

From: [REDACTED] S40(2)
Sent: 30 June 2020 11:11
To: FOI <FOI@trade.gov.uk>
Subject: FOI Request

Dear Sir/Madam,
I hope you're well.
I am writing to make a request under the Freedom of Information Act 2000.

My requests are outlined below as specifically as possible, however, if any of the below is unclear, I would appreciate it if you would get in touch at [REDACTED]
S40(2) Please could you provide the following information:

1. How many people are employed by your organisation, including full time and part time?
2. What is your current intranet solution? (Sharepoint, Wordpress, Invotra, etc)
3. How long have you been using this intranet solution?
4. When is your intranet contract up for renewal?
5. What is your annual intranet budget?
6. Do you share an intranet/IT services with other organisations, if so who?
7. Which team and/or individual(s) are responsible for managing your intranet internally?
8. Are you using the Office 365 suite? If so, which applications from the suite are in use?
9. Which team and/or individual(s) are responsible for your intranet's procurement within the organisation?
10. Is your Active Directory hosted on-premise, or in the cloud?
11. Could you provide us with a link to your Digital Workplace Strategy?

If possible, please could you present the information via a Microsoft Word or Excel document, sent to me via email.
I would appreciate it if you could confirm receipt of my request and look forward to hearing from you.
Kind regards,

[REDACTED] S40(2)

From: [REDACTED] S40(2)

Sent: 01 July 2020 18:36

To: FOI <FOI@trade.gov.uk>

Subject: FOI Request: Staff Sick Days

Dear Department for International Trade,

I am writing to make an open government request for all the information to which I am entitled under the Freedom of Information Act 2000.

Please send me details of:

How many staff sick days have been related to mental health, broken down by month, between 1st January 2020 to 1st July 2020 in your department?

What was the number of total staff working for the department during the above period broken down by month?

I would like the above information to be provided to me as electronic copies.

If this request is too wide or unclear, I would be grateful if you could contact me as I understand that under the Act, you are required to advise and assist requesters. If any of this information is already in the public domain, please can you direct me to it, with page references and URLs if necessary.

If the release of any of this information is prohibited on the grounds of breach of confidence, I ask that you supply me with copies of the confidentiality agreement and remind you that information should not be treated as confidential if such an agreement has not been signed.

I understand that you are required to respond to my request within the 20 working days after you receive this letter. I would be grateful if you could confirm in writing that you have received this request.

Thank you kindly for reading this email and I look forward to hearing from you.

Yours faithfully,

[REDACTED] S40(2)

From: [REDACTED] S40(2)

Sent: 03 July 2020 15:36

To: [REDACTED] S40(2)

Subject: Pay bands FOI

Dear FOI team,

I am sending this request under the Freedom of Information Act to ask for the following information:

- 1) Please provide figures for the numbers of employees in your government department (including catering and cleaning staff if possible) broken down by ethnicity within each pay band.
- 2) Please provide figures for the numbers of employees in your government department (including catering and cleaning staff if possible) broken down by ethnicity within each internal department (eg finance, HR, policy areas etc).
- 3) Please provide figures for the numbers of employees in your government department (including catering and cleaning staff if possible) broken down by ethnicity within each combination of pay band and internal department (eg finance, HR, policy areas etc)
- 4) Please also provide a breakdown of pay bands as they relate to job titles in your department.

If you need any further information from me in order to deal with my request, please call me on [REDACTED]

[REDACTED] S40(2)

If you are encountering practical difficulties with complying with this request, please contact me as soon as possible (in line with your section 16 duty to advise and assist requesters) so that we can discuss the matter and if necessary I can modify the request.

Please send me the data requested in the form of an Excel spreadsheet or as a csv file.

Please can you acknowledge receipt of this request.

Many thanks for your assistance.

All the best,

[REDACTED] S40 (2)

From: [REDACTED] S40(2)

Sent: 04 July 2020 17:28

Subject: Request for information - LAN

Dear Information/Data Officer,

Can I please make a request under the Freedom of Information Act and I would like to request the following information about the organisation's Local Area Network (LAN) environment.

You may have received the same request in the past and this information sent has now expired and I require an update as soon as possible for the following information

Please can you send me the organisation's Local Area Network (LAN) contract, which may include the following:

- Support and Maintenance- e.g. switches, router, software etc
 - Managed- If this includes services than just LAN.
-
1. Contract Type: Managed or Maintenance
 2. Existing Supplier: Who is the current supplier?
 3. Annual Spend for each supplier: What is the annual average spending on the supplier above? If there is more than one supplier please split the annual averages spend for each supplier.
 4. Number of Users: Please can you provide me with the number of users this contract covers. Approximate number of users will also be acceptable.
 5. Number of Sites: The number of sites, where equipment is supported by each contract.
 6. Hardware Brand: What is the hardware brand of the LAN equipment?
 7. Contract Description: Please provide me with a brief description of the overall contract.
 8. Contract Duration: What is the duration of the contract is and can you please also include any extensions this may include.
 9. Contract Expiry Date: When does the contract expire?
 10. Contract Review Date: When will the organisation is planning to review the contract?
 11. Responsible Officer: Contact details including name, job title, contact number and email address?

If the LAN maintenance is included in-house please include the following information:

1. Hardware Brand: What is the hardware brand of the LAN equipment?
2. Number of Users: Please can you provide me with the number of users this contract covers. Approximate number of users will also be acceptable.
3. Number of Sites: Estimated/Actual number of sites the LAN covers.
4. Responsible Officer: Who within the organisation is responsible for LAN please provide me with contact details including name, job title, contact number and email address?

If the contract is managed by a 3rd party e.g. Can you please provide me with

1. Existing Supplier: Who is the current supplier?
2. Number of Users: Please can you provide me with the number of users this contract covers. Approximate number of users will also be acceptable.
3. Number of Sites: Estimated/Actual number of sites the LAN covers.
4. Contract Type: Managed, Maintenance, Installation, Software
5. Hardware Brand: What is the hardware brand of the LAN equipment?
6. Contract Description: Please provide me with a brief description of the overall contract.
7. Contract Duration: What is the duration of the contract is and can you please also include any extensions this may include.
8. Contract Expiry Date: When does the contract expire?
9. Contract Review Date: When will the organisation be planning to review the contract?
10. Responsible Officer: Who within the organisation is responsible for each of these contract(s) please provide me with contact details including name, job title, contact number and email address?

Thanks in advance,



S40(2)

From: [REDACTED] S40(2)

Sent: 04 July 2020 11:41

To: FOI <FOI@trade.gov.uk>

Subject: EU exit project dashboard

Dear DIT

This freedom of information request relates to the "EU Exit Project Dashboard" built by Microsoft for UK central government

<https://powerbi.microsoft.com/en-us/partner-showcase/program-framework-eu-exit-project-dashboard-for-uk-central-government/>

Microsoft states that the dashboard includes "a list of all workstreams with alerts indicating delays or non-compliance".

Please disclose

- 1) How many work streams the DIT has on this system
- 2) How many are delayed or non-compliant
- 3) The names of delayed or non-compliant work streams

best

[REDACTED] S40(2)

From: [REDACTED] S40(2)
To: [FOI](#)
Subject: [REDACTED] AND REQUEST FOR INFORMATION UNDER THE FREEDOM OF INFORMATION ACT AND THE ENVIRONMENTAL INFORMATION REGULATIONS.
Date: 06 July 2020 15:15:17

[REDACTED] AND REQUEST FOR INFORMATION UNDER THE FREEDOM OF INFORMATION ACT AND THE ENVIRONMENTAL INFORMATION REGULATIONS.

6 July 2020

Dear FOI Team

I would like to request the following information under The Freedom of Information Act and The Environmental Information Regulations.

I understand my request will take 20 working days to process but I would be grateful if you could acknowledge receipt.

Please note that I am only interested in information generated between 1 January 2002 and 31 December 2002.

Please note that the reference to the Duke and Duchess of York in the questions below should include those two individuals when they were acting alone and those two individuals when they were acting in together. It should also include anyone in their private office (s) able to correspond and communicate on their behalf.

Please note that the reference to the Secretary of State should include the Secretary of State him or herself as well as anyone in his/her private office able to correspond on their behalf.

Please note that the reference to correspondence and communications in the questions below should be taken to mean all traditional forms of correspondence and communications such as letters and faxes, all emails irrespective of whether they were sent through private or official accounts and all messages sent through encrypted messaging services.

If for whatever reason you are aware of correspondence and communications between the aforementioned individuals which was sent/received outside the stated time period can you let me know of the relevant dates and I will submit a new request. If the department holds information on behalf of a predecessor department I would be grateful if you could provide that information.

Please note that I am only interested in correspondence and communications which specifically mention the society heiress Ghislaine Maxwell by name. I am interested in

receiving all correspondence and communication no matter how it relates to Ms Maxwell.

Please note that neither the Duke and Duchess of York has any official role or a programme of official duties. It therefore follows that disclosure of documents will not have any toxic effect on their roles/duties.

1...During the aforementioned period did the Duke and Duchess of York (acting individually or as a couple) write to or communicate with the Secretary of State and did they refer to Ghislaine Maxwell in that correspondence and communication.

2...If the answer to question one is yes can you please provide copies of the correspondence and communication.

3...During the aforementioned period did the Secretary of State write to either or both the Duke and Duchess of York and did he or she refer to Ghislaine Maxwell in that correspondence and communications.

4...If the answer to question three is yes can you please provide copies of the correspondence and communications.

5...Can you please let me know if any relevant correspondence and communications have - for whatever reason - been destroyed. In the case of each piece of destroyed correspondence and communication can you state when it was destroyed and why. In the case of each piece of destroyed correspondence and communication can you identify the author (s), the recipient (s) and the date generated. If the destroyed correspondence and communication continues to be held in another form can you please provide relevant copies.

Thank you for dealing with my request and I look forward to hearing from you.

All good wishes

[REDACTED] S40(2)
[REDACTED]
[REDACTED]

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From: [REDACTED] S40(2)
Sent: 06 July 2020 15:51
Subject: Request for Information - Mobile

Dear FOI Officer,

I want to make a Freedom of Information request, could you please send me the following information with regards to the organisation's Mobile Phones contract.

You may have received the same request in the past and this information sent has now expired and I require an update as soon as possible for the following information:

If there is more than one provider please split all the information including the annual average spend, number of connection, duration, contract dates and internal contact details.

1. Network Provider(s) - Please provide me with the network provider name e.g. EE, Telefonica, Vodafone, Three
2. Annual Average Spend for each Network Provider - Can you please provide me with the average annual spend over the last 3 years. If this is a new contract can you please provide the estimated annual spend.
3. Number of Connections- Number of connections for each network provider. **(number of voice only devices, voice and data devices, data only devices)** please provide me with the breakdown and not the overall total.
4. Duration of the contract- please state if the contract also includes contract extensions for each provider.
5. Contract Start Date- please can you provide me with the start date of the signed agreement. Please do not provide me with the framework contract date I require the contract dates of the signed agreement. **(if there are multiple start dates, could you please provide me with the earliest date for each provider)**
6. Contract Expiry Date- please can you provide me with the expiry date of the signed agreement. Please do not provide me with the framework contract date I require the contract dates of the signed agreement. If the contract is rolling please state.
7. Contract Review Date- Please can you provide me with a date when the organisation plans to review this contract.
8. The person in the organisation responsible for this particular contract. Can you send me the full contact details Contact Name, Job Title, Contact Number and direct email address for each network provider? If full contact details cannot be provided please send me their actual job title.

9.If the mobile phone contract is provided by a managed contract please provide me with the actual name of the network provider along with the number of connections and the internal contact from within the organisation responsible for this contract.

Please can you provide me with the latest information- If the organisations are currently out to tender please can you also state the approx. date of the award along with the information above.

Also if the contract in the response has expired/rolling please can you provide me with further information if available of the organisation's plans going forward with regards to mobiles and the current status?

If this contract was awarded within the past three months can you please provide me with a shortlist of suppliers that bid on the contract?

 S40(2)

From: [REDACTED] S40(2)
Sent: 06 July 2020 16:24
To: FOI <FOI@trade.gov.uk>
Subject: Request for Information - Telephone Maintenance

Dear FOI Officer,

I would like to request information under the Freedom of Information Act. The information that I require relates to a specific telephone maintenance contract.

The contract information sent by the organisation previously has now expired please can you provide me with a new update of the telephone maintenance contract:

Please can you send me the following contract information with regards to the organisation's telephone system maintenance contract (VOIP or PBX, other) for hardware and Software maintenance and support if all the information is still the same besides the contracts dates please send just the new contract dates it would be much appreciated.

1. Contract Type: Maintenance, Managed, Shared (If so please state orgs)
2. Existing Supplier: If there is more than one supplier please split each contract up individually.
3. Annual Average Spend: The annual average spend for this contract and please provide the average spend over the past 3 years for each provider
4. Hardware Brand: The primary hardware brand of the organisation's telephone system.
5. Number of telephone users:
6. Contract Duration: please include any extension periods.
7. Contract Expiry Date: Please provide me with the day/month/year.
8. Contract Review Date: Please provide me with the day/month/year.
9. Application(s) running on PBX/VOIP systems: Applications that run on the actual PBX or VOIP system. E.g. Contact Centre, Communication Manager.
10. Telephone System Type: PBX, VOIP, Lync etc
11. Contract Description: Please provide me with a brief description of the overall service provided under this contract.
12. Go to Market: How where these services procured, please provide me with either the tender notice or the framework reference number. Please specify if procured through other routes.
13. Contact Detail: Of the person from with the organisation responsible for each contract full Contact details including full name, job title, direct contact number and direct email address.

If the service support area has more than one provider for telephone maintenance then can you please split each contract up individually for each provider.

If the contract is a managed service or is a contract that provides more than just telephone maintenance please can you send me all of the information specified above including the person from with the organisation responsible for that particular contract.

If the maintenance for telephone systems is maintained in-house please can you provide me with:

1. Number of telephone Users:
2. Hardware Brand: The primary hardware brand of the organisation's telephone system.
3. Application(s) running on PBX/VOIP systems: Applications that run on the actual PBX or VOIP system. E.g. Contact Centre, Communication Manager.
4. Contact Detail: Of the person from with the organisation responsible for telephone

maintenance full Contact details including full name, job title, direct contact number and direct email address.

Also if the contract is due to expire please provide me with the likely outcome of the expiring contract.

If this is a new contract or a new supplier please can you provide me with a short list of suppliers that bid on this service/support contract?

I'm happy to receive this information in an email.

Thanks

 **S40(2)**

From: [REDACTED] S40(2)
Subject: Overseas Communications training
Date: 07 July 2020 12:47:20

Dear Sir/Madam,

Please disclose information pertaining to overseas communications training for foreign governments undertaken by the government communications service, via your department, since 2017-18.

Please include dates, net costs, the government for which the training was conducted and a summary of the training.

Many thanks,

--

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] S40(2)

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-----Original Message-----

From: [REDACTED] S40(2)

Sent: 14 July 2020 20:35

To: FOI <FOI@trade.gov.uk>

Subject: Freedom of Information request - Clearing House/round robin lists

Dear Department for International Trade,

I understand that the FOI round robin list is issued daily to Whitehall departments, and that it comprises of FOI requests across departments that either (a) are identical requests that have been sent to multiple departments or (b) are asking about sensitive subjects that have been reported to the Cabinet Office Clearing House. Once a request is added to the list, other government departments who receive the same request also notify Clearing House.

In light of this, I would like to request the following information:

(1) What criteria does the department use - or refer to - when it flags requests to the round robin list? Please provide a copy of the criteria, or guidelines.

(2) What criteria does the department use - or refer to - when it flags requests to the Cabinet Office Clearing House? Please provide a copy of the criteria, or guidelines.

(3) Does the department have a list of sensitive subjects which prompt requests being flagged to the Cabinet Office Clearing House? Please disclose it if it exists.

(4) For the past two weeks, please provide a copy of all requests that have been sent to the Cabinet Office Clearing House by this department (please redact requesters' names).

(5) For the past two weeks, please provide a copy of round robin lists received by the department (please redact requesters' names).

I would like to remind the department that in Decision Notice FS50841228, the ICO ruled that the Cabinet Office had to release past round robin lists.

I would like to receive this information in an electronic format. If you feel that a substantive response to this request is not possible within a reasonable time frame, I would be grateful if you could contact me and provide assistance as to how I can refine the request. If you need any clarification, please contact me. I look forward to receiving a response in 20 working days. Many thanks.

Yours faithfully,

[REDACTED]

S40(2)