

## The Information Commissioner's Award NOMINATION FORM

The purpose of the Information Commissioner's Award is to recognise the hard work and commitment of an individual Information Officer within a public authority that is responsible for handling PATI requests under the Act.

### **Nominees**

In 2019, the inaugural year for the Award, the Information Commissioner's Award may be awarded to a current or former Information Officer of a public authority. The Information Commissioner may also present an Award to more than one Information Officer.

To be considered as the awardee, the Information Officer must excel in one or several of the following areas:

1. Communication;
2. Innovation;
3. Leadership;
4. Service.

Please refer to the Scoring Sheet for additional information on the criteria that will be used by the Selection Committee to select the awardees. The scoring sheet is available on [www.ico.bm/upcoming-events](http://www.ico.bm/upcoming-events).

### **Nominators**

1. Anyone within a public authority, whether currently or formerly, may nominate an Information Officer for an Award.
2. An Information Officer may also nominate themselves for an Award.
3. A separate nomination form must be completed for each nominee.

### **Deadline**

ICO – Information Commissioner's Office

IC – Information Commissioner

PATI Act – Public Access to Information

PATI Act – Public Access to Information Act 2010



**Wednesday, 18 September 2019.**

**Submissions**

Please send completed Nomination Forms by email to [awards@ico.bm](mailto:awards@ico.bm) or by hand to Information Commissioners Office, Valerie T. Scott Building, 60 Reid Street, Hamilton HM12.

**Notification of Awardees**

Awardees will be notified that they have been selected by Monday, 23 September 2019. The Award(s) will be presented at the Information Officers' Reception on Friday, 27 September 2019.

**Confidentiality**

The Information Commissioner's Office (ICO) will treat all Nomination Forms as confidential. The identity of Nominators will also remain confidential.

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Please complete the following section with the Nominees details:

Nominee's Information
<b>Name :</b> <b>Contact Email :</b> <b>Contact Tel. :</b>
<b>Public Authority :</b>
<b>Nominator :</b>

Background	
How many years has the nominee fulfilled the role of Information Officer in a public authority?  If the nominee is a former Information Officer, how many years did the nominee fulfil the role of Information Officer?	
How many PATI requests has the nominee handled in their role as Information Officer and/or assisted with prior to or subsequent to being an Information Officer?	

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## Criteria for the Information Commissioner's Award

**Confidential details regarding the identity of PATI requesters should not be disclosed in this nomination form**

	Questions	Comments / Examples
	<b>Communication</b>	
1.	<p>How has the nominee demonstrated timely, helpful and professional communication with the public as it relates to public access to information? Please provide examples.</p> <p>Examples may include, but not be limited to:</p> <ul style="list-style-type: none"> <li>-Responding to requests</li> <li>-Consultation with requesters</li> <li>-Assistance provided to requesters</li> <li>-Willingness to call or email requesters to clarify PATI requests and/or narrow requests</li> <li>-Assistance provided to members of the public to find information</li> <li>-Availability of the PATI log</li> <li>-Use of the PATI tracking system</li> </ul>	
2.	<p>How has the nominee engaged in clear and effective communication with colleagues around matters arising under the PATI Act? Please provide examples.</p> <p>Examples may include, but not be limited to:</p> <ul style="list-style-type: none"> <li>-Requesting searches to be conducted by colleagues</li> <li>-Reminding colleagues of their obligations under the PATI Act</li> </ul>	

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	<b>Questions</b>	<b>Comments / Examples</b>
	<ul style="list-style-type: none"> <li>-Communications related to the ICO Annual Return</li> <li>-Delegation of duties</li> <li>-Transfer of PATI requests</li> </ul>	
	<b>Innovation</b>	
3.	<p>How has the nominee offered new ideas to improve the effectiveness of their public authority as it relates to PATI requests? Please provide examples.</p> <p>Examples may include, but not be limited to, new ideas related to:</p> <ul style="list-style-type: none"> <li>-Record-keeping</li> <li>-Records management</li> <li>-Effective delegation of duties</li> <li>-Communication with requesters</li> </ul>	
4.	<p>How has the nominee offered new ideas to make information more accessible to the public within their public authority? Please provide examples.</p> <p>Examples may include, but not be limited to, new ideas related to:</p> <ul style="list-style-type: none"> <li>-Proactive disclosure</li> <li>-Records management</li> <li>-Disclosures made in previous PATI requests</li> </ul>	
	<b>Leadership</b>	
5.	<p>How has the nominee improved the coordination and cooperation between their public authority, requesters</p>	

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	<b>Questions</b>	<b>Comments / Examples</b>
	<p>and/or the ICO? Please provide examples.</p> <p>Examples may include, but not be limited to:</p> <ul style="list-style-type: none"> <li>-Fulfilment of the duty to assist requesters</li> <li>-Compliance with statutory timelines</li> <li>-Participation in early resolution and/or facilitated resolution</li> <li>-Transfers of PATI requests</li> </ul>	
6.	<p>How has the nominee motivated and inspired colleagues to adhere to the right of access to information? Please provide examples.</p> <p>Examples may include, but not be limited to:</p> <ul style="list-style-type: none"> <li>-Sharing PATI-related information with colleagues (e.g. Monthly Round-Up)</li> <li>-Encouraging colleagues to comply with the Act</li> <li>-Holding colleagues accountable for compliance (e.g. ensuring contracts with a total value of \$50,000 or more are gazetted)</li> </ul>	
	<b>Service</b>	
7.	<p>How has the nominee demonstrated a commitment to the purposes of the PATI Act? Please provide examples.</p> <p>Examples may include, but not be limited to:</p> <ul style="list-style-type: none"> <li>-Access to information to the greatest extent possible</li> <li>-Transparency with regard to information held by public authorities</li> </ul>	

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	<b>Questions</b>	<b>Comments / Examples</b>
	<ul style="list-style-type: none"> <li>-Accountability of public authorities</li> <li>-Increase information in the public domain as a matter of routine)</li> <li>-Attendance at trainings and IC's Quarterly Briefings</li> </ul>	
	<b>Additional Information</b>	
8.	Please provide any additional information on why the nominee should win the Information Commissioner's Award.	

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