



### **Workshop on Freedom of Information Act and Administrative Excellence**

June 16 – 20, 2025, 1<sup>st</sup> Run: Lagos & Abuja

December 8 – 12, 2025, 2<sup>nd</sup> Run: Lagos & Port Harcourt

For Tutor -Led Class: 9am – 4:30pm

**Workshop fee: N300, 000 per Participant**

For online: Delivery via Zoom

Online course fee: N250, 000 per Participant

**Available for In-plant Training**

**700 USD for foreign  
Participants**

#### **Program Overview:**

An Act to make public records and information more freely available, provide for public access to public records and information, protect public records and information to the extent consistent with the public interest and the protection of personal privacy, protect serving public officers from adverse consequences of disclosing certain kinds of official information without authorization and establish procedures for the achievement of those purposes.

The Freedom of Information Act (FOIA) encourages accountability through transparency – considered to be vital to the health and success of a democracy. In Nigeria, each federal agency is responsible for processing FOIA requests for the records it holds and for disclosing records unless they are subject to an exemption. Employees of federal agencies need to be prepared to handle FOIA requests.

This course provides an overview of the FOIA and how to meet obligations for processing FOIA requests, while also encouraging employees to become familiar with the particular guidelines and resources held by their agency's FOIA Office.

#### **For Whom:**

Freedom of Information Officers, Records Management Officers, Archivists, Data Protection Officers, Information Security Managers, Compliance Officers, Public and Private Sector Lawyers, Public Authorities, Legal Representatives, and others who find the course relevant.

#### **Learning Objectives:**

At the end of the program, Participants will be able to:

- Identify the purpose and objectives of the Privacy Act and the Freedom of Information Act
- Apply best practices to keep personal and corporate information private
- Determine the treatment of undisclosed records based on exemptions and exceptions
- Apply procedural requirements to respond to requests for information and challenging cases
- Determine the proper procedures for preparing records for release
- Determine how and when to charge fees for PA and FOIA requests
- Process a request from receipt to the release of the record

#### **Course outline:**

##### **Day 1: An Overview of The Freedom of Information Act, Its Structure and Core Provisions**

- Overview of the Privacy Act
- Overview of the Freedom of Information Act
- Safeguarding Information
- The Purpose of Safeguarding Information
- Safeguarding Personal Information
- Safeguarding Corporate Information under the FOIA
- Exercise: High-Level Comparisons

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

Website: [www.hcaglobalconsult.com](http://www.hcaglobalconsult.com): Email: [info@hcaglobalconsult.com](mailto:info@hcaglobalconsult.com), [hcaglobalconsult@gmail.com](mailto:hcaglobalconsult@gmail.com)

Tel: Office Lines: Mon – Fri | 8am-5pm | +234-8051365946, +234-7087578814 (Office Lines)

24/7 Lines: +234-8068933608 (WhatsApp), +234-8029170491 & +234-8145745664(WhatsApp) & +234-9112830607

## Day 2: Handling Requests Including Administrative Exemptions and Refusal Notices

- Exceptions and Exemptions in the Request Process
- Exemptions under the Privacy Act
- Exemptions under the Freedom of Information Act
- Receiving and Processing Requests
- The Public's Right to Know
- The Privacy Act: Requests and Procedures
- The Freedom of Information Act: Requests and Procedures
- The duty to 'confirm or deny' drafting robust Refusal Notice
- Exercise: Preparing a Request

## Day 3: Seeking Guidance

- Releasing Records
- Records and Information Available through the Privacy Act
- Records and Information Available through the Freedom of Information Act
- How To Handle Complaints
- Exercise: Litigation Considerations
- Fees Associated with Requests
- Fee Guidelines and the Privacy Act
- Fee Guidelines and the Freedom of Information Act

## Day 4: Organizing data and information management for administrative excellence

- Filing systems, databases, data security and protection
- Improving Administrative Practice
- Performance indicators (e.g., clerical, purchasing), quality assurance,
- Solving administrative problems
- Information overload, poor communication, low productivity

## Day 5: Securing Information Management Systems

- The Evolution and Security Challenges of Information Management Systems
- Policies, Procedures, to Prevent Infiltration to Information Systems
- The Accuracy and Reliability of its Records
- Controls to Ensure the Safety of the Organization's Assets
- Operational Adherence to Management Standards

## Training Methodology

Throughout the module, there are in-progress quizzes and short exercises to ensure understanding of the instructional content.

### LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

**Open Course Fee: N300, 000**

In-plant Fee Negotiable

### WORKSHOP FEE:

**N300, 000 per participant, VAT –N22, 500**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814  
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