



## National Gallery of the Cayman Islands Publication Scheme 2020

Produced in accordance with the Deputy Governor's Code of Practice on Publishing

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### 1. About the Publication Scheme

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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 Law states that Information to be published by public authorities includes:

- the functions of the authority, what work it does and how it sets about its tasks;
- the departments and agencies of the authority;
- the subjects handled by each department or authority, with the locations of the departments and agencies and the opening hours of all offices;
- the title and business address of the Principal Officer and other key officers within the authority;
- classes of records held; and

- manuals, interpretations, rules, guidelines, practices or precedents.

Below are the current and recently issued publication schemes:

## **2. Information that may be withheld**

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The National Gallery of the Cayman Islands will generally not publish:

- information in draft form;
- information that is not held by the National Gallery of the Cayman Islands 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; and
- information which is exempt under the FOI Law, 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, wherever 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, harm the National Gallery of the Cayman Island's (or another organisation's) commercial interests, or endanger the protection of the environment.

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**

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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.

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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*.

### Online

Many of our documents are published electronically on the website [www.nationalgallery.org.ky](http://www.nationalgallery.org.ky) and can be downloaded in PDF format. Where information is available online, corresponding links within *Section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, or if you are still having trouble locating information listed under our scheme, please contact Natalie Urquhart [foi@nationalgallery.org.ky](mailto:foi@nationalgallery.org.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 Natalie Urquhart at [foi@nationalgallery.org.ky](mailto:foi@nationalgallery.org.ky) to request information if necessary.

### Phone

Documents listed in the publication scheme can also be requested by telephone. Please call +1 (345) 945 8111 to request information.

### Post

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

Natalie Urquhart, National Gallery of the Cayman Islands  
P.O. Box 10197  
Grand Cayman, KY1-1002  
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 Natalie Urquhart at [foi@nationalgallery.org.ky](mailto:foi@nationalgallery.org.ky).

The National Gallery of the Cayman Islands 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. Where the National Gallery of the Cayman Islands is legally required to translate any information, it will do so.

#### 4. Fees and charges

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The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The National Gallery of the Cayman Islands strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

##### Reproduction costs

All prices are in Cayman Islands dollars. Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Blueprint reproduction	\$	5.00
Conversion of Video or Audio into MP3 or Div/X format	\$	-
Convert paper record to digital PDF/JPEG/TIF on CD/DVD	\$	-
Digital record - PDF/JPEG/TIF via email	\$	-
Digital record - PDF/JPEG/TIF via CD/DVD	\$	2.00
Maps and Plans	\$	5.00
Photocopy - B/W	\$	1.00
Photocopy - Colours	\$	1.50
Photograph Print BW/Colour or STD printout	\$	1.00
Photograph Print BW/Colour from digital photo/scanned/negative (size 8 1/2 x 11)	\$	5.00
Photograph Print BW/Colour from digital photo/scanned/negative (size 8 1/2 x 14)	\$	7.50
Photograph Print BW/Colour from digital photo/scanned/negative (size 11 x 17)	\$	10.00
Photograph Print Colour (photocopy or STD printout)	\$	1.50
Text to audio for visual impair by Computer Services at cost	\$	-

##### Postage costs

The National Gallery of the Cayman Islands will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *Section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the National Gallery of the Cayman Islands has received your payment.

#### 5. Requests for information outside the Publication Scheme

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Information held by the National Gallery of the Cayman Islands that is not published under this scheme can be *requested in writing* by e-mailing [foi@nationalgallery.org.ky](mailto:foi@nationalgallery.org.ky). Your request will be considered in accordance with the provisions of the FOI Law.

## **6. Complaints**

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The National Gallery of the Cayman Islands 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

Natalie Urquhart  
National Gallery of the Cayman Islands  
P.O. Box 10197  
Grand Cayman, KY1-1002  
CAYMAN ISLANDS  
  
+1 345 945 8111

and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from NGCI Complaints Policy and Procedures document (see *Section 7: Categories of information*).

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

Office of the Ombudsman,  
3rd floor, Anderson Square  
64 Shedden Road  
George Town  
Grand Cayman, Cayman Islands  
P.O. Box 2252  
Grand Cayman, KY1-1107  
CAYMAN ISLANDS

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

## **7. Categories of information**

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

## About Us

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### **Name of public authority**

National Gallery of the Cayman Islands

### **Ministry**

Ministry of Health Environment, Culture and Housing

### **Chief Officer (Acting)**

Nellie Pouchie, Chief Officer

Ministry of Health, Environment, Culture and Housing

5<sup>th</sup> Floor, Government Administration Building,  
Grand Cayman KY1-9000

### **Principal Officer**

Natalie Urquhart, Director

National Gallery of the Cayman Islands

Esterley Tibbetts Highway (Harquail Bypass)

P.O. Box 10197

Grand Cayman KY1-1002

CAYMAN ISLANDS

Email: [director@nationalgallery.org.ky](mailto:director@nationalgallery.org.ky)

Telephone: +1 345 945 8111

### **Information Manager Designate**

Natalie Urquhart, Director

Esterley Tibbetts Highway (Harquail Bypass)

P.O. Box 10197

Grand Cayman KY1-1002

CAYMAN ISLANDS

### **National Gallery mailing address**

National Gallery of the Cayman Islands

P.O. Box 10197

Grand Cayman KY1-1002

CAYMAN ISLANDS

+1 345 945 8111

### **Email**

[foi@nationalgallery.org.ky](mailto:foi@nationalgallery.org.ky)

### **Freedom of Information website**

[www.foi.gov.ky](http://www.foi.gov.ky)

### **National Gallery website**

[www.nationalgallery.org.ky](http://www.nationalgallery.org.ky)

### Staff List

Director	Natalie Urquhart
Head of Business & Operations	Meegan Ebanks
Development & Human Resources Manager	Vicki Calvert-Das
Events & Retail Manager	FROZEN
Senior Arts Administrator	FROZEN
Collections Coordinator	William Helfrecht
Assistant Curator	FROZEN
Education Coordinator	Maia Muttoo
Education Intern	Lori Peterson
Arts Administrator	FROZEN

### Organisation functions

Per the National Gallery Law (1999), the purposes of the National Gallery shall be:

- to serve as an art gallery for the Islands and to establish in the Islands a national collection of works of art;
- to promote and encourage the practice of the visual arts of and in the Islands and to increase knowledge and appreciation of the visual arts; and
- to enable the interaction between the visual arts and other forms of art.

The mission of The National Gallery of the Cayman Islands is to promote the appreciation and practice of the visual arts (of and in the Cayman Islands).

Location and hours	Matters handled
National Gallery of the Cayman Islands Esterley Tibbetts Highway (Harquail Bypass) Grand Cayman, Cayman Islands  Exhibition Halls 10:00 AM – 5:00 PM, Monday – Saturday  Telephone: +1 345 945 8111 Email: <a href="mailto:info@nationalgallery.org.ky">info@nationalgallery.org.ky</a>	The Gallery exhibition halls and NGCI Shop are open to the public.
Administrative Offices 8:30 AM – 5:00 PM, Monday – Saturday  Telephone: +1 345 945 8111  Email: <a href="mailto:info@nationalgallery.org.ky">info@nationalgallery.org.ky</a>	NGCI serves to promote the appreciation and practice of the visual arts, of and in the Cayman Islands and to encourage dialogue relating to cultural heritage, national identity, Caymanian history and the history of art. This mandate is achieved through a variety of activities that aim to reach all members of the Cayman Islands community and the visiting public, including art collections development, outreach art instruction programming,

Location and hours	Matters handled
	educational programmes, exhibitions of artwork by local and international artists, youth programmes, public events, instructional workshops, teacher training, school collaborations, and educational lectures and library services. Each of these activities is managed and operated through our administrative offices.

### Boards and committees

In 2013 the National Gallery engaged in a strategic planning exercise. To facilitate this exercise the Gallery established committees made up of board members, staff, and external stakeholders, which could focus on its various priority areas during planning meetings. All committees and the management board are active. The management board meets regularly to oversee the functioning of the Gallery.

National Gallery Management Board / Trustees	Meetings	Minutes
<p><b>Management Board:</b>  Mrs. Susan A. Olde OBE (Chairperson)  Ms. Theresa Broderick  Mr. Carl Brown  Mr. Matt Brown  Mr. Marco Calleja (Treasurer)  Mrs. Jennifer Dilbert, MBE (Deputy Chairperson)  Prasana  Mrs. Beverley Simpson  Mr. Sasha Tibbetts  Ms. Natalie Urquhart</p> <p><b>Honorary Members:</b>  Mr Truman Bodden OBE  Mr. Henry Harford  Naul Bodden  Bendel Hydes  Carol Owen, OBE</p> <p><b>Land Trustees:</b>  Carson Ebanks  Andreas Ugland  Carol Owen OBE</p>	<p>Meetings are held on a quarterly basis and are closed to the public.</p>	<p>Available on request in hard copy (see <i>Section 3: Methods of access</i> for contact addresses).</p>



## Frequently asked questions

- **Do you sell art here?**

NGCI is an art museum not a commercial art gallery and so does not engage in the sale of artwork. The NGCI Shop sells print reproductions of a small selection of artworks from our permanent collection, and other various art and collection related merchandise. Additionally, the Gallery hosts annual fundraising art auctions, the proceeds of which support NGCI collection maintenance and related educational programming.

- **Does NGCI appraise art?**

It is considered against the ICOM Code of Ethics for art museum staff to engage in any form of commercial activity relating to sales or appraisals of artwork. Subsequently, we do not appraise artwork. It is recommended that persons looking to have artwork appraised visit a commercial art gallery.

- **Where can I buy art?**

There are several commercial art galleries on island. You can receive further information about these locations or get contact details by calling (+ 345 945 8111) or email [reception@nationalgallery.org.ky](mailto:reception@nationalgallery.org.ky).

- **Do you sell art supplies?**

Yes, visit the NGCI Shop for various art-related items and supplies.

- **What is the cost of admission?**

Admission is free, and donations are appreciated.

- **Is the artwork local?**

With the mission of the Gallery being to promote the appreciation and practice of the visual arts of and in the Cayman Islands, the majority of the artwork featured in Gallery exhibitions is created by local artists. Our strategic vision and functions also encourage dialogue between local and international artists, and so we do host exhibitions by international artists at the Gallery on occasion.

- **How can I contact a local artist?**

We are happy to facilitate contact with any of the local artists we have in our database. Please phone us at +1 345 945 8111, or email [info@nationalgallery.org.ky](mailto:info@nationalgallery.org.ky) and let us know which artist you are interested in contacting and we will send them your details. Many local artists also have their own websites, in which case a basic internet search can be helpful in finding their contact information.

- **How many exhibitions do you have every year?**

The Gallery aims to host a minimum of five major exhibitions each year. We also often host several smaller/community exhibitions per year in the NGCI Dart Auditorium Gallery, and rotating exhibitions in our satellite venues in Cayman Brac and Little Cayman.

- **Can I exhibit my work here?**

Once an artist meets the exhibition criteria, you can apply to the exhibitions committee, who meet bi-annually to review submissions. Details on how to submit an application can be found [here](#). For further information on exhibiting your work please contact [assistantcurator@nationalgallery.org.ky](mailto:assistantcurator@nationalgallery.org.ky) or call us at +1 345 945 8111. NGCI also has “Open Call” opportunities that artists are invited to submit work to throughout the year.

- **Can I donate work to the National Collection?**

The Gallery works within a Collections Plan to determine works that will expand and develop the National Collection. Please contact [assistantcurator@nationalgallery.org.ky](mailto:assistantcurator@nationalgallery.org.ky) or call us at +1 345 945 8111 if you have work you would like to be considered for the National Collection.

- **Can we donate our time instead of money?**

Yes, if you would like to support the Gallery but cannot afford to donate money, you can donate your time instead. There are many exciting opportunities for National Gallery volunteers including free training and other benefits. Please call us at +1 345 945 8111 for more information on how to sign up.

- **Do you offer adult continuing education courses and/or kids afterschool classes?**

Yes, we do. We have weekly classes for children aged 2 -17 yrs old and offer a variety of monthly adult workshops and lectures scheduled around our temporary exhibitions. You can contact our Education Coordinator on [education@nationalgallery.org.ky](mailto:education@nationalgallery.org.ky) for a comprehensive list of the current courses and workshops in Grand Cayman and in the Sister Islands. Alternatively, you can visit our website [here](#) and look at the *Whats On* section for the latest happenings at the Gallery.

- **Can I have an event at the National Gallery?**

Yes, the Gallery is a beautiful venue which specializes in the planning, organizing and execution of events ranging from corporate meetings, conferences, cocktail reception, galas, weddings and birthday parties. Our unique spaces offer endless possibilities for true memorable experiences. To schedule an informational site tour please email [events@nationalgallery.org.ky](mailto:events@nationalgallery.org.ky). Alternatively, you can view available venues and rental rate information on our website [here](#).

- **How can I make 1) a complaint, or 2) an FOI request?**

Send an email to [foi@nationalgallery.org.ky](mailto:foi@nationalgallery.org.ky), telephone 945-8111, or visit in person our FOI Manager Designate, Natalie Urquhart.

- **Is the Gallery accessible for persons with disabilities?**

The Gallery places high priority on making our facility and events accessible for all members of the community. Accessible parking is available in the front and rear of the building and accessible restrooms are located in the Education Centre. A courtesy wheelchair and rollator are available upon request at the Gallery reception desk. Customised tours are available upon request and

may include; interpreters, sensory friendly experiences, interactive materials, and sign language. Large format versions of text labels are available for all exhibitions. More information about how to access the National Gallery is available on our website here.

- **Are pets allowed inside the gallery?**

NGCI welcomes certified service animals in the galleries for persons who require them. We ask that animals remain on a leash at all times.

- **Can I take photographs of artwork on display?**

We do allow general photography of the space at the Gallery as long as no close-ups of individual artworks are taken. This is to protect artists' work from unauthorised reproduction. We also ask that you refrain from using flash as much as possible in order to protect the artwork from excessive light exposure.

## **Strategic Management**

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According to the National Gallery Law (1999), the functions of the National Gallery shall be:

- a. to organise and maintain permanent and temporary public exhibitions of works of art;
- b. to collect and preserve significant works of art for public exhibition;
- c. to facilitate the public exhibition of works of art or collections of works of art loaned by persons or bodies for that purpose;
- d. to present, or facilitate the presentation by others, of programmes of instruction in the visual arts;
- e. to lend works of art in the national collection to other art galleries for the purpose of promoting the culture of the Islands abroad;
- f. to encourage the evolution and the enjoyment of the visual arts in the Islands;
- g. to promote the appreciation and interpretation of the visual arts in the Islands as an integral component of education;
- h. to foster and encourage research and scholarship in the visual arts;
- i. to provide facilities for the curation and restoration of works of art; and
- j. to perform such other functions as may be necessary to direct, manage and control the National Gallery and to fulfil its purposes specified in section 4.

## **Governance**

- The National Gallery Law (1999)
- Public Authorities Law (2017)

- Public Finance and Management Law (2017 Revision)
- Labour Law (2011 Revision)
- Freedom of Information Law (2015 Revision)
- Freedom of Information (General) Regulations (2008)

#### **Corporate governance**

- Strategic Plan 2014-2019 (extended through 2020)
- Continuity of Operations Plan/ Emergency Management and Recovery Plan
- ICOM Code of Ethics
- Annual Report
- Audited Financial Statements

### **Finance & Administration**

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#### **Financial management**

- Annual Report
- Audited Financial Statements

#### **Administration**

- NGCI Organisational Overview
- Annual Budget Plan (Purchase and Ownership Agreements)
- File plan
- Facility Rental Guidelines and Contract
- Venue Rental Rates
- Risk Assessment Form
- NGCI Dart Auditorium and Community Gallery – Application to Exhibit
- Temporary Exhibition Hall – Application to Exhibit

#### **Communications**

- Brand Guidelines
- Marketing & Communication Plan
- Social Media Plan
- Press releases

#### **Human Resources**

- NGCI Employee Handbook (Revised 2019)
- Continuity of Operations Plan (2020 update pending)
- Health & Safety Policy (2020 update pending)
- Information Security Policy (draft)
- Internship application
- Summer Internship application
- Work Experience application
- Staff Study Leave application

NB – Accounting procedures adhere to international financial reporting standards

## **Policies & Procedures**

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- NGCI Employee Handbook (2017)
- Exhibitions Policy
- Collections Management Policy
- Health & Safety Policy (2020 update pending)
- Information Security Policy (draft)

## **Decisions & Recommendations**

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- Minutes of meetings

## **Lists & Registers**

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- FOI disclosure log

## **Our Services**

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NGCI serves to promote the appreciation and practice of the visual arts, of and in the Cayman Islands and to encourage dialogue relating to cultural heritage, national identity, Caymanian history and the history of art. This mandate is achieved through a variety of activities that aim to reach all members of the Cayman Islands community and the visiting public, including art collections development, outreach art instruction programming, educational programmes, exhibitions of artwork by local and international artists, youth programmes, public events, instructional workshops, teacher training, school collaborations, and educational lectures and library services.