



Department for
Business, Energy
& Industrial Strategy

Department for Business, Energy &
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Our ref : FOI2020/28964

21 September 2020

Dear Ms Shaikh,

Thank you for your email of 21st August 2020 where you requested the following information:

From January 2016 the BIS Operations Committee Terms of Reference were modified to cover strategic, cross-cutting areas of operations and commercial activity across BIS and Partner Organisations. Please can you release the full Terms of Reference of the department's Operations/ Operations and Commercial Committee in this and subsequent versions?

Under the Freedom of Information Act 2000 ('the Act'), you have the right to:

- know whether we hold the information you require
- be provided with that information (subject to any exemptions under the Act which may apply).

Further to your request please see attached appendices of the Terms of Reference for the BIS Operations and Commercial Committee dated February 2016. Please note BIS ceased to exist in late 2016 and the newly formed BEIS was established. The Operations and Commercial Committee was replaced by the BEIS People and Operations Committee in late 2016.

Appeals procedure

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original request and should be addressed to the Information Rights & Records Unit. It would be helpful if you can tell us why you are dissatisfied with the response to your request so we may address this during the internal review.

Information Rights & Records Unit
Department for Business, Energy and Industrial Strategy
151 Buckingham Palace Road
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Email: FOI.Requests@beis.gov.uk

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Complaints can be made to the Information Commissioner via their website at <https://ico.org.uk/make-a-complaint/official-information-concerns-report/official-information-concern/>.

Yours sincerely,

Department for Business, Energy and Industrial Strategy