



Official Weather Source  
of the Cayman Islands



## Cayman Islands National Weather Service FOI Publication Scheme

### CONTENTS:

1. **The Publication Scheme**
2. **Information That May Be Withheld**
3. **Methods of Access**
4. **Fees and Charges**
5. **Complaints**
6. **Categories of Information**
  - About Us
  - About the Organization and Its functions
  - Weather Observations
  - Terminal Aerodrome Forecast (TAF)
  - Public Forecast and National Warnings
  - Pilot Briefings
  - Public Relations & Outreach
  - Relevant Global Issues
  - Strategic Planning & Policy Advice
  - Educational Research & Technological Advancement
7. **Laws and Other Helpful Information**

---

### 1. **The Publication Scheme**

---

Every public authority covered by the Freedom of Information Law 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 allow the public information that is 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 that is not held by the CINWS, 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;
- Information which is exempt under the FOI Law or otherwise protected from disclosure – for example: personal information; commercially sensitive information; and information that would prejudice the effective conduct of public affairs. Records containing exempt matter will be published in a redacted 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 Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, or harm the CINWS customer’s commercial interests.

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.

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 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 this website and can be downloaded in PDF format from **www.weather.gov.ky**. 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 us by email at [foi.nws@gov.ky](mailto:foi.nws@gov.ky) or Shakira Gregory at [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** to request information. Please provide a telephone number so that we may contact if further details are required in order to provide the FOI request.

#### Phone

Documents listed in the publication scheme can be requested by telephone. Please call Information Manager Designate Kerry Powery or Information Manager Shakira Gregory (345) 945-5773 to request information or Fax (345) 946-7606.

#### Post

Information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to the Information Manager at our mailing address:

P. O. Box 10022  
Grand Cayman, KY1-1001  
Cayman Islands

In your request, please provide a name and address, full details of the information or documents you would like to receive. A telephone number can be provided so that if necessary, clarification of the request could be rectified.

#### Appointments

Appointments are to be made 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.

Where a request for inspection of records under the Freedom of Information (FOI) Law has been made, the Department's Information Manager Designate or Information Manager will liaise with the requester to arrange a suitable inspection date and time (in accordance with FOI legislation) at the CINWS.

#### Physical Address:

General Aviation Terminal  
Owen Roberts Drive  
Building # 88A

Grand Cayman  
Cayman Islands

Advice and Assistance

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

**Section or Unit**

Forecasters  
Observers

**Contact**

(345) 945-5773 Ext: 5872  
(345) 945-5773 Ext: 5829

The CINWS will adhere to its obligations under section 10 of the FOI Law, 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.

**4. Fees and Charges**

---

For the delivery of daily forecast to a specific fax number or email (s), 1 year of service - \$200.00KYD.

For the preparation and delivery of Meteorological data or reports of a specific nature/ Cost is estimated based on request details. Data can be requested through [www.weather.gov.ky/climate](http://www.weather.gov.ky/climate)

**FREEDOM OF INFORMATION APPLICATION FEES**

Schedule 3 (Regulation 14) of the Freedom of Information (General) Regulations, 2008  
(Fees are to be tabulated by the Information Manager or Chief Meteorologist)

This Schedule prescribes the fees for standard formats, which shall be supported (as applicable) by all public authorities providing copies of records under the Freedom of Information Law.

Copies may be made available in non-standard formats, at a price to be determined by the public authority, not exceeding the actual material and labour costs incurred to produce the copy.

1. Photocopy:

- (a) Black and white copy (all sizes) - \$1.00 per page;
- (b) Color copy (all sizes) - \$1.50 per page.

2. Photographs:

- (a) Black and white / colour (digital photographic print from digital file, scanned hardcopy or existing negative);
  - (i) 8 ½ x 11 (or smaller) - \$5.00;
  - (ii) 8 ½ x 14 - \$7.50;
  - (iii) 11 x 17 - \$10.00;

3. Conversion of an analogue audio or video record (e.g. tape or reel-to-reel) into digital MP3 or DivX file format: an amount that does not exceed the actual costs incurred by the authority, based on hourly rates of staff undertaking the conversion, plus the purchase cost of any carrier medium (compact disc or DVD).
4. Microfilm duplication 35 mm (\$ 1, 500.00 per roll of 1, 000 ft microfilm; minimum order of 10ft at a cost of \$ 150.00. Microfilm duplication 16 mm (\$380.00 per roll of 100 ft microfilm. (A minimum order of 10ft at a cost of \$ 38.00) Microfilm print-out Black and white copy (all sizes) - \$1.00 per page.
5. Transcripts - an amount that does not exceed the actual costs incurred by the authority, based on hourly rates of staff undertaking the transcription.
6. Conversion of a microfilm record into digital JPEG file format: an amount that does not exceed the actual costs incurred by the authority, based on hourly rates of staff undertaking the conversion, plus the purchase cost of any carrier medium (compact disc or DVD).
7. Blue print reproduction (\$3.00 per sheet).
8. Maps and plans (\$5.00 per page).
9. Print-out of a digital document or database report Black and White copy (all sizes) - \$1.00 per page.
10. Provision of a digital record (text or image) in standard PDF, JPEG or TIF file format:
  - (a) By email -no charge;
  - (b) On compact disc or DVD - \$2.00.
11. Conversion of a paper record (text or image) into digital PDF, JPEG or TIF file format: the actual costs incurred by the authority, based on hourly rates of staff undertaking the conversion, plus the purchase cost of any carrier medium (compact disc or DVD).
12. Digital text files converted to audio formats for visually impaired the actual costs incurred by the Computer Services Department, based on hourly rates of staff undertaking the conversion, plus the purchase cost of any carrier medium.
13. Posting of record: Where access to the record to which the request relates is to be given in the form of the provision of a copy of the record and the copy provided is, at the request of the applicant, to be sent by post or courier, a charge in respect of the posting or delivery of the copy not exceeding the actual cost of post or delivery.
14. Shipping cost (actual cost of shipping method chosen by applicant and a preparation charge of \$20.00).
15. Expedited service: \$ 50.00 payable on making the application.

For more on Fee Structures please see 'Section 4. (Fees and Charges are stated above)

## **5. Complaints**

---

The CINWS aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to make an official complaint about any aspect of this publication scheme, please contact the Cayman Islands National Weather Service by any of our contact information listed. The complaint would be acknowledged in and revised. Complaints will be expeditiously resolved.

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

Information Commissioner's Office,  
3<sup>rd</sup> Floor, Anderson Square  
64 Shedden Road  
George Town, Grand Cayman  
Cayman Islands

PO Box 1375,  
Grand Cayman, KY1-1108,  
CAYMAN ISLANDS  
Telephone: +1 345 747 5402  
Email: [appeals@ico.gov.ky](mailto:appeals@ico.gov.ky) or [foi.ico@gov.ky](mailto:foi.ico@gov.ky)

## 6. **Categories of Information**

---

- About Us
- About the Organization and Its Functions
- Weather Observations
- Terminal Aerodrome Forecast (TAF)
- Public Forecast and National Warnings
- Pilot Briefings
- Public Relations (Public Education & Outreach)
- Relevant Global Issues
- Strategic Planning & Policy Advice

### **About US**

---

The Cayman Islands National Weather Service is recognized as the authority for all weather, climate, seismic and other meteorological matters in the Cayman Islands.

#### **Name of Public Authority**

Cayman Islands National Weather Service

#### **Ministry**

Ministry of District Administration, Tourism and Transport

#### **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**

IM: Shakira Gregory (shakira.gregory@gov.ky); 345-945-5773 Ext 5839  
IMD: Kerry Powery (Kerry.powery@gov.ky); 345-945-5773 Ext 5872  
Freedom of Information (FOI) matters from the FOI Unit's website at [www.foi.gov.ky](http://www.foi.gov.ky)

### **About the Organisation and Its Functions**

In June 1997 what was the Met Department under the Cayman Islands Airport Authority became the official agency responsible for issuing hurricane and severe weather warnings for the Cayman Islands, a task that was formerly performed by the Jamaican National Meteorological Service. In December 1997 the then Meteorological Department became responsible for providing forecast and weather warnings for the Cayman Island under the WMO (World Meteorological Organization) World Area Forecast System.

The Cayman Islands National Weather Service (CINWS) became an official Government Department, in 2010. We currently reside under the Ministry of District Administration, Tourism and Transport (DAT&T).

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.

#### *WE ARE 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"

### **Weather Observations**

Weather observers of the CINWS take hourly weather observations for the creation, recording and archiving of Meteorological Aviation Reports, to prescribed International Standards of the World Meteorological Organization (WMO) and the International Civil Aviation Organization (ICAO), from 6 a.m. until 10 p.m. at the Owen Roberts International Airport, GAT Terminal. Similarly, weather observations are taken from 7 a.m. through 7 p.m. at the Charles Kirkconnell

International Airport in Cayman Brac by qualified aeronautical observers from the Cayman Islands Airports Authority. The CINWS office in Grand Cayman oversees all weather observations in Cayman Brac for quality control. The reports are transmitted worldwide via the WMO Global Telecommunications Network. Additionally, during these times, special observations are taken as needed. These observations are critical to the operation of aviation, but are also used by other socio-economic sectors nationally and internationally.

### **Terminal Aerodrome Forecast (TAF)**

The weather forecasters of the National Weather Service produce 24 hour aviation forecasts 4 times per day for both the Owen Roberts International Airport and the Charles Kirkconnell International Airport (formerly Gerrard-Smith International Airport) Cayman Brac. These forecasts fulfill international obligations of our standard and recommended practices, as dictated by ICAO and WMO, and are critical to safety and security of aviation coming to and going from the Cayman Islands.

### **Public Forecast & National Warnings**

The National Weather Service produces 24 hour public forecasts 3 times per day for the entire Cayman Islands. These public forecasts are disseminated to the media for public consumption and to some paying customers who require this information for daily planning of their activities, which start long before the times of release of weather reports by the media. In addition the CINWS provides weather information to the public in a variety of ways including:

- [www.weather.gov.ky](http://www.weather.gov.ky)
- Facebook – Cayman Islands National Weather Service
- Email - [WeatherNotifications@gov.ky](mailto:WeatherNotifications@gov.ky)
- Weather Radio – 107.9 FM

In the area of disaster preparedness and warnings, CINWS is the official authority that advises the government. CINWS in collaboration with Hazard Management, Cayman Islands (HMCI), issues watches and warnings as well as provide guidance on impacts from hydro-meteorological hazards such as Tropical Cyclones, Tsunamis and other Climate related disasters. As such, the CINWS plays a major role in contributing to policy formation and implementation in the areas of Disaster Risk Reduction and Disaster Risk Management.

### **Pilot's Briefing**

The staff of the National Weather Service provides pilots with meteorological information critical when traveling to and from the Cayman Islands or any other travel destinations requested. The briefings include weather conditions along their routes to and from their destinations.

### **Public Relations & Outreach**



The United Kingdom Meteorological Office donated and installed a Lightning Detection System at the Owen Roberts International Airport in 2011. Outputs from this system are a part of the UK Global Lightning Network. The Lightning Detection System is utilized worldwide to help provide a critical component of Safety Plans worldwide to limit the dangers of lightning strikes to life and property.

The Kearney Gomez Doppler Weather Radar was installed in 2012 using funds from an EU grant and the Cayman Islands Government. The radar provides continuous radar coverage over the northwest Caribbean to the Cayman Islands National Weather Service, General Public, Aviation sector, fishermen, National Hurricane Center etc. Images from the weather radar can be seen on the Cayman Islands National Weather Service website ([www.weather.gov.ky](http://www.weather.gov.ky)) and Weather App (Google play store). Additionally images from this radar are blended with other Caribbean radars to produce a mosaic across the Caribbean. Images from the Weather radar can also be seen on the local TV CITN and are also being sent to the National Hurricane Center.

The Cayman Islands National Weather Service annually hosts a number of school visits from Pre-schools to High Schools as well as special needs schools. Additionally, the weather service also provides presentations upon request. These visits and presentations allow others to learn more about the weather service and the role we play in the community.

### **Relevant Global Issues**

Many new global developments are going to impact the CINWS as well as all National Weather Services in the region through the next few years of the 21st century. These developments will include the following:

1. Quality Management System (QMS) – The International Civil Aviation Organization (ICAO) in collaboration with the WMO will require that all National Weather Service's implement a Quality Management System that will be regularly audited from November, 2012.

WMO Congress XVI, in June, 2011 recalled the working arrangements between WMO and ICAO which recognize the ICAO Council as the decision-making body on the requirement for meteorological services for international civil air navigation. Consistent with these arrangements, all meteorological service providers are required to implement a recognized quality management system as a Standard with applicability date of 15 November 2012, and that we are regulated by the Civil Aviation Authority Cayman Islands as official representatives of the UK Government using the guidelines according to the ISO 9001:2008 Standard for Quality Management Systems (QMS).

The Cayman Islands National Weather Service has implemented its QMS as of January 2014 and the final approval was given on December 11<sup>th</sup> 2014 by the Civil Aviation Authority, Cayman Islands.

2. Competency - Congress was informed that the WMO Executive Council (EC-LXII, June 2010) had approved the inclusion of Competence Standards for Aviation Meteorological Forecasting and Observing Personnel. The Standards were developed and endorsed by the WMO Commission for Aeronautical Meteorology (CAeM) and respond directly to the requirement listed in ICAO Annex 3, paragraph 2.1.5, which states “Each contracting State shall ensure that the designated meteorological authority complies with the requirements of the World Meteorological Organization in respect of qualifications and training of meteorological personnel providing service for international air navigation”. Congress thus endorsed the relevant text in Resolution 11.6/1 (Cg-XVI), while some Members noted that on a national level they required a university degree as entry level qualification, and encouraged Members to follow this example. To comply with this the Cayman Islands National Weather Service has to ensure that its entire staff is suitably qualified and that a competency program is designed and followed. As of 2014 we are in full compliance. The competency program is extended to include the Cayman Islands Airport Authority, Cayman Brac AIS/Met Office. The Cayman Brac Met Office is responsible for carrying out weather related observations for Cayman Brac.
3. Doppler Weather Radar – The EU funded Radar Project for the Cayman Islands are performing an essential role within our Early Warning System for the protection of life, property and livelihoods. In addition, this tool will also play a major role in the areas of Disaster Risk Reduction (DRR) and Disaster Risk Management (DRM). The long-term objective of the our DRR Programme will be to contribute to the strengthening of institutional capacities with respect to the provision of meteorological, hydrological and climate services and cooperation in supporting disaster risk assessment, risk reduction and risk transfer for the protection of lives, livelihoods and property, and contributing to policy formulation and implementation for sustainable development.
4. 24/7 operations - Ultimately, the mission of any weather service is continuous monitoring and the observation of the environment. Thus National Meteorological and Hydro-meteorological Services are required, by International Agreement, to run 24/7 operations. Under the CINWS law, we are responsible for climate, weather, water and geophysical monitoring and observations.

### **Strategic Planning & Policy Advice**

The role of our CINWS is to provide sound, timely, scientific, weather and climate information to key social and economic sectors as well as to national policy makers. Therefore, in its strategic planning, the CINWS is obligated to develop its human resources as well as to acquire relevant and adequate financial and infrastructural resources that will facilitate excellent service delivery, to customers, through the development of products and services that enable:

- a) Development of strategies that will guarantee enhanced quality of life of Citizens

- b) Protection of lives and property during threats from hydro-meteorological disasters as part of a national disaster reduction program.
- c) Development and Implementation of Policy that seeks to ensure long-term sustainable development
- d) Participation in the Global Frame Work for Climate Services (GFCS) to deliver climate forecasts and services that will enable medium to long-term planning in areas such as food production, water resource management, transportation, tourism and energy production etc.
- e) Develop a program of public education and knowledge sharing to provide a clearer understanding of the roles of the CINWS and the field of meteorology
- f) Develop and enhance our relationship with our stakeholders and the media, with particular emphasis on exploring opportunities for strengthening relationships

### **Educational Research and Technological Advancement**

The fast pace of knowledge and technology evolution, within the field of meteorology, dictates that personnel should be continuously exposed to the latest advances in educational research and technologies that will serve to further enhance our national operations. The Cayman Islands National Weather Service will continue to monitor; research and deliver a sound service to the Cayman Islands in cooperation with the international standards.

## **7. Laws and Other Helpful Information**

---

Supplement No. 6 published with Gazette No. 16 dated 2<sup>nd</sup> of August, 2010.

THE NATIONAL WEATHER SERVICE LAW, 2010

(LAW 26 OF 2010)

#### **Financial Management**

- Public Management and Finance Law (2005 Revision) and Regulations (2010 Revision)
- Annual Salary Scale for Salaried Staff (December 1, 2016)

#### **Administration & Human Resource Management**

- Public Service Management Law (2011 Revision) Complete set of laws for Cayman Islands Civil Service and Personnel Regulations (2011 Revision)
- Schedule One of the Personnel Regulations: A document describing Employment Terms and conditions (2011 Revision)
- Public Servant Code of Conduct Code of Conduct for Civil Servants 05-Dec-2007

#### **Records Management**

- Chief Secretary's Code of Practice on Record Management
- Freedom of Information Law 2007
- National Achieve and Public Records Law (2010 Revision)

**See Website:** [www.weather.gov.ky](http://www.weather.gov.ky) or visit our office during normal working hours.

#### **FOI: Disclosure Log**

This is a web page that contains a **disclosure log** detailing all the CINWS FOI requests, including outcomes. If you have any questions about this material please contact the CINWS FOI Information Manager.

**Jade** is the FOI decision and correspondence database which allows for the processing and documenting of FOI applications and is therefore not public information except where allowable under the FOI Law.

---

FOI applications forms can be found on [www.weather.ky](http://www.weather.ky) or at the Cayman Islands National Weather Service.

**Helpful Links:**

<http://www.weather.gov.ky/>

[http://www.foi.gov.ky/portal/page?\\_pageid=3481,1&\\_dad=portal&\\_schema=PORTAL](http://www.foi.gov.ky/portal/page?_pageid=3481,1&_dad=portal&_schema=PORTAL)

<http://www.infocomm.ky/>

[http://www.gov.ky/portal/page?\\_pageid=1142,1&\\_dad=portal&\\_schema=PORTAL](http://www.gov.ky/portal/page?_pageid=1142,1&_dad=portal&_schema=PORTAL)

<http://gov.ky/services/public-relations-and-marketing/releases>

[http://www.pocs.gov.ky/portal/page?\\_pageid=2721,1&\\_dad=portal&\\_schema=PORTAL](http://www.pocs.gov.ky/portal/page?_pageid=2721,1&_dad=portal&_schema=PORTAL)