedures	Access
HMCIPS Staff Handbook	FOI Request
Drugs Policy	Contact the Information Manager
Uniform Policy	Contact the Information Manager
Code of Conduct and Ethical Behavior	Contact the Information Manager
Health and Safety Policy	FOI Request
Freedom of Information Internal Policy	Information Manager
Visitors Policy	Information Manager/Visitors Center a HMP Northward
Prison Volunteer Handbook	Contact the Information Manager
Smoking Policy	Contact the Information Manager
Community Work Release and Rehabilitation Policy	Contact the Information Manager
K-9 Policy	Exempt under section 16 (f) of the Freedom of Information Law, 2007
Human Capital Development Policy	FOI Request
Tools Control Policy	Exempt under section 16 (f) of the Freedom of Information Law, 2007
Prisoner Classification Policy	FOI Request
Prisoner Labour Policy	FOI Request
Directors Orders	Exempt under section 16 (f) of the Freedom of Information Law, 2007
Operational Orders	Exempt under section 16 (f) of the Freedom of Information Law, 2007
Post Orders	Exempt under section 16 (f) of the Freedom of Information Law, 2007
Government Circulars	FOI Request

DECISIONS & RECOMMENDATIONS

Decisions and Recommendations	Access
Minutes of Senior Managers Meeting	FOI Request
Minutes Supervisor Meeting	FOI Request
Minutes of the Prisoner Classification Board	FOI Request
Minutes of the Prisoner Labour Board	FOI Request

LISTS & REGISTERS

Lists and Registers	Access
Population Register	FOI Request
Asset Register	Information Manager
FOI Disclosure Log	Information Manager
Complaints Register	FOI Request
Food Refusal Register	FOI Request
Vocational Program Attendance Register	FOI Request
Weekly Prisoner Meals Register	Information Manager
Daily Inspection of Meals Register	Information Manager
Food Services Knives Register	Information Manager
Food Services Inventory Register	Information Manager
Confiscate Items Register	FOI Request
Key Information Database <i>Prisoners Labour List</i> <i>Prisoners Alpha List</i> <i>Prisoners Accounts</i>	FOI Request
Peach Tree Data Base	FOI Request

OUR SERVICES

Services	Record	Access
Custody To provide safe secure custody, whilst promoting and protecting the individual rights of all prisoners committed by the Courts including reception, secure accommodation, escorting and discharging of prisoners	Prisoner Main File	Exempt by section 23 (1) of the Freedom of Information Law, 2007
	Residential Journals	Information Law, 2007 Exempt by section 16 (f) of the Freedom of Information Law, 2007
	Special Information Books	Exempt by section 16 (f) of the Freedom of Information Law, 2007
	Record of Daily Behaviour	Exempt by section 23 (1) of the Freedom of Information Law, 2007
	Record of Visitors	Exempt by section 23 (1) of the Freedom of Information Law, 2007
	Record of Hand-ins	Exempt by section 23 (1) of the Freedom of Information Law, 2007
	Prison Statistics	Information Manager
	Gatekeeper Journals	Exempt by section 16 (f) of the Freedom of Information Law, 2007
	Warrant Files	Exempt by section 23 (1) of the Freedom of Information Law, 2007
	Enquires/Questions	Contact the Information Manager
Opportunities To provide Adult, Juvenile and Young Prisoners with behavioural modification programs; to identify and improve personal education and vocational competencies and social development; to provide meaningful work to build self-confidence and self-esteem through work effort; to provide work-release programs.	Education & Vocational Programs	FOI Request
	City and Guilds Certification Program	Contact the Information Manager
	Prisoner Labour /Token Wages	FOI Request
	Community Work Release and Rehabilitation Program	Information Manager
	Risk Assessment	Exempt by section 23 (1) of the Freedom of Information Law, 2007
	Sentence Planning	Exempt by section 23 (1) of the Freedom of Information Law, 2007
	Constructs post-programme reports	Exempt by section 23 (1) of the Freedom of Information Law, 2007

	Parole Dossiers	Exempt by section 23 (1) of the Freedom of Information Law, 2007
Support To stimulate a positive prison environment that will help to create a safe decent end healthy environment with positive prisoner staff relationship and prisoner and prisoner relationship where prisoners' problems and concerns can be aired and addressed and guidance offered, with proper staff support.	Chaplaincy	Exempt by section 23 (1) of the Freedom of Information Law, 2007
	Volunteering	Information Manager
	Family Reintegration	Exempt by section 23 (1) of the Freedom of Information Law, 2007
	Counseling Services	Exempt by section 23 (1) of the Freedom of Information Law, 2007
	Sex Offenders Program	Exempt by section 23 (1) of the Freedom of Information Law, 2007
	Food Services	Information Manager
	Complaints & Requests	Exempt by section 23 (1) of the Freedom of Information Law, 2007
	Special Programs	Information Manager
Care By facilitating and allowing access to primary health care to those incarcerated in H.M.C.I.P.	Medical & Dental	Exempt by section 23 (1) of the Freedom of Information Law, 2007
Order To ensure that good order is maintained during prisoner movement and activities; to ensure that there are effective internal complaints and disciplinary procedures; and to ensure that effective incident responses procedures are maintained.	Searches	Exempt by section 16 (f) of the Freedom of Information Law, 2007
	Drug Testing	FOI Request
	Investigations	Exempt by section 16 (f) of the Freedom of Information Law, 2007
	Intelligence & Information Gathering	Exempt by section 16 (f) of the Freedom of Information Law, 2007
	Incident Response & Use of Force	Exempt by section 16 (f) of the Freedom of Information Law, 2007
	Audio & Video Surveillance	Exempt by section 16 (f) of the Freedom of Information Law, 2007
	CCTV Recordings	Exempt by section 16 (f) of the Freedom of Information Law, 2007
	Contraband Recovery	Exempt by section 16 (f) of the Freedom of Information Law, 2007
	Prison Regime	Information Manager
	Security Breaches	Exempt by section 16 (f) of the Freedom of

<p style="text-align: center;">Order Cont'd</p> <p>To ensure that good order is maintained during prisoner movement and activities; to ensure that there are effective internal complaints and disciplinary procedures; and to ensure that effective incident responses procedures are maintained.</p>		Information Law, 2007
	Major Assaults Log	Exempt by section 23 (1) of the Freedom of Information Law, 2007
	Prisoner Adjudication	Exempt by section 16 (f) of the Freedom of Information Law, 2007
	Incidents Reports	Exempt by section 16 (f) of the Freedom of Information Law, 2007
	Security Reports	Exempt by section 16 (f) of the Freedom of Information Law, 2007

THE MINISTRY OF FINANCE, TOURISM AND DEVELOPMENT – PUBLIC FINANCE PUBLICATION SCHEME

(Produced in accordance with the Deputy Governor’s Code of Practice)

ABOUT THE PUBLICATION SCHEME

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public.

The list is divided into the different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Ministry of Finance, Tourism and Development – Public Finance to making information available to the public as part of its normal business activities.

The Ministry of Finance, Tourism and Development – Public Finance will:

- specify the information held by the authority, which falls within the categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public; and
- regularly review and update the information made available under this scheme.

INFORMATION THAT MAY BE WITHHELD

The Ministry of Finance, Tourism and Development - Public Finance will generally not publish:

- information in draft form;
- information that is not held by the Ministry of Finance, Tourism and Development – Public Finance, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive’s *Redaction Standard*.

In maintaining this publication scheme, our aim is to be as open as possible.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Ministry of Finance, Tourism and Development – Public Finance (or another organization's) commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

METHODS OF ACCESS

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online - Some of our documents will be published electronically on the Ministry of Finance, Tourism & Development – Public Finance website once it becomes operational and will be downloadable in PDF format. In the interim please contact the FOI Information Manager Designate Kristy Watler at 244-2205 or email at foi.pfe@gov.ky.

Email - If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.pfe@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone - Documents listed in the publication scheme can also be requested by telephone. Please call Kristy Watler at 949-7900 or 244-2205 to request information.

Post - All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to: Kristy Watler, Ministry of Finance, Tourism & Development – Public Finance, 3rd Floor, New Government Administration Building, Elgin Avenue, George Town, Grand Cayman, KY1-9000.

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary.

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FEES AND CHARGES

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Ministry of Finance, Tourism and Development – Public Finance strives to ensure that fees and charges are clearly explained and kept to a minimum.

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If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Ministry of Finance, Tourism and Development – Public Finance has received your payment.

REQUESTS FOR INFORMATION OUTSIDE THE PUBLICATION SCHEME

Information held by the Ministry of Finance, Tourism and Development – Public Finance that is not published under this scheme can be requested in writing.

Your request will be considered in accordance with the provisions of the FOI Law by contacting FOI Information Manager Kristy Watler at 244-2205 or fax at 949-8650 or email at foi.pfe@gov.ky.

Requests can also be addressed to Kristy Watler, Ministry of Finance, Tourism & Development – Public Finance, 3rd Floor, Government Administration Building, George Town, Grand Cayman KY1-9000.

COMPLAINTS

The Ministry of Finance, Tourism and Development – Public Finance aims to make our publication scheme easy to use and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Kristy Watler at 244-2205 or email at foi.pfe@gov.ky and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from Kristy Watler at 244-2205 or email at foi.pfe@gov.ky.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
PO Box 1375,
Grand Cayman KY1-1108,
CAYMAN ISLANDS
Telephone: 1 345 747 5402
Email: appeals@ico.gov.ky

CATEGORIES OF INFORMATION

Responsibilities - The Department under the Ministry of Finance, Tourism and Development – Public Finance includes the Financial Secretary's Office, Budget and Management Unit; Risk Management Unit; Revenue Unit; Economics & Statistics Office; Treasury Department; Internal Audit Unit and Finance Administration

Management Team

G. Kenneth Jefferson, JP, Financial Secretary; **Sonia McLaughlin, JP**, Chief Officer and Deputy Financial Secretary; **Deborah Drummond**, Deputy Chief Officer and Deputy Financial Secretary; **Anne Owens**, Senior Assistant Financial Secretary (Public Finance); **Michael Nixon**, Senior Assistant Financial Secretary (Financial Management); **Deloris Gordon**, Director of Internal Audit Unit; **Ronnie Dunn**, Director of Budget & Management Unit; **John Ebanks**, Risk Manager; **Lee Ramoon**, Director Revenue Unit; **Nina Vandine**, Deputy Chief Financial Officer; **Sharmene Bush**, Operational HR Manager; and **Kristy Watler**, Information Manager (Designate).

Contact Information

3rd Floor, Government Administration Building,
Elgin Avenue, Grand Cayman, KY1-9000, CAYMAN ISLANDS
Telephone: (345) 244-2205 **Fax:** (345) 949-8650
Email foi.pfe@gov.ky.
Website: under construction
Hours of Work: 8:30am to 5:00pm, Monday to Friday.

Governing Laws, Regulations, Policies, Procedures & Guidelines

Public Management and Finance Law (2010 Revision) and Financial Regulations, 2010 Revision; Public Service Management Law (2007 Revision) and Personnel Regulations (2006 Revision); Freedom of Information Law, 2007 Revision; Internal Complaints Process; Human Resource Policy and Procedure Manual; Business Continuity Plan; and Freedom of Information Guidelines

List of Forms Used

Application for First Time Caymanian Buyers; Application for Government Employees Personal Loans; Employment Application Form; Internal Complaints Form; and Freedom of Information.

Boards and Committees - Central Tenders Committee

Classes of Information Held

Classes of Information	Restrictions & Accessibility to information
Cabinet reports & recommendations	FOI request concerning this type of information should be directed to the Cabinet Officer or the Ministry.
Personal / Human Resource records	Access to information restricted to the relevant personnel.
Complaints	Majority of the information can be accessed by the public through FOI law. Access restricted for personal information concerning clients or private residents or if information is being used in an investigation.
Financial information i.e. accounts, budget	Majority of the information can be accessed by the public through FOI law. Access restricted for personal information concerning clients or private residents or if information is being used in an investigation.
Tender Contracts	FOI request concerning this type of information should be directed to FOI Manager.



Treasury Department

Publication Scheme

Produced in accordance with the Deputy Governor's Code of Practice on Publishing

CONTENTS:

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1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Treasury Department to making information available to the public as part of its normal business activities.

The Treasury Department will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;

- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The Treasury Department will generally not publish:

- information in draft form;
- information that is not held by the Treasury Department, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Treasury Department's (or another organisation's) commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

Online

Many of our documents are published electronically on the Treasury Department website at www.treasury.gov.ky and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If you are still having trouble locating information listed using the Treasury Department website, please contact the FOI Information Manager Louella Thompson at 949-7900 or direct line at 244-2120 or email at louella.thompson@gov.ky or foi.treasury@gov.ky

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.treasury@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call Louella Thompson at 949-7900 or direct line at 244-2120 or Email louella.thompson@gov.ky or foi.treasury@gov.ky to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Ms. Louella Thompson
Information Manager
The Treasury Department
Government Administration Building
133 Elgin Avenue
Box 125, Grand Cayman KY1-9000
Cayman Islands

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Louella Thompson at 949-7900 or direct line at 244-2120 or email louella.thompson@gov.ky or foi.treasury@gov.ky.

The Treasury Department will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Treasury Department is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Treasury Department strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below..

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The Treasury Department will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information of the FOI Regulations*

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Treasury Department has received your payment.

5. Requests for information outside the Publication Scheme

Information held by the Treasury Department that is not published under this scheme can be requested in writing. Your request will be considered in accordance with the provisions of the FOI Law by contacting the FOI Manager, Louella Thompson at 949-7900 or direct line at 244-2120 or email louella.thompson@gov.ky or foi.treasury@gov.ky

Or visit <http://www.treasury.gov.ky> Making a Request.

6. Complaints

The Treasury Department aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Louella Thompson at 949-7900 or direct line at 244-2120 or email louella.thompson@gov.ky or foi.treasury@gov.ky and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from http://www.treasury.gov.ky/portal/page?_pageid=1751,3490966&_dad=portal&schma=PORTAL

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman
PO Box 1375
Grand Cayman KY1-1108
CAYMAN ISLANDS

Telephone: +1 345 747 5402
Email: appeals@ico.gov.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Name of public authority

Treasury Department

Ministry

Ministry of Finance, Tourism, & Development (Public Finance)

Head of Department

Mrs. Debra Welcome, Accountant General; and
Mrs. Gloria Ann Myles, Deputy Accountant General
3rd Floor
Government Administration Building
133 Elgin Avenue,
Box 125, Grand Cayman KY1-9000
Cayman Islands.

Information Manager

Mrs. Louella Thompson
Information Manager
Treasury Department
3rd Floor
Government Administration Building
133 Elgin Avenue
Box 125, Grand Cayman KY1-9000
Cayman Islands
Direct Line: 1 (345) 244-2120
Office: 1 (345) 949-7900 Ext. 2120

Fax: 1 (345) 945-2469 or 1 (345) 946-5074
Email: Louella.thompson@gov.ky
FOI email: foi.tsy@gov.ky
Website: www.treasury.gov.ky
Freedom of Information website: www.foi.gov.ky

Organisation and functions

FUNCTION

The nature and scope of business of the Treasury Department is to prepare annual consolidated core government forecast and financial statements: cash management and forecasting: negotiation, evaluation and management of government borrowings: financial management services for Ministries/Portfolios and the Executive; promote the use of International Public Sector Accounting Standards (IPSAS) in the core government and the management of delegated Trusts Assets (Mutual Legal Assistance Treaty – MLAT; Defunct Companies; Dormant Accounts).

The Treasury Department is also responsible for the collection of environmental protection fees, cruise ship departure charges, debit transaction fees and Stamp Duty on Insurance other than Life.

UNITS/SECTIONS

Cash Management Unit (CMU)

The Cash Management Unit operates under Part V of the Financial Regulations (2010 Revision). It falls under the auspices of the Financial Secretary and forms part of the Treasury Department within the Ministry of Finance, Tourism & Development. It is responsible for core government's centralized banking system, financing activities, reserves and investments. Its delegation includes the development and application of policies, procedures and processes to facilitate cash management functions.

The unit's functions consist of managing government's suite of bank accounts, working capital and funding activities for ministries, portfolios, statutory authorities and government companies for outputs, capital projects, investments and reserves. It serves as a conduit to the Financial Secretary in negotiating and securing core government's borrowing and provides for the subsequent management and administration of loan instruments. The unit lends itself to planning, organizing and performing financial services on behalf of Ministries and Portfolios, as well as managing and overseeing the Treasury's interest rate regime.

Bank Reconciliation

The Bank Reconciliation team is responsible for the Bank Reconciliation function of all Ministries and Portfolios and falls under the ambit of the Cash Management unit. It is comprised of 5 team members, supervised by Jane Ebanks, Senior EPS Reporting Accountant

Cash Management Unit is comprised of one senior manager, 8 professional and technical staff members and one clerical officer.

The full team is:-

Evelyn McTaggart – Deputy Manager, Fund & Cash Flow
E-mail: evelyn.Mctaggart@gov.ky Ext. 244 2114

Susan Smith – Cash Management Officer
E-mail: susan.mith@gov.ky Ext. 244 2128

Charles McCoy – Systems Accountant
E-mail: charles.mccoy@gov.ky Ext. 244 2124

Jane Ebanks - Senior EPS Accountant
E-mail: Jane.carias@gov.ky Ext. 244-2129

David Levy – Cash Management Officer
E-mail: david.levy@gov.ky Ext. 244 2127

Delane Hurlston – Bank Reconciliation Officer
E-mail: delane.hurlston@gov.ky Ext. 244-2122

Jacqueline Miranda – Bank Reconciliation Officer
E-mail: Jacqueline.miranda@gov.ky Ext. 244-2107

Dale Connor – Bank Reconciliation Officer
Email: dale.connor@gov.ky Ext. 244-2123

Edith Prendergast – Bank Reconciliation Officer
E-mail: edith.prendergast@gov.ky Ext. 244-2144

Merline Answer-Watkins – Clerical Officer
E-mail: merline.answer-watkins@gov.ky Ext. 244 2134.

Entire Public Sector (EPS) UNIT

The EPS Unit is charged with the responsibility of the Government's financial reporting. To this end, the Unit produces consolidated Financial Statements. A principal support function relates to the maintenance and development of the central accounting system in order to ensure accurate and timely processing and reporting of financial transactions. They assist the Accountant General recommend suitable accounting policies in compliance with International Public Sector Accounting Standards (IPSAS), the Public Management and Finance Law (2012 Revision) and Financial Regulations (2010 Revision) and a general adherence to best practices. The Unit comprises four (4) persons as listed below.

The full team is:-

Sheila Thomas – Manager, EPS Reporting
E-mail: Sheila.thomas@gov.ky Ext. 244-2197

Randy Myles - Deputy Manager, EPS Reporting
E-mail: Randy.myles@gov.ky Ext. 244-2139

Lorna Jackson – Senior EPS Accountant
E-mail: Lorna.jackson@gov.ky Ext. 244-2100

Carlene Watler-Scott - Senior EPS Accountant
E-mail: Carlene.watler-scott@gov.ky Ext. 244-2126

DEBT RECOVERY UNIT

This unit is charged with the responsibility to monitor, manage and collect government's arrears of revenue and bad debts. Functions also include taking legal action to recover overdue accounts on behalf of Ministries, Portfolios, Departments and other government related entities and to recover overdue executive revenue on behalf of Cabinet. Manage and administer all loans made by Government including loans granted to employees, the "Save the Mortgage Programme", private sector entities and other individuals.

The Unit is headed by a Manager and he/she is supported by four members of staff.

The full team is:

Manager, Debt Recovery Unit, - Currently vacant.

E-mail: Ext. 244 2141

Shiann Nalty-Palmer – Credit & Debt Administrator

E-mail: Shiann.nalty@gov.ky Ext. 244 2135

Jairia Barton – Debt Recovery Officer

E-mail: Jairia.ramoon@gov.ky Ext. 244 2117

Noel Robinson – Debt Recovery Officer

E-mail: Noel.robinson@gov.ky Ext. 244 2116

Georgina Williams – Debt Recovery Officer

E-mail: Georgina.williams@gov.ky Ext. 244 2140

PAYMENTS & PAYROLL UNIT

The Payments and Payroll Unit provide financial management services to Ministries and Portfolios including processing of payroll related payments to all government employees and cheque processing for creditor payments as requested by Ministries and Portfolios.

The Unit is supervised by the Payments and Payroll Manager who is assisted by four Payments and Payroll officers.

The full team is:

Ruthann Campeau – Payments & Payroll Manager

E-mail: Ruthann.campeau@gov.ky Ext. 244 2103

Eric Smith – Payments & Payroll Officer

E-mail: Eric.smith@gov.ky Ext. 244 2101

Camillee Beckford - Payments & Payroll Officer

E-mail: Camillee.beckford@gov.ky Ext. 244 2142

Temar Clarke - Payments & Payroll Officer

E-mail: Temar.clarke@gov.ky Ext. 244 2104

Jenny Miller - Payments & Payroll Officer

E-mail: Jenny.miller@gov.ky Ext. 244 2118

Location and hours	Matters handled
<p><i>Treasury Department 1st Floor Government Administration Building 133 Elgin Avenue Grand Cayman KY1-9000 Cayman Islands 9:00 am to 4:00 pm – Monday to Friday</i></p> <p><i>Treasury Department (Main Office) 3rd Floor Government Administration Building 133 Elgin Avenue Box 125, Grand Cayman KY1-9000 Cayman Islands 8:30 am to 5:00 pm – Monday to Friday</i></p>	<p><i>Treasury Cashier</i> - Receipt of Funds for the following: Deputy Governor's Office, Education, Health Regulatory Services(including Health Insurance Commission and Health Practitioner's) Liquor Licensing Office and the Treasury.</p> <p><i>Treasury Admin.</i> Providing Administrative and technical support for the overall function of the Department</p> <p><i>Cash Management</i> – responsible for core Government's centralised banking system, financial activities, reserves and investment which includes processing requests for drafts, wires, funding, deposit slips, exchange rates, requests for Corporate Credit Cards etc.</p> <p><i>Debt Recovery Services</i> – Responsibility to monitor, manage and collect government arrears of revenue and bad debts, to manage and administer all loans made by Government.</p> <p><i>EPS Unit</i> – Bank Reconciliations & Financial Reporting Payments and Payroll - Processing of Governments payroll and Creditor Payments</p>

Boards and Committees

The Accounting Policies Committee

The Treasury Department has two representatives on this Committee.

Background

The Accounting Policies Committee (APC) is an internal working committee that falls under the remit of the EPS Unit. The APC was established in 2007 with the mandate of reviewing and recommending changes to the accounting policies and procedures of the Public Sector.

The mandate of the APC is embodied in Part 2 – General Accounting of the Accounting Policies for the Financial Statements of Government.

The accounting policies are based on generally accepted accounting practice as defined in the Public Management and Finance Law (2012 Revision) and the Financial Regulations (2010 Revision).

Purpose of the Committee:

To serve the interests of the Entire Public Sector by promoting the use of IPSAS, IAS & IFRS,
To ensure that the accounting policies are continuously updated to be consistent with IPSAS, IAS & IFRS,

To Facilitate Continuing Professional Education and other related training needs and,
Establish relations with IFAC and other like bodies.

The Committee will meet the above objectives by:

- Promoting the acceptance and use of these standards,
- Issuing changes to the accounting policies to be consistent with accounting standards,
- Providing timely information to the EPS on any changes to the accounting policies,
- Providing guidance in the application of these standards to ensure consistency of treatment and,
- Formation of alliance with relevant accounting bodies.

The Committee comprises seven (7) members drawn from departments within Government.
The committee members serve for a period of two (2) years.

FREQUENTLY ASKED QUESTIONS**▪ What day is pay day?**

A schedule of monthly, bi-weekly pay days can be found in the Document Library.

▪ Can cheques that are processed from another government department be collected from the Treasury?

Cheques are returned to the requesting Ministry or Portfolio for distribution.

▪ Is today the beginning of the new fiscal year?

The fiscal year begins on July 1, of each year.

▪ Can coins be purchased at the Treasury Department?

No. These can be purchased from the Cayman Islands Monetary Authority.

▪ Is this the department where court funds are processed and issued?

No. Court funds are processed and issued at the Courts Office, Judicial Building George Town.

▪ What amount of funds can a government employee borrow for a personal loan?

The maximum amount of money that can be borrowed by an employee is CI\$5,000.00.

▪ When is the next Cost of Living Adjustment (COLA) being paid?

COLA payments are determined and published by the Portfolio of Internal & External Affairs.

▪ How long does it take to process invoices to be paid by the Government?

Government usually processes invoices 21 days net of invoice date but also has the option to pay earlier by quick cheque method.

▪ How are payments for deceased persons who are employed by the Cayman Islands Government handled?

If the deceased person is employed at the time of his/her death, payment would be handled in the usual way i.e. payable by way of direct deposit or by cheque in the person's name.

▪ How can I obtain a copy of my pay slip?

Pay slips for both monthly and bi-weekly employees are sent to Ministries/Portfolios and Departments for distribution to employees.

Requests for pay slips must be directed to the various payroll officers in the respective Ministries/Portfolios and Departments. Request to the Treasury will not be allowed unless the pay slips are lost or misplaced or there is a genuine need for a copy.

- **When is Government Pay Dates for the new year available and how can I obtain a copy?**

The Cayman Islands Government Pay Dates for the new year are usually available by the 30th of November and may be obtained on the Government's Intra Net, the Treasury Department's web site at: www.treasury.gov.ky or by contacting the Information Manager at: Louella.thompson@gov.ky or foi.treasury@gov.ky

STRATEGIC MANAGEMENT

The Ministry of Finance, Tourism & Development (Public Finance) administering the authority's operations at the organisational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources using the laws that regulate the function of government entities.

Governance & Legislation

In relation to performing the Treasury function, the primary legislation and regulation are:

- *Public Management & Finance Law (2012 Revision) (PMFL)*
- *Public Management & Finance Law Regulations (2010 Revision)*

Corporate Management

High-level documents that plan and evaluate the work of the authority are:-

- *2012/13 Annual Budget Statements*
- *Treasury's 2011 Continuity Plan*

FINANCE & ADMINISTRATION

Administering the authority's internal functions and managing its resources efficiently and effectively. This includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies.

General Nature of Activities

The general activities of the Treasury is to prepare consolidated core government forecast and financial statements, cash management and forecasting, loan negotiation, evaluation and management of government borrowings, financial management services for Ministries / Portfolios and the Executive. To promote the use of International Public Sector Accounting Standards (IPSAS) in the entire (EPS).

Financial Management*

- Annual Budget Statements
- Cayman Armoured Courier Services Contract
- Credit Card Policy Doc.

*Copies can be obtained upon request from the Information Manager

Administration*

- Press Releases
- Job vacancies; career opportunities
- Training
- Staff pay and grading structures – Organizational Chart
- Records Management file plan or classification scheme.

*Copies can be obtained upon request from the Information Manager.

POLICIES & PROCEDURES

In addition to the laws and regulations listed above the following policies and procedures are used at the Treasury Department.

- Complaints-handling procedure;
- HR policies and procedures
- Public Servant's Code of Conduct and Public Service Values (5.12.2007)
- Public Service Management Law (2011 Revision) Law governing the Cayman Islands Civil Service & Personnel Regulations, 2006 (incorporating amendments made in 2009 and 2010 Revisions).
- Draft Operating policies and procedures; standards of service (to be further updated)
- Credit Card Policy
- Information Management policy; Disposal schedule (records retention policy)
- Deputy Governor's Code of Practice on record Management
- Freedom of Information Law 2007
- National Archive and Public Records Law (2010 Revision)
- Freedom of Information Regulations 2008
- Electronic Transactions Law (2003 Revision)
- National Pensions Law (2010 Revision) and (General) Regulations (2011 Revision)
- Travel (Departure Tax and Environmental Protection Fee) Law (2012 Revision)
- Stamp Duty Law (2012 Revision)
- Dormant Accounts Law (2011 Revision)
- Dormant Accounts (Forms) (Amendment) Regulations, 2010

- Other Local Laws and Regulations

DECISIONS & RECOMMENDATIONS*

- Minutes of Meetings
- Evaluation Procedures
- Assessment criteria

*Copies can be obtained upon request from the information Manager

LISTS & REGISTERS*

- FOI disclosure log: can be found at:
http://www.treasury.gov.ky/portal/page?_pageid=3490923&dad=portal&schema=PORTAL
- Asset Register*

*Copies can be obtained upon request from the Information Manager.

OUR SERVICES

The scope of the Treasury Department's activities is as follows:

- Financial advice and support
- Financial reporting
- Forecast and management of core Government's cash flows, loan tendering, evaluation and debt management
- Financial management services for Ministries / Portfolios and the Executive including Payroll processing, Creditor processing, Debt Recovery, Loans Made and Trust Asset management.
- Management of business processes of Government's financial information systems (IRIS)
- To promote the acceptance and use of IPSAS through the Accounting Policies Committee (APC)

Customers and Location of Activities

Executive and Ministry / Portfolios, general public, statutory authorities and Government owned companies (GOC's) within the Cayman Islands.

General Forms*

- Complaints Forms
- Create New Accounts receivable (Memo Line)
- Create New Account (IRIS)
- Create New Project (IRIS)
- Create New Category (IRIS)
- Create New Deposit or Cost Centre (IRIS)

- Create New Entity (IRIS)
- Application Form for Salary Advance PFE 2
- Application Form for personal Loans PFE 1
- Employee Bank Details Form
- Inter-Department Transfer Form
- Inter-Org Transfer of Funds Form
- Royal Bank of Canada – Request for Telegraphic Transfer
- Vendor Creation Request Form
- Stamp Duty Reporting Form for Insurance other than Life
- Corporate Credit Card Expense Form
- Dormant Accounts Claim Form

*Available on our website:

http://www.treasury.gov.ky/portal/page?_pageid=1751,3490862&dad=portal&schma=PORTAL
and

http://it.gov.ky/portal/page?_pageid=1185,1547969&_dad=portal&_schema=PORTAL&page_param_site=2296363&Find=Display+Documents

List of Publications*

- Government Pay Dates for 2013
- TRS Cut-Off Dates for 2013
- Government Medical Loans

*Available on our website:

http://www.treasury.gov.ky/portal/page?_pageid=1751,3490912&_dad=portal&_schema=PORTAL

Copies of the above forms and publications may be obtained in writing or calling our Information Manager at the below address between the hours of 8:30am and 5:00pm, Monday to Friday.

Mrs. Louella Thompson
Information Manager
Treasury Department
3rd Floor
Government Administration Building
133 Elgin Avenue
Box 125, Grand Cayman KY1-9000
Cayman Islands
Direct Line: 1 (345) 244-2120
Office: 1 (345) 949-7900 Ext. 2120
Fax: 1 (345) 945-2469 or 1 (345) 946-5074
Email: Louella.thompson@gov.ky
FOI email: foi.tsy@gov.ky

Classes of Information Held

A Class of Information is a way of collecting together similar types of information. The Department of Treasury has grouped its Classes of Information into broad categories, by functions which reflect the Treasury's major areas of responsibility. If you are intending to make a request, the following Classes of Information will help you explain more precisely which records you are seeking, or where the information may be found:

Function – Financial Asset Management

Administering Government cash flows, investments, reserves and trust assets. Managing Executive bank accounts and the movement of funds for core government. Forecasting and reporting on aggregate cash position for Core Government.

Disbursements
Government Savings
Planning
Policy
Reporting
Trust Management

Function – Government Accounting

Preparing financial forecasts and reports for the Entire Public Sector; offering advice to the Financial Secretary with regard to Treasury matters; providing financial management services for Ministries, Portfolios and the Executive and administering Government's financial information systems.

For Treasury's internal accounting processes, SEE Financial Management.

Advising
Bank Reconciliation
Debt Recovery
Financial Services (Payments & Payroll)
Forecasting
Guidance
Iris Management
Planning
Policy
Reviewing
Reporting
Training

Function – Public Debt Management

Administering and reporting on programmes to raise funds to finance government expenditure, in accordance with fiscal policy. Managing the repayment of public borrowings.

loan negotiation
loan management
policy
reporting

Function – Secretariat Support

Administering or providing administrative services and assistance to high-level Committees, Boards, Advisory Councils etc. – as listed in the E-Publication Scheme.

Includes: records of the body's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, and agenda.

Excludes: records of internal committees and general agency meetings. USE the relevant administrative or operational function.

Advising

Arrangements

Establishment

Proceedings

Reporting

Research & Development

http://www.treasury.gov.ky/portal/page?_pageid=1751,3490928&_dad=portal&_schema=PORTAL