



Preparing for FOI event - Grant-aided and special schools

Wednesday 25 May 2016

10:00 am – 13:00 pm

European Room, City Chambers, 253 High St, Edinburgh, EH1 1YJ

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| 9:30 | Arrivals, registration, refreshments |
| 10:00 | Welcome and introductions |
| 10:10 | Introduction to FOI duties |
| 10:25 | Publishing information |
| 11:05 | Comfort break, refreshments |
| 11:15 | Responding to information requests and reviews |
| 11:45 | Requests for personal information |
| 12:10 | City of Edinburgh Council's experience |
| 12:30 | Final questions and answers |
| 13:00 | Close |