



**GOVERNMENT OF BERMUDA**  
**MINISTRY OF THE CABINET OFFICE**

**PATI Information Statement**

**Name of Public Authority: STAMP DESIGN ADVISORY COMMITTEE**

**Introduction:**

The Public Access to Information (PATI) Act 2010, commits all public authorities to make information available to the public as part of their normal activities. The PATI Act 2010 further requires each public authority to prepare an information statement describing the following information about the authority:

- Structure and organization, and governing legislation;
- Functions, powers, duties and obligations;
- Summary of services provided;
- Classes of records held, in order to facilitate the exercise of right of access;
- Administrative manuals;
- Policies, rules and guidelines used for decision-making; and
- Name and contact information of the person designated by a public authority as the person to whom requests for information are to be directed;
- Any other information that the head of the authority considers relevant, in order to facilitate the exercise of right of access;
- Any other information that may be prescribed.

In this regard, the Bermuda Post Office has prepared the following Information Statement;

**Purpose**

The purpose of the PATI Act is to—

- give the public the right to obtain access to information held by public authorities
- to the greatest extent possible, subject to exceptions that are in the public interest
- or for the protection of the rights of others;
- increase transparency, and eliminate unnecessary secrecy, with regard to information held by public authorities;
- increase the accountability of public authorities;
- inform the public about the activities of public authorities, including the manner in which they make decisions; and

- have more information placed in the public domain as a matter of routine.

The purpose of the Stamp Design Advisory Committee (SDAC) Information Statement is to make information readily available to the public without the need for specific written requests. The information statement is also intended to provide people wanting access to information held by the SDAC with a ‘window’ of the types of documents held by the SDAC, what the SDAC does and how a person can access the information they require. The SDAC also intends to proactively publish information and to develop a culture of openness and participation, so that all members of the public have free, easy and quick access to information about the SDAC to which they are entitled access.

The SDAC Information Statement includes but is not limited to the following:

- Summary of what is in the information statement
- An overview of the Public Access to Information
- An outline of what information can be accessed and what cannot be accessed
- Classes of records held, in order to facilitate the exercise of right of access:
- A list of the products and services provided by the SDAC
- Structure and Organization, and Governing Legislation
- Functions, powers, duties and obligations
- Administrative manuals
- Policies, rules and guidelines used for decision-making:
- Name and contact information:
- Any other information that the head of the authority considers relevant:

As a result of having this information statement, the SDAC hopes to show itself as a progressive, open, transparent Committee that is customer driven, customer focused and intent on providing a high standard of customer service to both internal and external customers.

## Section A: Structure, Organization and Legislation [s5(1)a]

**The SDAC Organization Chart** is attached as **Annex I** to this Information Statement.

### **General Information**

General Post Office  
56 Church Street  
Hamilton HM 12.

### **Hours of Operation**

**General Post Office:** Monday to Friday 8am - 5pm

Telephone Number: 297-7893

Fax..... 292-1928

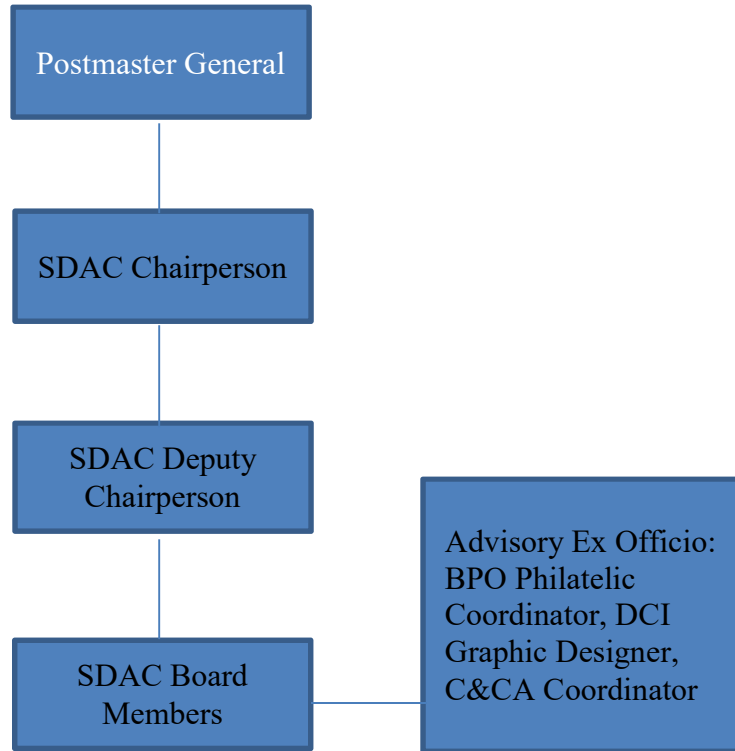
**Sub Post Offices:** Monday to Friday 8am – 4pm

Website..... [www.bpo.bm](http://www.bpo.bm)

E-mail Address..... [postoffice@gov.bm](mailto:postoffice@gov.bm)

**PATI request for the SDAC can only be made in writing at the General Post Office, Hamilton, 2<sup>nd</sup> floor reception area Monday to Friday between the hours of 8am to 5pm.**

### **Organizational Chart**



### **Legislation**

Post Office Act 1900  
Postal Regulations 1933  
Post Office Departmental Administration Regulations 1933  
Bermuda Government Authorities (Fees) Act 1971  
Bermuda Constitution Order 1968

Copies of the legislations can be found at: <http://www.bermulaws.bm>

## Section B: 1) Functions, powers, duties of the Authority [s5(1)b]

### Functions, powers, duties and obligations:

#### Duties and Obligations

The duty and obligation of the Stamp Design Advisory Committee:

- Make recommendations to the Postmaster General (PMG) on design and content of future stamp issues. Stamp issues include:
  - Definitive Issues: are normal postage stamps in all denomination held in stock for a maximum period of seven years.
  - Commemorative Issue: are special edition issues to highlight, acknowledge, memorialize or mark a significant anniversary pertaining to - an event and or individual(s) and or instruction(s) and or place or thing.

#### Reporting Structure

The Stamp Design Advisory Committee is constituted by Bermuda Constitution Order 1968. The committee consist of eight to twelve individuals with a Chairperson and Deputy Chairperson whom makes recommendation to the Postmaster General. In advisory roles other individuals are invited to the meeting(s). These are: Bermuda Post Office, Philatelic Coordinator, Department of Communications and Information, Graphic Designer, Community and Cultural Affairs, Coordinator.

#### Summary of products and services provided by the SDAC:

- Recommendation on stamp issues design and content.

## Section B: 2) Obligations under PATI Act [s5(1)b]

To provide an **information statement** for the public and promulgate it [s5],

- To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
  - General information, e.g. activities of the Authority
  - Log of all information requests and their outcome
  - Quarterly expenditure (upon request) [s6(5)]
  - Contracts valued at \$50,000 or more.
- To **respond to information requests** in a timely manner [s12-16]
- To **track information requests**, and provide this data to the Information Commissioner
- To respond to requests from the Information Commissioner [s9]
- To **amend personal information** held by the Authority that it is wrong or misleading following a written request by the person to whom the information relates [s19]

- To conduct an **internal review** if formally requested [part 5]
- To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
- To provide an **annual written report** to the Information Commissioner of the status of information requests [s58 (3)].
- **To do anything else as required** under the PATI Act and subsequent Regulations [s59, 60], including:
  - **Fees** for Requests for information
  - Management and maintenance of **records**
  - **Procedures** for administering the Act
- To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
- To **designate one of its officers** to be the person to whom requests are directed [s62]

### **Section C: Services and Programmes [s5(1)c]**

#### **The services we offer:**

In addition to the service listed above, the SDAC provides general information on design criteria and drafting recommendation for stamp design. A package of the design and drafting criteria can be provide upon request in electronic or hard copy.

#### **The classes of information will not be generally include:**

Information disclosure of which is prevented by law, or exempt under the Public Access to Information Act.

#### **Decision-making processes and records of decisions:**

The SDAC will make available any meeting minutes on decisions for recommendation of stamp design and content for the previous five years.

#### **Major Policy proposals and decisions:**

The SDAC does not make any decisions which may damage relations with other governments, business partners, stakeholders or the development of government policy.

#### **Public Consultations:**

The SDAC will when necessary engage different stakeholders when needed for design and content related proposal of stamps.

**Minutes of Meetings:**

The SDAC will provide minutes of meetings up to five year previous, where decisions are made about recommendation on stamp proposals. This excludes information that is properly regarded as exempt under Part 4 of the Public Access to Information 2010 act.

**Internal communications, guidance, criteria used for decision-making, internal instructions, manuals and guidelines:**

The SDAC will provide access to internal instructions, manuals and guidelines for dealing with the business of the committee to help the public understand how decisions are made with regards to Stamp design and content. This excludes information that is properly regarded as exempt under Part 4 of the Public Access to Information 2010 act.

**Section D: Records and documents held [s5(1)d]**

SDAC has limited files and records relating to its deliberation and activities.

Classes of records held, in order to facilitate the exercise of right of access:

The SDAC holds its records for 5 years and then destroys them.

**There are seven classes of information that can be defined:****1. Who we are and what we do:**

- The SDAC Organizational Chart, information, locations and contacts, constitutional and legal governance are stated or shown above. In addition to the legislation and regulations mentioned earlier, the SDAC delivers its functions in accordance with the UPU Philatelic Guidelines and Foreign Commonwealth Office: Overseas Territories, Postage Stamp Guidance Notes.
- All of the aforementioned documents can be found at the General Post Office or upon request to the Information Officer and in the case of legislation, also on [www.bermudalaws.bm](http://www.bermudalaws.bm).

**2. What we spend and how we spend it:**

- The Stamp Design Advisory Committee has no budget. Board members collect wages based on the Bermuda Government Authorities (Fees) Act 1971.

### **3. What our priorities are and how we are doing:**

- The SDAC also plans to have eight (8) stamp issues in 2018-2019. This will include the:
  - Turtle Project in coordination with the Bermuda Aquarium and Zoo.
  - The Royal Wedding
  - Bermuda Cedar Handle Bags
  - 100<sup>th</sup> Anniversary of the Royal Air Force
  - Bermuda National Trust, Historic Homes
  - Bermuda Hand Craft Hats
  - Bermuda Floating Docks
  - Bermuda Bridges

### **4. How we make decisions:**

- Decision making in the SDAC is made through a quorum.
- The SDAC meets once a month on the second Wednesday of the month and regularly meeting minutes of the discussions, agreements and decisions are produced.
- The Postmaster General (PMG) receives recommendations from the SDAC regarding proposed issues. The PMG reports to the Permanent Secretary of the Ministry of the department who will inform the Minister of the design(s) chosen.
- The SDAC is appointed by the Minister of the department. The current Chairperson of the SDAC is Mr. Ed Kelly, The Deputy Chairperson is Mr. Horst Augustinovich, both long serving members of the SDAC and an avid Philatelist.

### **5. Our policies and procedures:**

The SDAC Policies and Procedures manuals which provide guideline to the committee are:

- #1 The BPO's Philatelic Bureau – Criteria for Stamp Subject Selection
- #2 Foreign Commonwealth Office: Overseas Territories, Postage Stamp Guidance Notes
- #3 UPU Philatelic Code of Ethics
- #4 Postmaster General's Guidelines for the SDAC
- #5 Stamp Design Advisory Committee – Functions Document

**Section E: Administration (all public access) manuals [s5(1)e]**

The Stamp Design Advisory Committee Documents and Guidance Notes which governs the running of the Committee are available without a PATI request and can be obtained by contacting the Information Officer or visiting the General Post Office and requesting copies from the Philatelic Bureau.

**Section F: Decision-making documents [s5(1)f]**

- All documents and guidance notes are listed above in section D

**Section G: The Information officer [s5(1)g]**

Mr. Richard Hazelwood  
Quality Assurance Officer  
The Bermuda Post Office  
2<sup>nd</sup> Floor, General Post Office Building  
56 Church Street  
Hamilton HM 12, BERMUDA  
Telephone: +441 294 0442  
Email: [rdhazelwood@gov.bm](mailto:rdhazelwood@gov.bm)

**Section H: Any Other Information [s5(1)h]**

For fast information and answers to frequently asked questions, please visit the Bermuda Post Office Website at [www.bpo.bm](http://www.bpo.bm)

**Section I: Any Other Information To be Provided? [s5(1)i]**

Feedback:

The SDAC would like to hear from the public about this information statement and any other matter pertaining to the SDAC. Members of the public may wish to comment about:

- Other information that they would suggest for inclusion in the information statement;
- Whether or not the information statement was easy to use;
- Whether they found it useful;
- Whether the staff was helpful;
- Other ways in which the information statement can be improved.



Complaints:

Complaints pertaining to the SDAC should be sent to the BPO's Customer Relations Officer:

- Telephone at 441 294 0457
- Email at PostOffice@gov.bm

All complaints will be handled according to the Principles of Good Administration and Complaint handling, as published by the Office of the Ombudsman.

If you have any further questions about this information statement, please contact the information officer listed above.

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times by [s5(1-5), PATI Act]:

**Date Information Statement was updated:** January 2, 2019

**Locations of Information Statement:**

- |   |   |
|---|---|
| • Your principal office: General Post Office  | Y |
| • The Bermuda National Library;   | Y |
| • The Bermuda Archives;   | Y |
| • Available electronically,   | Y |
| • The Bermuda Post Office Website at <a href="http://www.bpo.bm">www.bpo.bm</a>   | Y |
| • Have you published a notice in the Gazette indicating the places where the information statement is available for the public? | Y |
| • With the Information Commissioner.  | Y |



11 January 2019

Information Officer, Richard Hazelwood