

**Cayman Islands National Weather Service Publication Scheme**  
**Produced in accordance with the Deputy Governor's Code of Practice**

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**1. About the publication scheme**

Every public authority covered by the Freedom of Information 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 authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the 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.

This publication scheme commits the Cayman Islands National Weather Service to making information available to the public as part of its normal business activities.

The Cayman Islands National Weather Service 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 Cayman Islands National Weather Service will generally not publish:

- information in draft form;
- information that is not held by the Cayman Islands National Weather Service, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is 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 – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted<sup>1</sup> form, where ever it is practical to do so, indicating which exemptions apply.

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, harm the Cayman Islands National Weather Service's (or another organisation's) commercial interests, or endanger the protection of the environment.

When ever 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.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

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<sup>1</sup> A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

### 3. Methods of access

Information available under our publication scheme will usually be accessible through the 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.weather.gov.ky** and can be downloaded in PDF and Excel format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If you are still having trouble locating information listed under our scheme, please contact Shakira Gregory at [foi.nws@gov.ky](mailto:foi.nws@gov.ky) or [Shakira.gregory@gov.ky](mailto:Shakira.gregory@gov.ky).

#### 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. You can email us at [foi.nws@gov.ky](mailto:foi.nws@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 Information Manager Shakira Gregory (345) 945-5773 to request information.

#### Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

[insert Name]

P. O. Box 10022

Grand Cayman, KY1-1001

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

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

### Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Information Manager Shakira Gregory (345) 945-5773 or email at [Shakira.gregory@gov.ky](mailto:Shakira.gregory@gov.ky).

The Cayman Islands National Weather Service will adhere to its obligations under section 10 of the FOI 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 Cayman Islands National Weather Service is legally required to translate any information, it will do so.

### **4. Fees and charges**

There are currently no fees or charges for meteorological data.

### **5. Requests for information outside the publication scheme**

Information held by the Cayman Islands National Weather Service that is not published under this scheme can be requested in writing. Your request will be considered in accordance with the provisions of the FOI Act.

requested in writing: see: <https://www.weather.gov.ky/making-a-request> for *Making a Request*.

### **6. Complaints**

The Cayman Islands National Weather Service aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Information Manager Shakira Gregory (345) 945-5773 or email at [Shakira.gregory@gov.ky](mailto:Shakira.gregory@gov.ky), and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from <https://www.weather.gov.ky/right-of-appeal> .

You have legal rights to access information under this scheme, and a right to complain to the Ombudsman if you are dissatisfied with our response.

Office of the Ombudsman  
5th Floor, Anderson Square, 64 Shedden Road  
George Town, Grand Cayman

PO Box 2252  
Grand Cayman KY1-1107  
CAYMAN ISLANDS

Email: [info@ombudsman.ky](mailto:info@ombudsman.ky)  
Telephone: +1 345 946 6283

## **7. Categories of information**

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

## **ABOUT US**

### **Name of public authority**

*Cayman Islands National Weather Service*

### **Ministry**

*Cabinet Office*

### **Principle officer [or Key staff]**

*John Tibbetts, Director General, Tel. 345-945-5773 Ext 5828*

*Kerry Powery, Chief Meteorologist, Tel. 345-945-5773 Ext 5872*

### **Information manager**

*Shakira Gregory, Tel. 345-945-5773 Ext 5839*

*Freedom of Information (FOI) matters from the FOI Unit's website at [www.foi.gov.ky](http://www.foi.gov.ky)*

### **Organisation and functions**

*The Cayman Islands National Weather Service (CINWS) became an official Government Department, in 2010.*

- *Supported by the National Weather service Law, 2010, "Section 3 (1) The Cayman Islands National Weather Service shall be recognized as the authority for all weather, climate, seismic and other meteorological matters in the Islands."*
- *Along the theme of this legislation, the CINWS Vision is: "To be Cayman's calm voice of authority and source of the most reliable information for our daily activities as well as for planning, preparation and protection during climate and weather-related threats."*
- *The Mission therefore states: "The Cayman Islands National Weather Service (CINWS) is involved in a four-fold mission: monitoring; research; service provision and international cooperation."*

*The CINWS is obligated to:*

- *Observe, understand and predict the weather and climate of the Cayman Islands.*
- *Provide Meteorological, Seismic and related services in support of national and international obligations”*

*88A Owen Roberts Drive  
George Town  
Grand Cayman  
Cayman Islands  
Telephone: 345-945-5773  
Email: [met.office@gov.ky](mailto:met.office@gov.ky)  
Website: [weather.gov.ky](http://weather.gov.ky)*

<b>Location and hours</b>	<b>Matters handled</b>
<i>Cayman Islands National Weather Service Administration 88A Owen Roberts Drive, George Town. Hours: Monday to Friday 8:30am – 5:00pm</i>	<i>Administrative matters for the CINWS including finance.</i>
<i>Cayman Islands National Weather Service Weather Forecasting Hours: Daily 5am – 10pm</i>	<i>Weather forecasting for public, aviation and marine. This includes issuing warnings for hydrometeorological event.</i>
<i>Cayman Islands National Weather Service Weather Observation Hours: Daily 5am – 10pm</i>	<i>Monitoring, recording and dissemination of weather data, including METAR for aviation support.</i>

### **Frequently asked questions**

*To see a list of Frequently asked question visit;*

*<https://www.weather.gov.ky/faqs>*

*Should your question not be in the list, you can contact our information manager Shakira Gregory at (345) 945-5773 or email at [Shakira.gregory@gov.ky](mailto:Shakira.gregory@gov.ky)*