

## MOD FOI/EIR Compliance Notes

### Costing Exercise

Please complete the below boxes as accurately as possible with the activities involved for each. If the Section 12 activities do not exceed 24 working hours/£600 please continue to the section 14(1) (Burden) activities.

Whilst there is no statutory limit for s.14(1) (Burden) our general guidance is to double the section 12 limits i.e. 48 working hours/£1,200.

Action	Total Hours	Total Cost (at £25 per hr per person)
<b><u>Section 12 Activities</u></b>		
Ascertaining whether we hold the information		
Locating the information		
Retrieving the information		
Extracting the information within scope		
<b><u>Total cost of Section 12 activities</u></b>		
Does section 12 apply?	Yes	No
<b><u>Section 14(1) (Burden) Activities</u></b>		
Assessing and reviewing		
Considering and applying exemptions		
Redaction		
Consultation		
Other Considerations		
<b>Total (including section 12 activities)</b>		
Does Section 14(1) (Burden) apply?	Yes	No

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### Costing Exercise Example

Action	Total Hours	Total Cost (at £25 per hr per person)
<b><u>Section 12 Activities</u></b>		
<b>Ascertaining whether we hold the information</b> Not relevant. We know we hold the information		
<b>Locating the information</b> 3 people searching. 1 hour each.	3	£75
<b>Retrieving the information</b> 30 files identified. 5 mins to retrieve each file	2.5 (30 x 5 mins)	£62.50
<b>Extracting the information within scope</b> 2 people spending approx. 7 hours each extracting info in scope	14	£350
<b><u>Total cost of Section 12 activities</u></b>	<b>19.5</b>	<b>£487.50</b>
Does section 12 apply?	<del>Yes</del>	<b><u>No</u></b>
<b><u>Section 14(1) (Burden) Activities</u></b>		
<b>Assessing and reviewing</b> 60 documents to be reviewed by SME @ 20 mins per doc	20	£500
<b>Considering and applying exemptions</b> 2 hours considering PIT	2	£50
<b>Redaction</b> 10 mins per file redacting	10	£250
<b>Consultation</b> 8 hours consulting stakeholders on what should be withheld	8	£200
<b>Other Considerations</b> Photocopying	30 mins	£12.50
<b>Total (including section 12 activities)</b>	<b>60</b>	<b>£1,500</b>
Does Section 14(1) (Burden) apply?	<b><u>Yes</u></b>	<del>No</del>