

Export Finance and Insurance Corporation

IPS Agency Plan: April 2018

Introduction

The Export Finance and Insurance Corporation has to comply with the Information Publication Scheme ('IPS') requirements of the *Freedom of Information Act 1982* ('FOI Act'). The sections referred to in this IPS Agency Plan ('Plan') are sections of the FOI Act.

Purpose

This Plan describes how we comply with the IPS and how we have implemented, and administer, the IPS by addressing the following:

- (a) establishing and administering our IPS
- (b) information architecture
- (c) information required to be published
- (d) other information to be published
- (e) accessibility to information published, and
- (f) review.

In this Plan we refer to information published or to be published by EFIC under the IPS as the 'IPS information holding'.

Objectives

Our objectives in relation to this Plan are to outline appropriate mechanisms and procedures to:

- (a) manage the IPS information holdings relevant to our compliance with the IPS
- (b) proactively identify and publish all information legally required to be published, including this Plan, in accordance with section 8(2)
- (c) proactively identify and where practicable publish optional information, in accordance with section 8(4)
- (d) review on a regular basis and ensure that IPS information holdings are accurate, up-to-date and complete
- (e) make arrangements so that information published under the IPS is easy to locate, understandable, machine readable and re-useable
- (f) make arrangements so that the format of online content complies with the Web Content Accessibility Guidelines (Version 2.0) and
- (g) monitor and assess our compliance with the IPS and this Plan.

Establishing and administering the IPS

Establishing the IPS

Our General Counsel was responsible for leading our work on implementing FOI reforms, including establishing and administering the IPS.

In the course of establishing the IPS we identified that we already publish and make available on our website a wide range of information to the public, including overseas country analysis and other information about our products and past transactions.

In addition:

- (a) we have developed a register of information required to be published under the IPS and a 'disclosure log' of information released in response to FOI requests, and
- (b) we take a similar approach in relation to the identification of information that may be published under section 8(4) (optional information) and information that is made available to the public otherwise than by publication (section 8A(2) (third party publication).

The IPS section of our website provides links to the IPS information holding that we publish on the site.

Administering the IPS

Our Compliance function is responsible for the ongoing monitoring and assessment of our compliance with the IPS and this Plan.

We have developed an appropriate information management framework for IPS information holdings including:

- (a) identifying on an ongoing basis any information that is required to be published
- (b) identifying on an ongoing basis any information that may be published
- (c) identifying on an ongoing basis any information that is already otherwise available to the public, and
- (d) making IPS information holdings easy to locate, accessible and useable, as well as accurate and up-to-date.

Each of our relevant business units is responsible for keeping IPS information holdings accurate, up-to-date and complete.

We do not normally charge for access to our IPS information holdings. If this changes, we will update this Plan to provide details of how we will impose access charges and how they will be calculated.

Information architecture

We publish most of the information required under the IPS in the section of our website called Information Publication Scheme. If the information is not available for download, we will make hard copy available on request. Details of how you can obtain this information from EFIC is also provided on our website.

To make arrangements so that IPS information holdings are easy to locate, understandable and machine-readable, we:

- (a) wherever possible, provide online content in a format that can be searched, copied and transformed

- (b) provide a search function for our website, and
- (c) respond to any community feedback about whether the IPS information is easy to locate, understandable and machine-readable.

We publish IPS information holdings in English.

Information required to be published

We publish information in accordance with section 8(2) under the following headings:

- (a) Agency Plan: The Agency Plan is this plan.
- (b) Who we are: This includes an organisational chart and information about our Board, including statutory appointments.
- (c) What we do: This outlines our functions and decision-making powers. We will also publish other helpful and relevant information relating to these functions and powers. This will also include our operational information to the extent that information is not subject considered to be exempt (see note below).
- (d) Our board: This includes information about our corporate governance structure, board, its charter and board audit committee.
- (e) Our responses to Parliament: Other than our Annual Report, we do not routinely provide information to Parliament but this heading has been established to contain any information which may fall within that category.
- (f) Our Annual Reports: This includes the full text of our Annual Reports prepared in accordance with the *Public Governance, Performance and Accountability Act 2013*.
- (g) Routinely requested information and disclosure log: This includes information, if any, that we routinely make accessible in response to FOI requests. We also publish a disclosure log which identifies documents to which we have given access under the FOI Act.
- (h) Consultation arrangements: Where we undertake or are required to undertake public consultation on a policy, we will make available information on the procedure for public submissions.
- (i) Contact us: This includes the name, telephone number and email address of the contact officer who can be contacted about access to our IPS information holdings or to whom a request under the FOI Act can be made.

In accordance with section 8C of the FOI Act, we will not publish any exempt matter, including any information which is exempt due to the operation of the exemption set out in Division 1 of Part II of Schedule 2.

Optional information

In addition to the information that we already publish on our website, we will publish, in accordance with section 8(4), optional information under the following headings:

- (a) Our priorities - this includes our Purpose and Principles.
- (b) Our finances - this includes our financial statements, which are available in our Annual Report.

Accessibility under the IPS

We implement the World Wide Web Consortium Standards and Web Accessibility Initiative Guidelines for accessible web page design by people with disabilities.

Where a document is not yet available in an accessible format, we may make it available in an accessible format if a request is made to our FOI contact officer. These requests may be subject to a small number of exceptions including:

- (a) PDFs made of images of scanned documents
- (b) documents that are out of date but are provided for historical reference, and
- (c) charts, tables and forms.

Review

We review our IPS periodically.