

Mr. David Holland

10 August 2011

Dear Mr. Holland

ENVIRONMENTAL INFORMATION REGULATIONS 2004 – INFORMATION REQUEST (FOI_11-167; EIR_11-012)

Further to your request for information received 25 July 2011, I have consulted relevant units within the University and am writing to request clarification of an aspect of your request. This request for clarification is in line with our obligations under s.16 of the Act to provide advice and guidance to requesters in formulating a valid request.

You have requested “...exact copies of all the information held by you as *a result of the participation of your employees* in the Second Lead Authors Meeting (LA2), 18-22 July 2011, at Brest, France.” We are, in particular, seeking clarification of what you mean by ‘information held by as a result of the participation’ of our employees at the noted meeting. We are starting with the assumption that your request is for all the information provided to delegates to the meeting by the IPCC WG1 TSU. I would appreciate it if you could confirm that this is your intention.

However, it has come to my attention that there may be other information that could be considered ‘resulting from’ participation. For example, are you interested in receiving information related to travel arrangements and expenses? There also exists information generated at the meeting itself, either formally or informally between participants, that would have not have existed but for the participation of the delegate at the meeting.

Please note that the statutory timescale of 20 working days as defined by the Freedom of Information Act 2000 will not commence for the portions of your request requiring clarification until such time as we receive said clarification. Once that is received, the ‘clock’ will commence, those portions of your request considered, and you will receive the information requested within the statutory timescale, subject to the information not being exempt or containing a reference to a third party. You will be informed of any exemptions or references to third parties.

Please note that if we do not receive a response to our request for clarification within 60 calendar days of the date of this letter, we will close the file for the request and will not take any further action on the request. This policy has been reviewed and approved by the Information Commissioner’s Office.

Finally, we are aware that a similar request has been sent to a number of other UK-bases public institutions. I would expect that they would wish to receive a similar clarification of your request. Would you consent to us sharing your response with other institutions? This will save them the trouble and expense of writing you, and you the trouble and time of responding.

I trust this is to your satisfaction and look forward to your reply. If you have any queries or concerns then please contact me at:

University of East Anglia
Norwich
NR4 7TJ
Telephone: 01603 593 523
E-mail: foi@uea.ac.uk

Further information is also available from the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 0303 123 1113

www.ico.gov.uk

Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

David Palmer
Information Policy and Compliance Manager
University of East Anglia