



**From: CIO-CI-AccessOps  
Corporate Information - Access  
MINISTRY OF DEFENCE**

**1<sup>st</sup> Floor, Zone N, Main Building, Whitehall, London, SW1A 2HB.**

Telephone 020 7218 9000  
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Mr Steve Martin

Ref: 18-01-2010-110509-003

[request-271@x](#)

Date: 12 September 2011

Dear Mr Martin,

Thank you for your correspondence of 17 January 2010, in which you made the following request for information to the Ministry of Defence under the Freedom of Information (FOI) Act 2000:

*“Please provide a full calendar of meetings, briefings, seminars, workshops and events at which the public or business organisations can attend for the years 2010 and 2011.”*

I am contacting you in my capacity as an official with the central FOI monitoring team of the Ministry of Defence. We have been conducting a review of our handling of FOI requests and our records indicate that the Department may not have responded to this request. If this is the case, please accept my sincere apologies for this oversight.

The Department takes its responsibilities under the Act very seriously and, if you have not already received a substantive response, I am writing to ask you whether you wish us to belatedly process your request. If this is the case, please contact us by email to [cio-foi@mod.uk](mailto:cio-foi@mod.uk), or by writing to us at *Corporate Information - Access, 01.N.10, MOD Main Building, Whitehall, SW1A 2HB*. We will then proceed to handle your request as a new FOI request with a deadline of twenty working days from the date we receive your reply to this letter.

If we do not hear from you within 60 days of the date of this letter, we will assume you have already received a response or no longer wish to receive one.

Finally, please remember to quote the reference number above in any future correspondence regarding this FOI request.

Yours sincerely,

CIO-CI-AccessOps