ANNEX "D"

FOI Request Flow Chart
REQUESTING PARTY

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FOI REQUEST (in writing)

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FOI RECEIVING OFFICE (FRO)

Within 1 working day

Initial Evaluation and Transmittal to FEO

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FOI EVALUATING OFFICE (FEO)

Within 10 working days

Evaluates request and Prepares recommendation

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FOI DECISION MAKER (FDM)

Requests for Clarification or Extension

Within 15 working days

APPROVAL

↓

DENIAL

Within 10 working days

FRO

↓

REQUESTING PARTY

FOI APPEALS AUTHORITY (FAA)

Within 15 calendar days

Appeal within 15 calendar days

Decide within 30 working days from receipt of appeal