



Cabinet Office

Publication Schemes

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

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1. About the Publication Scheme

Every public authority covered by the Freedom of Information Act ("FOI Act") 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 Act or otherwise protected from disclosure, including under the Data Protection Act – 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, 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 Act 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 Act. 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 redacted 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 Constitutional Review Secretariat (CRS), which closed in November 2009 had its own website even though they fall directly within the purview of the Cabinet Office. Information specific to the functions and activities of the CRS is available on www.constitution.gov.ky. This website 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 you are still having trouble locating information listed under our scheme, please contact the Information Manager at foi.cab@gov.ky or (345) 244-2209 or (345) 244-2210.

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) 244-2209 or (345) 244-2210 to request information.

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

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
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 choose to personally inspect documents listed in our publication scheme. Please contact the Information Manager at foi.cab@gov.ky or (345) 244-2209 or (345) 244-2210 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) 244-2209 or (345) 244-2210.

The Cabinet Office will adhere to its obligations under the FOI Act, Data Protection Act 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 Act 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 FOI Act and, where relevant, the Data Protection Act.

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, unless you are requesting your own personal information, in which case you will be required to prove your identity);
- 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 Act 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.

More information about making a request is available on our website, and for detailed advice on making a request or what kind of information is exempt or excluded from the FOI Act and the Data Protection Act, please see the Ombudsman's website, www.ombudsman.ky.

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 Office of the Ombudsman if you are dissatisfied with our response.

**Office of the Ombudsman,
5th Floor, Anderson Square
64 Shedden Road
George Town
Grand Cayman, Cayman Islands
P.O. Box 2252
Grand Cayman, KY1-1107
CAYMAN ISLANDS
Telephone: 345 946 6283
Email: info@ombudsman.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
4th Floor, Government Administration Building
Grand Cayman, KY1-9000
CAYMAN ISLANDS
Tel: (345) 244-2208

Key Staff

Samuel Rose, JP, Cert. Hon
Cabinet Secretary
Tel: (345) 244-8763
Email: samuel.rose@gov.ky

Robert Lewis
Deputy Chief Officer (Administration)
Tel: (345) 244-3602
Email: robert.lewis@gov.ky

Jason Webster
Deputy Chief Officer (Policy Coordination)
Tel: (345) 244-3610
Email: jason.webster@gov.ky

Meloney Syms
Chief of Protocol
Tel: (345) 244-3612
Email: meloney.syms@gov.ky

Oneisha Richards
Director of Communications
Tel: (345) 244-3630
Email: oneisha.richards@gov.ky

Krista Seymour-Mohammed
Chief Financial Officer
Tel: (345) 244-2296
Email: krista.seymour-mohammed@gov.ky

Aubrey Bodden
Information Rights Coordinator
Tel: (345) 244-3607
Email: aubrey.bodden@gov.ky

Ruth Myles
Chief of Internal Communications
Tel: (345) 244-2254
Email: Ruth.Myles@gov.ky

Kim Bullings
Clerk of the Cabinet
Tel: (345) 244-2209
Email: kim.bullings@gov.ky

FOI Management Staff

Kim Bullings
Information Manager/Data Protection Leader
Tel: (345) 244-2209
Email: foi.cab@gov.ky

Davina Wilson
Deputy Information Manager
Tel: (345) 244-2210
Email: foi.cab@gov.ky

The Information Manager is responsible for implementing the Freedom of Information Act and the Data Protection Act and responding to FOI requests. To learn more about please see the Ombudsman's website, www.ombudsman.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 Cabinet Secretariat, which primarily provides administrative and technical support to the Premier, Cabinet and National Security Council meetings and projects; the Policy Coordination Unit; the Department of Communications; the Appeals Tribunal Secretariat; the Protocol Office; Information Rights Unit; the Gender Equality Tribunal; the Public Affairs Unit, which closed in June 2011 and Constitutional Review Secretariat, which closed in November 2009 following the passage of the 2009 Constitution.

Finally, the wider portfolio comprises three public authorities which maintain separate Publication Schemes: Cayman Islands Government Office in the United Kingdom (London Office), Radio Cayman 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;
 - Advise Government entities on policy development and implementation best practice.
- Administrative and secretarial support for the processing of—
 - Appeals under the Immigration (Transition) Act,
 - Appeals under the Customs and Border Control Act,
 - Appeals under the Firearms Act,
 - Appeals under the National Conservation Act,
 - Tax undertaking (exemption) certificates to exempted companies, trusts, exempted limited partnerships, limited liability companies and limited liability partnerships in accordance with the various governing laws;
- Liaising with the ministry and portfolio 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;
- Leading and coordinating Freedom of Information and Data Protection across government and developing internal capacity for compliance;
- Strategic oversight of internal communication activities and engagement of civil servants to deliver Government's and departmental priorities and support organisational and cultural change;

- 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

Cabinet Secretariat

Box 105, 133 Elgin Avenue, George Town
4th Floor Government Administration Bldg
Grand Cayman, KY1-9000
Tel: (345) 244-2208
Website: www.cabinetoffice.gov.ky
Email: cabinetoffice@gov.ky
Hours: Monday – Friday, 8:30am – 5:00pm

Policy Coordination Unit

Box 105, 133 Elgin Avenue, George Town
4th Floor Government Administration Bldg
Grand Cayman, KY1-9000
Tel: (345) 244-2206
Email: jason.webster@gov.ky
Website: www.cabinetoffice.gov.ky
Hours: Monday – Friday, 8:30am – 5:00pm

Protocol Office

Box 105, 133 Elgin Avenue, George Town
4th Floor Government Administration Bldg
Grand Cayman, KY1-9000
Tel: (345) 244-3612
Fax: (345) 943-2668
Email: protocol@gov.ky
Website: www.protocoloffice.gov.ky
Hours: Monday – Friday, 8:30am – 5:00pm

Department of Communications

Box 105, 133 Elgin Avenue, George Town

Matters handled

- 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
- Firearms appeals
- National Conservation Board Appeal
- Administration and Human Resources
- Monitoring and reporting on international policy
- Provision of policy advice to Cabinet
- Policy development, coordination and implementation across Government Ministries and Portfolios.
- Advise Government entities on policy development and implementation best practice.
- Advising government agencies on protocol
- Ceremonial Event Management
- Protocol intervention and airport liaison
- Communication support for Government
- Effectively communicate Government

4th Floor Government Administration Bldg
Grand Cayman, KY1-9000
Tel: (345) 244-8963
Fax: (345) 943-2668
Email: communications@gov.ky
Hours: Monday – Friday, 8:30am – 5:00pm

Internal Communication and Engagement Unit

Box 105, 133 Elgin Avenue, George Town
4th Floor Government Administration Bldg
Grand Cayman, KY1-9000
Tel: (345) 244-2254
Email: internal.communications@gov.ky
Hours: Monday – Friday, 8:30am – 5:00pm

Information Rights Unit

Box 105, 133 Elgin Avenue, George Town
4th Floor Government Administration Bldg
Grand Cayman, KY1-9000
Tel: (345) 244-3609
Email: informationrights@gov.ky
Hours: Monday – Friday, 8:30am – 5:00pm

Appeals Tribunal Secretariat

Box 105, 133 Elgin Avenue, George Town
4th Floor Government Administration Bldg
Grand Cayman, KY1-9000
Tel: (345) 244-6624 / 3627
Email: IAT@gov.ky or RPAT@gov.ky
Hours: Monday – Friday, 8:30am – 5:00pm

Gender Equality Tribunal Secretary

Gender Affairs Unit
Box 105, 133 Elgin Avenue, George Town
4th Floor, Government Administration Bldg
Grand Cayman, KY1-9000
Tel: (345) 244-3226
Email: get@gov.ky
Website: www.genderequality.gov.ky
Hours: Monday – Friday, 8:30am – 5:00pm

Public Affairs Unit

Closed office in June 2011
Website: www.cabinetoffice.gov.ky

Constitutional Review Secretariat

Closed office in November 2009
Website: www.constitution.gov.ky
Email: foi.cab@gov.ky

- priorities
- Lead improvement programmes for Government Communications

Working in partnership with leaders and business teams to engage staff in delivering on priorities and support organisation and cultural change, particularly relating to the 5-Year Strategic Plan for the Civil Service

Raise awareness of Freedom of Information and Data Protection in the entire public sector, develop tools and procedures for effective implementation of relevant legislation and policies, and organise and conduct training for practitioners in public entities.

Administrative and secretarial support for the processing of appeals for the Immigration Appeals Tribunal and the Refugee Protection Appeals Tribunal.

The Gender Equality Tribunal is established under Section 23 of the Gender Equality Act, 2011 to hear and determine discrimination complaints submitted under the Act.

- Public affairs advice and assistance
- Coordination of public relations and community services
- Development of strategies to promote and monitor public engagement with policy

Oversight of the 2007 constitutional reform initiative, which culminated with the passage of the Cayman Islands Constitution Order 2009

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, Communications, Protocol Office, Information Rights Unit, Appeals Tribunal Secretariat, Public Affairs Unit (closed), and Constitutional Review Secretariat (closed).

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 (Firearms and National Conservation)
	Confirming
Committee Support	Registering
	Proceedings of the Immigration Appeals Tribunal and Refugee Protection 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

Policy Coordination Unit

FUNCTION	ACTIVITY
Strategic Management	Policy
	Advising
	Policies and procedures
	Planning
	Research and Development
	Training and Awareness
	Guidance
	Publications
	Reviewing
Committee Support	Proceedings of the Council of Older Persons, National Council for Persons with Disabilities and Gender Equality Tribunal

Information Rights Unit

FUNCTION	ACTIVITY
Information Rights 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
	Regulatory Framework
	Reporting
	Research and Development
	Training and Awareness
Administrative & Financial Management	Budgeting
	Records
	Records Management Training

Department of Communications

FUNCTION	ACTIVITY
Communications	Internal Communications
	Strategy and Campaigns
	Channel Development and Improvement

Insights and Analytics
News & Media Relations
Video
Graphic Design
Gazette
Public Relations

Protocol Office

FUNCTION	ACTIVITY
Protocol Services	Airport Liaison
	Advising
	Events Management
	Guidance
	Planning
	Policy
	Research and Development
	Registration
	Training

Internal Communication and Engagement Unit

FUNCTION	ACTIVITY
Internal Communication & Engagement	Advice & Coordination
	Campaigns
	Training & Development
	Channels Management

Boards and Committees

Name	Meetings	Minutes
Immigration Appeals Tribunal Morris Garcia (Deputy Chair) Shaun McCann (Deputy Chair) Josephine Habib Nanalie Cover Jermaine Sharpe Demi McLean Derecha Pernix Danette McLaughlin Philson George Sheena Bush (Secretary, non-voting) Trisha Cuffy (Secretary, non-voting)	The Tribunal meets at least once per week. Meeting are not open to the general public.	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 Act or under the Data Protection Act, as it would amount to the unreasonable disclosure of personal information.
Refugee Protection Appeals Tribunal Langston Sibblies (Chair) Olivaire Watler (Deputy Chair) Orrett Connor John Harris Martin Davis Sheena Bush (Secretary, non-voting) Trisha Cuffy (Secretary, non-voting)	The Tribunal meets on an as needed basis. Meeting are not open to the general public.	Decisions 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 Act or under the Data Protection Act, as it would amount to the unreasonable disclosure of personal information.
Cayman Islands Disability Council Magda Embury (Chair) Faith Gealey (Deputy Chair) Renee Howell Dr. Sarah Cuff Catherine Day Carlen Harcombe Chelsea Rivers Catherine Frazier Rosie Whittaker-Myles Ex-officio Members: Janet Flynn Kimberley Voaden Dr. Obinna Eleweanva Shari Smith Director of Policy Coordination Unit or	Meetings are held once per month	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> . Each request will be decided on a case-by-case basis, but it is likely that some material will be exempt under section 20 (1) (b) of the FOI Act, as it would inhibit the free and frank exchange of views for the purposes of deliberation.

designate (Executive Secretary)		
Council for Older Persons Lucille Seymour (Chair) Alice Mae Coe (Deputy Chair) Alex Johnson Hermon H.M. Conolly Elsa Annie Rose Scott Herbert Crawford Mark Beckford Dr. Eryka Simmons Ex-officio Members: Janett Flynn Debbie Ann Whittaker Debbie Webb-Sibblies Cassandra Fearon Karlene Bramwell Deirdre Carmola Director of Policy Coordination Unit or designate (Executive Secretary)	Meetings are held once per month	Requests for minutes and other materials should be submitted under FOI as detailed in <i>section 5:</i> <i>Requests for information</i> <i>outside the Publication</i> <i>Scheme</i> . Each request will be decided on a case-by-case basis, but it is likely that some material will be exempt under section 20 (1) (b) of the FOI Act, as it would inhibit the free and frank exchange of views for the purposes of deliberation.
Gender Equality Tribunal Sheridan Brooks-Hurst (Chair) Karie Bergstrom Vaughan Carter Nick Dunne Tammy Ebanks Gender Affairs Unit (Secretarial/Administrative Support)	Meetings are held on an as necessary basis	Decisions/Minutes of meetings may be requested under FOI as detailed in <i>section 5: Requests for</i> <i>information outside the</i> <i>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 Act or under the Data Protection Act, as it would amount to the unreasonable disclosure of personal information.

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 eight 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 Parliament, under the 2009 Constitution they do not vote. The eight Ministers are voted into office by the 19 elected Members of Parliament. 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 Manual contain all the procedures relevant to the operation of Cabinet. The Cabinet Manual was approved by Cabinet on 27th July 2022 and is available for viewing on the Government Website.

Q. Is there a Ministerial Code of Conduct?

A. The Cayman Islands Ministerial Code of Conduct was approved by the Cabinet on 27th July 2021 and is available for viewing on the Government Website.

Q. How do I find out what decisions have been made by the Cabinet?

A. Post meeting summaries are published weekly by the Cabinet Office following the confirmation of the Minutes, these summaries are available for viewing on the Government Website.

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 Parliament. At the same meeting, the Premier expands on

Cabinet's commitment to these developments in the Response to the Throne Speech. 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

Q. Where can a Government entity obtain advice on policy development and implementation good practice?

- A. The Policy Coordination Unit of the Cabinet Office – contact DCO Jason Webster at extension 244-3610.

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 tax exemption certificates that are issued to protect exempted companies, trusts, exempted limited partnerships, limited liability companies and limited liability partnerships in the event that the Cayman Islands Government introduces taxation. For more information on the application process you can visit our website or send an email to tec@gov.ky.

Q. How do I appeal a decision of WORC?

- A. The Immigration Appeals Tribunal (IAT) holds weekly meetings to hear appeals against WORC decisions, information about the appeals process is available on the Cabinet Office website, booklets are also available in the lobby area of the Government Administration Building, or you can email IAT@gov.ky with queries.

Q. How do I appeal an asylum decision of the Director of CBC?

- A. The Refugee Protection Appeals Tribunal (RPAT) hears appeals in relation to asylum decisions, information about the appeals process is available on the Cabinet Office website, booklets (English and Spanish versions) are also available in the lobby area of the Government Administration Building, or you can email RPAT@gov.ky with queries.

Q. How frequently does the Gender Equality Tribunal meet?

- A. The Tribunal meets on occasions as necessary to conduct hearings for complaints submitted or to discuss other matters relevant to its operations and functions.

Q. What are the hearing procedures of the Gender Equality Tribunal?

- A. the Tribunal may adopt such procedures it considers appropriate in the circumstance to determine a particular complaint. Following the pre-hearing process, the Tribunal may convene a hearing to hear and determine a complaint under the Law.

Q. Can the general public attend a hearing of the Gender Equality Tribunal?

- A. Attendance at and participation in the hearing by persons other than the parties and their legal representative will be at the discretion of the Tribunal. Parties must submit written notice of their intention to be present at the hearing and/or the intention of their representative (if any) to be present at least two (2) working days prior to the scheduled hearing.

Q. Are decisions of the Gender Equality Tribunal published?

- A. Following notice of a decision made on a complaint under the Law, the Tribunal will produce a brief summary of the complaint and decision for publication on the website. This summary will not identify any party, witness or other individual, including by way of information which may reasonably be used to identify any party, witness or other individual. The full decision of the Tribunal with names and other identifying information redacted may also be provided to the general public.

Q. What is Protocol?

- A. Protocol has been defined as “*The set of rules prescribing good manners in official life and in ceremonies involving governments and nations and their representatives. It is the recognised system of international courtesy*”. *Protocol: The Complete Handbook of Diplomatic, Official and Social Usage* by Pauline Innis, Mary Jane McCaffree & Richard M. Sand, Esquire.

Q. What is the Order of Precedence?

- vA. 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.
http://www.gov.ky/portal/page?_pageid=1142,2680233&_dad=portal&_schema=PORTAL

Q. What is the proper way to display the Cayman Islands 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 alphabetically to the left of the Cayman flag. The exception is 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 Islands flag?

- A. Flags of various sizes can be purchased from the Cayman Islands National Museum.

Q. Do I need permission to use the Cayman Islands Flag or Coat of Arms?

- A. Yes. Under the Coat of Arms, Flag and National Song Act and Coat of Arms and Flag Regulations, 2004, permission must be granted by Cabinet unauthorised use is an offence and liable to a fine of up to \$5000.

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. Example: Honourable John A. Doe, MBE, JP.

Q. What is the correct order to place letters after the name?

- A. Debrett's Correct Form (www.debretts.com/forms-address) 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 was the European Grant administered?

- A. The Manager of the Temporary Housing Initiative (closed on 30th June 2013 and responsibility transferred to the Ministry of Housing) headed 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 undertook the process of providing permanent homes and improving hurricane-readiness of other residences.

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 and are available for viewing by the public free of charge at www.legislation.gov.ky .

- Public Service Management Act and Regulations
- Public Management and Finance Act
- Financial Regulations
- Labour Act
- Public Holidays Act and Orders
- Health Insurance Act and Regulations
- Public Service Pensions Act and Regulations
- Freedom of Information Act and Regulations
- Data Protection Act and Regulations
- National Archive and Public Records Act
- Computer Misuse Act
- Electronic Transactions Act
- The Coat of Arms, Flag and National Song Act
- Disabilities (Solomon Webster) Act
- Older Persons Act

Copies of legislation are also available from the House of Parliament upon request and payment of a fee. Requests may be made in person or sent by post, fax or email to:

Clerk of the Parliament
33 Fort Street, George Town
PO Box 890
Grand Cayman KY1-1103
CAYMAN ISLANDS
Tel: (345) 949-4236
Fax: (345) 949-9514
Email: marlyn.moxam@gov.ky

Tax Undertaking

The following laws prescribe the process of granting tax exemption certificates to exempted companies, trusts, limited liability companies, limited liability partnerships and exempted limited partnerships, including fees.

- Tax Concessions Act
- Trusts Act
- Exempted Limited Partnerships Act
- Limited Liability Companies Act
- Limited Liability Partnerships Act

Fees for tax undertakings are outlined in the Government Fees Act as \$1,500 for a new application, renewal or duplicate and \$150 for an endorsement or certified copy and express fees ranging from \$100 - \$150.

Appeals to Cabinet

Individuals may make appeals to Cabinet under specific circumstances in accordance with the following laws.

- Firearms Act
- National Conservation Act

In accordance with the Firearms legislation - Firearms Appeals are CI\$10 (refundable if the appeal is successful).

Appeals Tribunal

Individuals may make appeals to the Immigration Appeals Tribunal or the Refugee Protection Appeals Tribunal under specific circumstances in accordance with the following laws.

- Immigration (Transition) Act and Regulations
- Customs and Border Control Act

In accordance with the above legislation, Appeals filed with the Immigration Appeals Tribunal incur an administrative fee of CI\$1,000 (non-refundable).

Codes of Practice

The Deputy Governor has issued the following Codes in accordance with the FOI Act, 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

General Nature of Activities

Providing support for The Premier and the Cabinet; providing for a well-informed populace through the communication of information relating to the activities of Government agencies and the maintaining of Freedom of Information and Data Protection legislation; providing advice and support to Government agencies with responsibility for protocol services; providing educational, cultural, entertainment and religious programming for the public of the Cayman Islands.

Scope of Activities

- Coordinating the collection and dissemination of information regarding the decisions of the Cabinet.
- Developing, coordinating and monitoring the implementation of policy initiatives of the Government (such as the Cayman Islands Disability Policy, the Cayman Islands Older Persons Policy and National Gender Equity and Equality Policy)
- Providing secretarial, administrative and policy support for The Premier.
- Providing for the support of Government agencies in communicating proactively and responsively with the public, utilizing the mass media as primary partners.
- Developing and managing internal communication and engagement campaigns and channels to keep civil servants informed, drive high performance, support organizational change, and help to achieve Government's and departmental objectives.
- Providing leaders with high quality, relevant internal communication and engagement advice and interventions based on audience insight.
- Facilitating training and capacity building for managers across the civil service so they are confident communicating with staff.
- Connecting people, promoting collaboration and building civil service morale by sharing a strong strategic narrative about the CIG and its purpose, embedding values, soliciting feedback, and promoting organizational integrity.
- Providing advice, training and coordination of services through the management of formal and informal Government ceremonial, protocol and diplomatic events and activities.
- Promoting individual rights, reducing cost and risk, and promoting efficiency and effectiveness by leading and coordinating Freedom of Information and Data Protection across the public service.
- Providing on air broadcasting of government bulletins, commercials, news, public affairs programmes, entertainment and public service announcements as well as educational, cultural and religious programs. Radio Cayman plays an integral role in providing full scale emergency broadcasts during times of national emergencies such as storms or hurricanes or the threat of a storm or hurricane.
- Facilitating policy training for senior and mid-management civil servants, Statutory Authorities and Government Companies.
- Enhancing the reputation of the Cayman Islands through the promotion of Cayman Islands policies and businesses to governments, individuals, international agencies, organizations and the media

- Gathering regional and international information about the political and economic environment to advise the Premier on relevant developments.
- Offering secretarial support to the Appeals Tribunal and Refugee Protection Appeals Tribunal pursuant to the Immigration Act and the Customs and Border Control Act.
- Providing administrative and analytical services to the National Council for Persons with Disabilities, Council of Older Persons and Gender Affairs Tribunal
- Develop alliances and relationships in the United Kingdom as well as with the 54 nations of the Commonwealth. Facilitate activities that create unique opportunities for the Cayman Islands Government, people and businesses. Coordinate and support events that celebrate and promote the Cayman Islands in the UK, as well as opportunities for fellowship amongst Caymanians overseas. Promote a better economic, social, cultural and political understanding of the Cayman Islands in order to improve and strengthen the country's relationship with the United Kingdom – culturally, politically, economically, and commercially.
- Gather information about the political and economic environment in the UK and to advise the Hon. Premier on relevant developments. Promote the Cayman Islands in the United Kingdom through targeted projects/events

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](#)

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

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

POLICIES & PROCEDURES *

Current written protocols used by the authority for carrying out functions, activities and delivering services are available online at the government website www.gov.ky or via our website www.cabinetoffice.gov.ky.

- Internal Complaints Procedure
- Freedom of Information Request Procedures
- Human Resources Policy and Procedures
- Cayman Islands Disability Policy 2014-2015
- 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 †
- Cayman Islands National Assessment of Living Conditions 2006/2007

*Section 19 of the FOI Act 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, *FOI requests for Cabinet submissions must be made to the relevant Ministry/Portfolio for these records in all cases, and the Information Manager for the Ministry/Portfolio will make a decision on each application.* Please see *section 5: Requests for information outside the publication scheme* for more information.

*Weekly post meeting summaries of confirmed Cabinet minutes are now available online at www.gov.ky .

† Where an application for records includes the request for a Cabinet papers and reports the Cabinet Office will transfer such requests in accordance with Section 8 of the FOI Act where the subject matter is more closely connected with the functions of that public authority. 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 are available online and can be accessed via www.gov.ky or the Cabinet Office website.

- List of Public Authorities and Information Managers
 - Asset Register
 - 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

† The Cabinet Office now publishes on a weekly basis post meeting summaries of confirmed Cabinet minutes.

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

* Where an application for records includes the request for a Cabinet submission the Cabinet Office will transfer such requests in accordance with Section 8 of the FOI Act to the relevant Ministry/Portfolio where the subject matter is more closely connected with the functions of that public authority. Please see *section 5: Requests for information outside the publication scheme* for more information.

† Section 15 of the FOI Act exempts the disclosure of records affecting security, defence or international relations. FOI requests can be made for these records 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 liability companies, limited liability partnerships, exempted 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. For information on the application process please visit our website or send an email to tec@gov.ky.

Cabinet Appeals Processing

The Cabinet Office receives and processes appeals and complaints against decisions relating to:

- Firearms licences
- National Conservation Council

Policy Coordination Unit

The Policy Coordination Unit monitors international policy developments, provides technical support and advice on these to the Cabinet. Additionally, the Policy Coordination Unit, liaises with relevant parties concerning policy development and implementation coordination and provides technical support and advice. The Unit also monitors the implementation of policy initiatives by public authorities.

- Policy Proposals, Actions and Strategies

Internal Communication & Engagement Unit

The Internal Communication & Engagement Unit provides strategic oversight of internal communication activities and engagement of civil servants to deliver Government's and departmental priorities and support organisational and cultural change. This includes providing relevant counsel and interventions based on audience insight, producing high quality content and managing various internal channels and communications activities, developing and supporting campaigns, and facilitating training and development opportunities to senior leaders, communications professionals and other civil servants

Department of Communications

The Department of Communications provides trusted communications for, and engages audiences in, government priorities. The Department works closely across ministries and agencies to provide a joined-up approach and an active improvement programme so as to deliver world class communications. The Department of Communications is comprised of a Strategic Communications unit, Internal Communication & Engagement unit and Government Information Services unit.

Appeals Tribunal Secretariat

The Secretaries to the Immigration Appeals Tribunal (IAT) and the Refugee Protection Appeals Tribunal (RPAT) are employees of the Cabinet Office and provide administrative and secretarial support for the processing of appeals and complaints against decisions of WORC and the Director of Customs and Border Control concerning:

- Work Permits,
- Right to be Caymanian,
- Permanent Residence,
- Business Staffing Plans, and
- Asylum.

IAT holds weekly meetings to hear appeals. Any person aggrieved by or dissatisfied with any decision of a Board or the Director of WORC 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. Booklets advising of the appeal process are available on our website and are also located in the lobby area of the Government Administration Building. Queries can also be sent via email to IAT@gov.ky.

RPAT holds meetings to hear appeals on an as needed basis. Any person aggrieved by or dissatisfied with an asylum decision of Director of Customs and Board Control may appeal to the RPAT within fourteen (14) days of the communication of the decision. Decisions of the RPAT may be appealed to the Grand Court on a point of law only. Booklets advising of the appeal process are available on our website and are also located in the lobby area of the Government Administration Building. Queries can also be sent via email to RPAT@gov.ky.

The majority of the documents held by the IAT and RPAT are exempt under section 23(1) of the FOI Act and the Data Protection Act, 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 Act and the Data Protection Act 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.

Information Rights Unit

The Information Rights unit leads and coordinates Freedom of Information and Data Protection across government and develops internal capacity for compliance. This encompasses raising awareness in the entire public sector, developing tools and procedures for effective implementation of relevant legislation and policies, and organising and conduct training for practitioners in public entities.

Training Courses and Awareness Sessions

- Sensitisation of Civil Servants
- Sensitisation of Boards and Committees
- Introduction to the FOI Act 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 delivered by the Information Rights Unit is tailored to specific needs and will often evolve and improve. Please email InformationRights@gov.ky to learn more about the courses that are offered to public servants and public officials.

Public Awareness

Before the appointment of the first Information Commissioner and establishment of the Information Commissioner's Office in January 2009, the then 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. The Ombudsman now serves as the supervisory authority for FOI, replacing the Information Commissioner.

The Ombudsman is appointed by the Governor to monitor and enforce the FOI Act and the Data Protection Act, independent from Government and responsible to the Parliament. The Ombudsman's include public awareness of FOI and Data Protection requirements and rights of individuals. More information on these initiatives can be obtained from the Office of the Ombudsman.

**Office of the Ombudsman,
5th Floor, Anderson Square
64 Shedden Road
George Town
Grand Cayman, Cayman Islands
P.O. Box 2252
Grand Cayman, KY1-1107
CAYMAN ISLANDS
Telephone: 345 946 6283
Email: info@ombudsman.ky**

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

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

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 Act
 - 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 \(Constitutional Modernisation\) Act, 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