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3 June 2008

Sent via e-mail

Dear Allan,

Reference: FOI256357

This letter relates to your request for information under the Freedom of Information Act 2000 (the Act) of Wednesday 14th May 2008 and which I received on Monday 19th May 2008. In that request, you asked for details of food and drink provided for the use of civil servants and others attending departmental and related meetings across HM Government, using public money. In particular, you would like to know the proportion of tea and coffee falling into the aforementioned category that is certified by the Fair Trade Foundation (or a similar organisation). If accurate data is not available, an estimate would be acceptable.

The Cabinet Office does not hold the information specified in your request in respect of other Government Departments. To obtain this information you would need to request the information from each of the Government Departments.

With regards to Cabinet Office, 67% of all tea, coffee and confectionary supplied to us is Fair Trade and certified as such by the Fair Trade Foundation.

If you have any queries about this letter, please contact Nigel Hutcheon (nigel.hutcheon@cabinet-office.x.gsi.gov.uk). Please remember to quote the reference number above in any future communications.

If you are unhappy with the service you have received in relation to your request or wish to request an internal review, you should write to:

Howell James CBE
Permanent Secretary, Government Communication
Cabinet Office
26 Whitehall
Ripley Building
London
SW1A 2WH

e-mail: howell.james@cabinet-office.x.gsi.gov.uk

You should note that the Cabinet Office will not normally accept an application for internal review if it is received more than two months after the date that the reply was issued.

If you are not content with the outcome of your internal review, you may apply directly to the Information Commissioner for a decision. Generally, the Commissioner cannot make a decision unless you have exhausted the complaints procedure provided by Cabinet Office. The Information Commissioner can be contacted at:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Yours sincerely

JERRY PAGE