

APPENDIX A

SAMPLE OF REPORT MADE IN COMPLIANCE WITH S.29 OF THE FREEDOM OF INFORMATION ACT 2011 (FOIA)*.

NAME OF GOVERNMENT OR PUBLIC INSTITUTION**

Output and Response Rate			Number and Nature of determinations made which resulted in a refusal to Disclose Information and the reasons for such Determinations		Number of Appeals made by Persons under the Act; state the reason for the Action that led to the Appeal		Cases where the Court upheld the decision to withhold Information by the Public Institution; (Summarise Scope of information withheld)		Efficiency/ Resource Commitments	
No. applications received	No. of processed applications	Average Number of days to process applications	No. of determinations	Summarise nature and reason for determination	No. of Appeals	Reason for action leading to appeal	Names of party/indicate case number (if any)	Scope of withheld information (In summary)	Amount expended on the processing of application	No. of full time staff devoted to implementation of the Act

NOTE:

***REPORTS SHOULD BE IN MICROSOFT OFFICE EXCEL FORMAT**

****EACH EXTRA-MINISTERIAL AGENCY OR DEPARTMENT SHOULD SUBMIT A SEPARATE REPORT OF COMPLIANCE**