

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate your case until the MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website, <http://www.ico.org.uk>.

Yours sincerely,

(Original Signed)
Defence People Secretariat

263/92 Honours, Decorations and Medals – the Award of the General Service Medal 1962 with Clasp Northern Iraq and Southern Turkey (U)

[D Pers 6/9/16/1: 83005MB]

1. Her Majesty The Queen has graciously approved the award of the General Service Medal 1962 with Clasp 'N.IRAQ and S.TURKEY' in general recognition of service on Operation HAVEN, from 6 Apr to 17 Jul 91.
2. The qualifications for Clasp 'N.IRAQ and S.TURKEY' will be:
 - a. Service of 30 days or more continuously; or
 - b. Three operational air sorties; in
 - c. Northern Iraq West of 44 45E and North of 36 OON and Southern Turkey, including its territorial waters, east of 35 OOE and south of 38 OON between 6 Apr and 17 Jul 91.
3. Eligible personnel are:
 - a. Regular or Reserve members of the Armed Forces on the attached or posted strength of any Royal Navy, Royal Marines, Army or Royal Air Force unit or formation committed to; the United States' Operation PROVIDE COMFORT; and British Operation HAVEN. Both operations for the relief and protection of Kurds in Northern Iraq.

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- b. Loan Service and Exchange Personnel serving with coalition units committed on Operation PROVIDE COMFORT.
 - c. Regular and Reserve members of Commonwealth Forces on the attached or posted strength of units of British Forces HAVEN.
 - d. Multinational Regular and Reserve Service Personnel serving with units of Operation HAVEN, except Dutch personnel who have received a comparable medal from the Netherlands Government.
 - e. Overseas Development Administration civil advisers.
 - f. United Kingdom based members of the Civil Service serving with Her Majesty's Armed Forces in the above specified areas.
 - g. Ministry of Defence accredited artists.
 - h. Civilian members of the Royal Fleet Auxiliary, and of any such organization as may be hereafter be determined, who served directly with the Armed Forces between the above specified dates and in the specified areas.
4. If qualifying service in para. 2a and 2b above is brought to an end before the completion of 30 days on account of death, or evacuation owing to wounds, or other disability due to service, the reduced period of service will be sufficient qualification for the award.
5. The grant to persons described in para. 3 above, of a British Honour, Decoration or Medal of the status of the Queen's Gallantry Medal or above, or a Queen's Commendation or Mention in Despatches, for gallantry in operations during the qualifying period, not amounting to 30 days, will also qualify the recipient for the General Service Medal, 1962 and/or Clasp.
6. a. The award of the Queen's Commendation or of a Mention in Despatches, for service in the operational area, will be denoted by the wearing of an oak leaf emblem on the ribbon of the medal.
 - b. The Clasp 'N.IRAQ and S.TURKEY' will not be denoted by the wearing of a rosette on the ribbon of the Medal.
 - c. Personnel who have already been awarded the General Service Medal 1962 will receive the Clasp only.
7. Consideration may be given to the award of the Medal to personnel who have been engaged in specially hazardous operations of comparatively short duration.
8. Medals and/or Clasps will be issued to qualified personnel under single-Service arrangements. Medals for deceased personnel are to be given over to the next of kin in presentation boxes, they are not to be sent by post.

RESTRICTED

**DCI GEN 63/97 Honours, Decorations and Medals - the
Award of the General Service Medal 1962 with Clasp Air
Operations Iraq (U)**

[D/DS Sec/4/33: 86687MB]

1. Her Majesty The Queen has graciously approved the award of the General Service Medal 1962 with Clasp 'Air Operations Iraq' in general recognition of service in Air Operations over Iraq, from 19 Sep 91 to a date yet to be decided.

2. The qualifications for Clasp 'Air Operations Iraq' will be:

- a. Service of 60 days or more continuously, or 90 days or more aggregated service on the posted strength of units on, or in support of, Air Operations over Iraq detached to Incerlik, Cyprus, Riyadh, Dharhran, Al Kharj and Bahrain; or
- b. Six operational air sorties flying in Iraqi airspace commencing either on or after 19 Sep 91 for Operation Warden or on or after 27 Aug 92 for Operation Jural.

3. Tanker aircrew flying missions in support of Operations Warden and Jural but who do not fly in Iraqi airspace will be eligible if they have the qualifying service set out at 2a above.

4. Eligible personnel are:

- a. Regular or Reserve members of the Armed Forces on the attached or posted strength of any Royal Navy, Royal Marines, Army or Royal Air Force unit or formation committed to Operations Warden or Jural, both Operations for the protection of ethnic minorities in Iraq;
- b. Loan Service and Exchange Personnel serving with coalition units committed to Operations Warden or Jural;
- c. Regular or Reserve members of Commonwealth Forces on the attached or posted strength of units of Operations Warden or Jural;
- d. Multinational Regular and Reserve Service Personnel serving with units of Operations Warden or Jural;
- e. Overseas Development Administration civil advisers;
- f. United Kingdom based members of the Civil Service serving with Her Majesty's Armed Forces with units of Operations Warden or Jural;
- g. Ministry of Defence accredited artists; and
- h. Civilian members of the Royal Fleet Auxiliary, and of any other such organisation as may hereafter be determined, who served directly with units of the Armed Forces engaged on Operations Warden or Jural.

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5. If qualifying service in para 2a and 2b above is brought to an end before the completion of the specified qualifying period on account of death, capture, wounding or other disability due to service, the reduced period of service will be sufficient qualification for the award.
6. The grant to persons described in para 4 above, of a British Honour, Decoration or Medal of the status of a Queen's Gallantry Medal or above, or a Queen's Commendation, or a Mention-in-Dispatches, for services on operations during the qualifying period, not amounting to 60 days, will also qualify the recipient for the General Service Medal, 1962 and/or the Clasp.
7. Consideration may be given to the award of the Clasp 'Air Operations Iraq' to personnel who have been engaged in special hazardous operations of comparatively short duration.
8. Medals and/or Clasps will be issued to qualifying personnel under single-Service arrangements. Medals for deceased personnel are to be given over to the next of kin in presentation boxes, they are not to be sent by po

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II Service personnel

31/97 Honours, Decorations and Medals - The Award of The General Service Medal 1962 with Clasp 'Air Operations Iraq'

[PTC/3 53404/1/DCS(S): 5171GE]

1. DCI Gen 63/97 announced that Her Majesty The Queen has graciously approved the award of the General Service Medal 1962 with Clasp 'Air Operations Iraq' in general recognition of service in Air Operations over Iraq from 19 Sep 91 and to a date yet to be decided.

Qualifying Regulations

2. The qualification for the Clasp 'Air Operations Iraq' will be:

- a. Service of 60 days or more continuously, or 90 days or more aggregated service on the posted strength of units on, or in support of, Air Operations over Iraq detached to Incerlik, Cyprus, Riyadh, Dhahran, Al Kharj and Bahrain; or
- b. Six operational air sorties flying in Iraqi airspace commencing on or after 19 Sep 91 for Operation Warden or on or after 27 Aug 92 for Operation Jural.

3. Tanker aircrew flying missions in support of Operations Warden and Jural but who do not fly in Iraqi airspace will be eligible if they have the qualifying service set out at 2a above.

4. Eligible personnel are:

- a. Regular or Reserve members of the Armed Forces on the attached or posted strength of any Royal Navy, Royal Marines, Army or Royal Air Force unit or formation committed to Operations Warden or Jural. Both Operations for the protection of ethnic minorities in Iraq;
- b. Loan Service and Exchange Personnel serving with coalition units committed on Operations Warden or Jural;
- c. Regular and Reserve members of Commonwealth Forces on the attached or posted strength of units of Operations Warden or Jural;
- d. Multinational Regular and Reserve Service Personnel serving with units of Operations Warden or Jural;
- e. Overseas Development Administration civil advisers;
- f. United Kingdom based members of the Civil Service serving with Her Majesty's Armed Forces with units of Operations Warden or Jural;

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- g. Ministry of Defence accredited artists;
- h. Civilian members of the Royal Fleet Auxiliary, and of any such organisation as may be hereafter be determined, who served directly with Units of the Armed Forces engaged on Operations Warden or Jural.

5. If qualifying service in para 2a and 2b above is brought to an end before the completion of the specified qualifying period on account of death, capture, wounding, or other disability due to service, the reduced period of service will be sufficient qualification for the award.

6. The grant to persons described in para 4 above, of a British Honour, Decoration or Medal of the status of a Queen's Gallantry Medal or above, or a Queen's Commendation or Mention in Despatches, for services on operations during the qualifying period, not amounting to 60 days, will also qualify the recipient for the General Service Medal, 1962 and/or the Clasp.

7. Consideration may be given to the award of the Clasp 'Air Operations Iraq' to personnel who have been engaged in specially hazardous operations of comparatively short duration.

8. The award of the Clasp 'Air Operations Iraq' will be reckonable towards the qualification for the Accumulated Campaign Service Medal.

Initial Issue of the Medal and/or Clasp - RAF Personnel

9. Applications for the award of the GSM with Clasp 'Air Operations Iraq' are to be submitted in the format of the ANNEX, to: PMA(CS)2a(3)(RAF), RAF Personnel Management Agency, RAF Innsworth, Gloucester, GL3 1EZ. When applying under para 2b, official confirmation from flying log books should also be produced.

10. Arrangements are in hand for the Royal Mint to produce the new clasp and additional stocks of the GSM. However, it will be several months before the medal or clasp is available for issue from PMA(CS)2a(3)(RAF).

ANNEX

From: Royal Air Force

To: PMA(CS)2a(3)
RAF Personnel Management Agency
RAF Innsworth
Gloucester
GL3 1EZ**Claim for the General Service Medal with clasp 'Air Operations Iraq'**

Number	Rank	Surname	Initials
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Particulars of qualifying service:

Unit/Sqn	Location	Dates
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Has the Claimant been awarded the General Service Medal 1962, for previous service?

I am satisfied that the above named has qualified for the award of the GSM with clasp 'Air Operations Iraq' in accordance with DCI Gen 63/97.

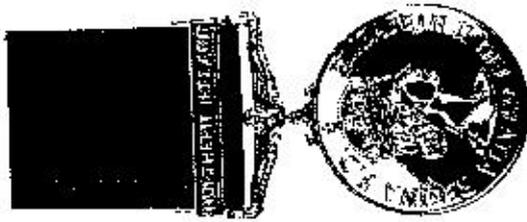
Signature of OC PSF

Signature of Station/Branch CO

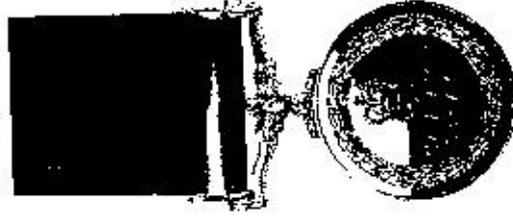
Name (Block Caps)

Rank Date

Obverse



Reverse



GENERAL SERVICE MEDAL 1962+

Instituted in 1962 to replace the separate Naval GSM & RAF/ARMY GSM and was awarded to recognise service in minor campaigns that fell short of full scale war. Most common clasps detailed below with an abbreviation of eligibility.

- AFGHANISTAN**
30 days in Sajah, Sajah and Bazaar 24 Dec 1962 to 31 Aug 1966
- AFRICA**
14 days on Vincennes in Sudan 25 Apr 1963 to 12 Feb 1964
- SOUTH ARABIA**
30 days in the liberation of South Arabia 1 Aug 1963 to 30 Nov 1967
- VIETNAM**
33 days in Nakh, Pannasak and Singapore 17 Aug 1963 to 12 Nov 1966 and Royal Naval Ships on an patrol duties from 23 June 1965 to 11 Aug 1966
- INDONESIA**
30 days in Northern Borneo 14 Aug 1963 to 31 July 1967
- AFGHANISTAN**
30 days in Dugfir and waters 1 Oct 1980 to 30 Sept 1975
- AFGHANISTAN**
30 days in Falam and waters 7 Feb 1983 to 8 Nov 1984
- AFGHANISTAN**
30 days with 2nd Air Force 31-1-15 Aug 1984 to 14 Oct 1984
- AFGHANISTAN**
30 days on service in Gulf and Gulf of Oman 17 Nov 1986 to 28 Feb 1989
- AFGHANISTAN**
90 days continuous in Kuwait and Northern Gulf 19 Nov 1991 to 30 Sept 1997
- AFGHANISTAN**
30 days continuous in 3 sectors 6 Apr 1991 to 17 July 1991

AFGHANISTAN 1994
Further operations and length of service in the region between 1991 and 2003

General Service Medals 1915 - 1962

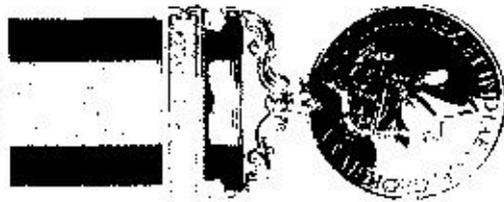
INDIA GENERAL SERVICE MEDAL 1936-39

The fourth and last of the India General Service medals, approved in 1938, for issue to all ranks of the British and Indian Army and RAF personnel for minor campaigns in India between 1936-39.

The medal, produced in silver, was struck by both the Royal Mint in London and the Calcutta Mint in India, the British version having a slightly more ornate suspender bar. Only two campaign clasps were awarded for this version of the medal, North West Frontier 1936-37 and North West Frontier 1937-39. The India General Service medal was not awarded after the outbreak of World War II in 1939.

On 15 August 1947, India was granted independence from British Rule; the India General Service medal, from that date, became obsolete.

Obverse



Reverse



II Service Personnel**63/99 Honours, Decorations and Medals - the General Service Medal, 1962 - extensions to the qualifying criteria for the award of Clasp 'Air Operations Iraq' (U)**

[D/DSSec 4/33: 86687MB]

1. Her Majesty The Queen has graciously approved the amendments set out below to the qualifying criteria for the award of the General Service Medal, 1962 with Clasp 'Air Operations Iraq'.

2. The additions to qualification for the Clasp 'Air Operations Iraq' will be:

- a. service of 30 days or more continuously, or 60 days or more aggregated service on the posted strength of units on, or in support of, Air Operations over Iraq detached to Incerlik, Salopi and Zakhu between 16 Jul 91 and 19 Sept 91. Time spent in transit between Incerlik and Salopi/Zakhu is to count towards such service.
- b. service of 60 days or more continuously, or 90 days or more aggregated service on the posted strength of units on, or in support of, Air Operations over Iraq, as part of Operations BOLTON and COLMAR

or

- c. six operational air sorties flying in Iraqi airspace as part of Operation BOLTON or as part of the preparation for Op WARDEN between 16 Jul 91 and 19 Sept 91.

Tanker aircrew flying missions in support of Operation BOLTON but who do not fly in Iraqi airspace will be eligible if they have the qualifying service set out at 2a above.

3. Eligible personnel are:

- a. Regular or Reserve members of the Armed Forces on the attached or posted strength of any Royal Navy, Royal Marines, Army or Royal Air Force unit or formation committed to preparation for Air Operations in Northern Iraq between 16 Jul 91 and 19 Sept 91, or committed to Operation BOLTON;
- b. Loan Service and Exchange Personnel serving with coalition units committed to Operation BOLTON;
- c. Regular or Reserve members of Commonwealth Forces on the attached or posted strength of units of Operation BOLTON;

- d. multinational Regular and Reserve Service personnel serving with units of Operation BOLTON;
- e. Department for International Development civil advisers;
- f. United Kingdom based members of the Civil Service serving with Her Majesty's Armed Forces with units of Operation BOLTON;
- g. Ministry of Defence accredited artists; and
- h. civilian members of the Royal Fleet Auxiliary, and of any other such organisation as may hereafter be determined, who served directly with units of the Armed Forces engaged on Operations BOLTON.

(In this para 'Operation BOLTON' also includes Operation COLMAR)

4. If qualifying service is brought to an end before the completion of the specified qualifying period on account of death, capture, wounding or other disability due to service, the reduced period of service will be sufficient qualification for the award of the Clasp 'Air Operations Iraq'. The grant of a British Honour, Decoration or Medal of the status of the Queen's Gallantry Medal or above, or a Queen's Commendation, or a Mention-in-Despatches, for services on operations during the qualifying period, not amounting to that stated above, will also qualify the recipient for the Clasp 'Air Operations Iraq'.

Consideration may be given to the award of the Clasp 'Air Operations Iraq' to personnel who have been engaged in special hazardous operations of comparatively short duration.

5. The award of the General Service Medal, 1962 and Clasp 'Air Operations Iraq' will be made as soon as possible to those who have qualified as a result of these additions. Individuals to whom the General Service Medal, 1962 has already been awarded will be granted the Clasp only.

6. Medals and/or Clasps will be issued to qualifying personnel under single Service arrangements. Medals for deceased personnel are to be given over to the next of kin in presentation boxes, they are not to be sent by post.

Not to be communicated to
anyone outside HM Service
without authority

DCI GEN 223
1999



Defence Council Instructions

General

Kenn Trewin

MINISTRY OF DEFENCE
6 August 1999

DCIs are automatically
cancelled after one year

Contents

223 Open Government

About this DCI

1. This DCI provides guidance on the way in which Government information should be released or retained, including how to deal with queries from members of the public, Parliamentary Questions and Parliamentary Enquiries about the work of the Ministry of Defence (MOD) and the Armed Services. It is based on the *Code of Practice on Access to Government Information (Second Edition, 1997)* and supersedes DCI 54/98. All employees of the MOD, its Agencies, Non-Departmental Public Bodies (NDPBs) and the Armed Forces should be familiar with this guidance and ensure that it is fully and consistently applied. Copies of this DCI and Guidance on Interpretation of the Code can be found on MODWeb under 'Policy' then 'The Machinery of Government: Open Government in the Ministry of Defence', on DAWN under DCIs on the PE Knowledge Base, via the Internet at <http://www.mod.uk/policy/opengovt/policy.htm>, and from OMD14 on 84814MB. Further specialist advice on the disclosure of both official and personal information may be obtained from C&L(F&S)Legal 1.

2. This DCI has been produced by the Directorate of Organisation and Management Development (DOMD). DOMD is responsible for MOD policy on openness, monitoring the Code, and handling appeals. A list of useful guidance and contacts is at ANNEX A.

Freedom of Information

3. A Freedom of Information White Paper, 'Your Right to Know', was published in December 1997. This has now been followed by the publication of a Draft Freedom of Information Bill on 24 May 99. Following a period of consultation the Government is committed to introducing the Bill to Parliament as soon as the legislative programme allows. The purpose of the legislation 'is to increase openness and accountability by ending unnecessary secrecy in the public sector' by establishing a general statutory right of access to official records and information, and is linked with the general drive for higher standards of service. PUS reiterated MOD's position in Paper Clips (June 1999): 'We should see Freedom of Information as an opportunity to carry forward existing Departmental policy to be more open about Defence matters... Freedom of Information is about changing culture in favour of openness, and in recognising that more of our business may be open to disclosure than at present.' *Advice on how to operate the Act when it enters into force and procedures to be followed will be provided in due course.* Contacts for further information are listed under ANNEX A.

Applying the Code of Practice

4. In the meantime, the Government has made it clear that it wishes to continue to use the existing non-statutory Code of Practice as the basis for greater openness in government. Staff should note that the Code sets a minimum standard for

Government openness. All parts of the MOD must, as a matter of policy, take a positive approach to the release of information and work on the presumption that information should be made available. This applies equally to dealings with members of the public and in responding to Parliamentary Questions and Parliamentary Enquiries.

5. Proposals that information should be withheld must be balanced with any public interest in disclosure. The Code includes exemptions (see Annex B) which specify when disclosure may be refused for specific reasons because it is not in the public interest, and a justification must be given in terms of the Code. The exemptions should be interpreted narrowly. Information should not be withheld simply because it is routinely classified within the MOD; the need for the classification should be re-examined in the light of the Department's policy on openness and the terms of the Code. Ways to disclose information should always be sought (e.g. by releasing part of a document). *Staff are encouraged to seek advice from OMD14 in all cases when it is proposed that information should be withheld.*

6. The following information should be made routinely available:

- Facts and analysis of the facts considered relevant and important in framing major policy proposals and decisions;
- Explanatory material, including internal guidance on dealings with the public and on rules and procedures;
- Reasons for administrative decisions; and
- Full information about how public services are run, including details of any service standards and performance in relation to these.

Copies of documents of particular significance released to the public covering these and other areas should be sent to the Chief Librarian.

7. In addition, staff are encouraged to identify discrete blocks of records of more than ordinary interest to the public, which could be released to the Public Record Office ahead of the normal 30 year point. Details should be passed to: Defence Records 1 (DR1), Room A/82, Metropole Building, Northumberland Avenue, London WC2N 5BP; Tel: 0171 807 0254.

Handling requests for information

8. The MOD has a duty to respond positively to any request for information (whether or not the Code has been specifically mentioned in the request). Failure to do so could result in an appeal to the Ombudsman (Parliamentary Commissioner for Administration) and ultimately to censure. In general, information should be released in the most cost effective manner. Where an individual has requested information contained wholly within a specific document or report, and no information within that document or report is exempt, it may be easier to disclose the whole document or report. DR1 and DOMD should be advised when a whole document is released.

9. *Parliamentary Questions (PQs) and Parliamentary Enquiries (PEs)*. (See also the 'Useful guidance and contacts' at ANNEX A). Requests for information from MPs and Peers (PQs and PEs) should also be treated in accordance with the Code and specialist guidance as necessary. Answers must always be open, honest and unambiguous. They must not deceive or mislead. Information should only be withheld where the Code would allow it and the advice to Ministers should set out the information it is not possible to publish, together with an explanation why. The answer to the PQ or PE *must* include a specific reference to the exemption under which the Minister has decided to withhold the information requested. It is never acceptable to say simply, as has been done in the past, that it is not our practice to give a particular type of information.

10. *Response targets*. Requests for information should be replied to within 20 working days (simple requests should be replied to sooner). The Department is required to report on its performance against this target and PUS has personally emphasised the importance he attaches to achieving the target whenever possible. *On rare occasions where the target cannot be met because requests require more extensive work, an initial holding reply must be sent within 20 working days* (preferably earlier), explaining the reasons for any delay, and an indication of the time it will take to respond fully. Correspondents should be kept informed of the progress of their request.

11. *Charging*. Charges may be made to cover costs of identifying and releasing the information required. This will not apply to information which has traditionally been free. Further, no charge should be made for the first four hours spent replying to a request. After this time, a charge of £15.00 may be made for every extra hour (or part thereof) worked. Any cheques should be made payable to 'The Accounting Officer, MOD.' If dealing with a request would require an *unreasonable* diversion of resources, it may be refused (see exemption 9 of the Code). If charges are likely, an enquirer should be informed as early as possible of their estimated size and asked if he/she wishes the enquiry to proceed (see ANNEX C, para 2). This charging regime applies irrespective of the status of the enquirer (e.g. private individual or business).

12. *Withholding information*. No categories of information are automatically excluded from the Code. Categories of information which may be exempted from release when this is in the public interest are listed at ANNEX B. Each request should always be judged on its merits, and there should not be an assumption that if information is currently exempt it will always be exempt. The emphasis must always be on allowing as much information as possible to flow freely into the public domain. If information is refused, it should be made clear in the reply that the balance of public interest in the individual case has been considered and has been judged to weigh against disclosure. In order to ensure that these obligations are taken seriously, all refusals of requests must be cleared, in writing, at one-star level. Any letter of refusal must refer to the relevant Code exemption(s), give as much additional explanation as possible, and enclose a paragraph explaining the appeals procedure (see ANNEX C, para 1). Refusals of telephone requests must, like written refusals, make clear the right of appeal.

ANNEX A

Useful guidance and contacts

Open Government, and the Contents of this DCI: OMD14, Room 617, Northumberland House, Northumberland Avenue, London WC2N 5BP; Tel: 0171 218 4814; fax: 0171 218 0223.

Freedom of Information: OMD/AD(E&MG), Room 617, Northumberland House, Northumberland Avenue, London WC2N 5BP; Tel: 0171 218 5851; fax: 0171 218 0223. Information can also be found on MODWeb under 'Policy' then 'The Machinery of Government: Open Government in the Ministry of Defence' or on the Home Office website (<http://www.homeoffice.gov.uk/foi>). *Note: Further advice will be provided in due course.*

Disclosure of Official and Personal Information: DC&L(F&S)Legal 1, Room 3/18, Metropole Building, Northumberland Avenue, London WC2N 5BP; tel: 0171 218 0885; fax: 0171 218 0844.

Management of Records: Defence Records 1, Room A/82, Metropole Building, Northumberland Avenue, London WC2N 5BP; Tel: 0171 807 0254; fax: 0171 807 0256.

PQs and PEs: The KITE (Keep It To Essentials) booklet, 'Parliamentary Business.' Guidance on drafting answers to PQs (a 1997 DCI) can be found on MODWeb under 'Instructions' then 'DCIs', and on DAWN under DCIs on the PE Knowledge Base.

Environmental Information: Annex 3 of JSP 418

Public Enquiries Office: 0171 2186645

Complaints Contact Point: [REDACTED] Assistant Parliamentary Clerk. Room 6134MB, Parliamentary Branch; Tel: 0171 [REDACTED]

Media Contact Point: Press Office: Tel: 0171 2187931 or: 01712182906

ANNEX B

Code of Practice on Access to Government Information

Reasons For Confidentiality

The following categories of information are exempt from the commitments to provide information in this Code. In those categories which refer to harm or prejudice, the presumption remains that information should be disclosed unless the harm likely to arise from disclosure would outweigh the public interest in making the information available.

References to harm or prejudice include both actual harm or prejudice and risk or reasonable expectation of harm or prejudice. In such cases it should be considered whether any harm or prejudice arising from disclosure is outweighed by the public interest in making information available.

The exemptions will not be interpreted in a way which causes injustice to individuals.

More detailed guidance on exemptions can be obtained from OMD14.

1. *Defence, security and international relations*
 - a. Information whose disclosure would harm national security or defence.
 - b. Information whose disclosure would harm the conduct of international relations or affairs.
 - c. Information received in confidence from foreign governments, foreign courts or international organisations.
2. Internal discussion and advice. Information whose disclosure would harm the frankness and candour of internal discussion, including:
 - a. proceedings of Cabinet and Cabinet committees
 - b. internal opinion, advice, recommendation, consultation and deliberation;
 - c. projections and assumptions relating to internal policy analysis; analysis of alternative policy options and information relating to rejected policy options;
 - d. confidential communications between Departments, public bodies and regulatory bodies.

3. *Communications with the Royal Household.* Information relating to confidential communications between Ministers and Her Majesty the Queen or other Members of the Royal Household, or relating to confidential proceedings of the Privy Council.

4. *Law enforcement and legal proceedings*

- a. Information whose disclosure could prejudice the administration of justice (including fair trial), legal proceedings or the proceedings of any tribunal, public inquiry or formal investigations (whether actual or likely) or whose disclosure is, has been, or is likely to be addressed in the context of such proceedings.
- b. Information whose disclosure could prejudice the enforcement or proper administration of the law, including the prevention, investigation or detection of crime, or the apprehension or prosecution of offenders.
- c. Information relating to legal proceedings or the proceedings of any tribunal, public inquiry or other formal investigation which have been completed or terminated, or relating to investigations which have or might have resulted in proceedings.
- d. Information covered by legal professional privilege.
- e. Information whose disclosure would harm public safety or public order, or would prejudice the security of any building or penal institution.
- f. Information whose disclosure could endanger the life or physical safety of any person, or identify the source of information or assistance given in confidence for law enforcement or security purposes.
- g. Information whose disclosure would increase the likelihood of damage to the environment, or rare or endangered species and their habitats.

5. *Immigration and nationality.* Information relating to immigration, nationality, consular and entry clearance cases. However, information will be provided, though not through access to personal records, where there is no risk that disclosure would prejudice the effective administration of immigration controls or other statutory provisions.

6. *Effective management of the economy and collection of tax*

- a. Information whose disclosure would harm the ability of the Government to manage the economy, prejudice the conduct of official market operations, or could lead to improper gain or advantage.

- b. Information whose disclosure would prejudice the assessment or collection of tax, duties or National Insurance contributions, or assist tax avoidance or evasion.

7. *Effective management and operations of the public service*

- a. Information whose disclosure could lead to improper gain or advantage or would prejudice:
 - (1) the competitive position of a Department or other public body or authority;
 - (2) negotiations or the effective conduct of personnel management, or commercial or contractual activities;
 - (3) the awarding of discretionary grants.
- b. Information whose disclosure would harm the proper and efficient conduct of the operations of a department or other public body or authority, including NHS organisations, or of any regulatory body.

8. *Public employment, public appointments and honours*

- a. Personnel records (relating to public appointments as well as employees of public authorities) including those relating to recruitment, promotion and security vetting.
- b. Information, opinions and assessments given in confidence in relation to public employment and public appointments made by Ministers of the Crown, by the Crown on the advice of Ministers or by statutory office holders.
- c. Information, opinions and assessments given in relation to recommendations for honours.

9. *Voluminous or vexatious requests.* Requests for information which are vexatious or manifestly unreasonable or are formulated in too general a manner, or which (because of the amount of information to be processed or the need to retrieve information from files not in current use) would require unreasonable diversion of resources.

10. *Publication and prematurity in relation to publication.* Information which is or will soon be published, or whose disclosure, where the material relates to a planned or potential announcement or publication, could cause harm (for example, of a physical or financial nature).

ANNEX C

Recommended text when withholding / charging for information etc.

1. *If with holding information (reference to a Code exemption and the paragraph explaining appeals must be included whenever information is withheld). If it is necessary to withhold some or all of the information requested under the Code, an explanation must always be given within the terms of the Code. Where possible, try to include any additional explanation (specifically what harm would be caused by disclosure):*

'I am withholding this information in accordance with Exemption (e.g. 1) of the Code of Practice on Access to Government Information, which relates to (e.g. defence, security and international relations).

If you are unhappy with this decision and wish to appeal against it, you should write in the first instance to Ministry of Defence, DOMD, Room 619, Northumberland House, Northumberland Avenue, London WC2N 5BP. If, following the internal review you remain dissatisfied, you can ask your MP to take up the case with the Parliamentary Commissioner for Administration (the Ombudsman) who can investigate on your behalf. The Ombudsman will not investigate until the internal review process has been completed.'

2. *If it will be necessary to charge an enquirer for information*

'The Ministry of Defence is bound by the Code of Practice on Access to Government Information. This means that we are committed to providing you with the information you require, as long as it is not exempted under the Code. However, to ensure that this does not create an extra burden on the taxpayer, we have a charging regime for more complicated requests. If a request is likely to require over four hours' work, each hour's work over four hours (or part thereof) is charged at £15 per hour. I am writing to inform you that your enquiry will take more than four hours to deal with. Our estimate is that we will have to charge you £x. I would be grateful for confirmation that you wish to proceed with this enquiry and that you are willing to meet this charge. If the cost of obtaining the information is likely to be significantly greater than our estimate suggests we will contact you again before proceeding further.'

3. *Disclaimer.* The following disclaimer should be used if necessary:

'The information released to you was originally produced and retained solely for MOD purposes and, while every effort has been made to ensure its accuracy and completeness, no warranty can be given as to its accuracy or to its suitability for any other purpose. The MOD accepts no liability for loss or damage resulting from the use of this information.'

4. *Copyright.* Given the spirit of the Code, further copying and use of material should not normally be limited. If, however, in a particular case, you wish to limit reproduction, the following wording should be used:

'(C) Crown copyright reserved. For permission to reproduce, please apply to the Controller of HMSO.'

ANNEX D

Monitoring Requirements

1. MOD is required annually to monitor performance against our targets and other commitments under the Code of Practice on Access to Government Information (the Code). All MOD divisions, units, Agencies and NDPBs should monitor performance and provide a return. The reporting period is the calendar year. Systems should be in place to collect data throughout the year (1 Jan 99 to 31 Dec 99) and returns should be provided through Command Secretaries early in January 2000. A reminder will be sent out in October/November 1999. You should note that the operation of the Code is subject to audit and hence ensure that returns are accurate.

2. Important, please read this carefully: All correspondence and requests for information received by MOD should be dealt with in accordance with the Code. However, for monitoring purposes, only certain types of correspondence are categorised as 'Code requests' (see para 3 and para 4 a-e.). Only an overall volume figure of other requests is required (see para 4 f.)

3. For monitoring purposes 'Code requests' are defined as follows:

- Requests which specifically mention the Code;
- Requests for which a charge is made (see para 11 of this DCI); and
- Requests for which information has been refused under one or more Code exemption (see para 12 of this DCI).

If a request falls into more than one category it should only be counted once. Do not count Code requests which you have received but passed to another organisation to answer.

Parliamentary Questions should not be counted in the returns. Each *Parliamentary Enquiry* should be counted, but should be categorised in the same manner as all other requests for information according to the following means of identification; ie: PEs are *not necessarily* 'Code requests'.

Email correspondence should be treated as 'paper' correspondence and monitored in exactly the same way.

4. Data should be provided in the following format:

- a. Number of 'Code requests' dealt with over the period.
- b. Number of 'Code requests' answered within 20 working days.

- c. Number of 'Code requests' for which a charge was made, and the amount charged in each case. You should comment if the fees do not cover the bulk of the costs incurred over the period, or if they are too severe.
- d. Number of 'Code requests' which were refused.
- e. Sources of 'Code requests' The number of 'Code requests' coming from members of the following groups:
- Private individuals
 - Business (including legal firms)
 - Media and journalists
 - Academics
 - Charities, lobby groups and campaigns (including Campaign for Freedom of Information)
 - MPs/Peers
 - Other (including MBPs)
- f. Overall volume of correspondence/information requests, not including 'Code requests'. An estimate of the overall volume of correspondence and requests for information received should be given. You are not expected to undertake comprehensive monitoring - a reliable figure that can be subsequently checked will suffice, together with a brief explanation of how it was reached.

Further information

Short contributions under each of the following headings should also be provided. Where appropriate, details should be given of how and where copies of the information or publications mentioned can be obtained (including prices).

- g. *Facts and analysis with major policy announcements.* Details of any background material made available with Departmental policy announcements over the year.
- h. *Reasons with decisions.* Any announcements of new areas or activities where reasons have been given for decisions for the first time as a result of the Code - and major examples of where they are already given.
- i. *Internal guidance documents.* Details of any information published on the operation of Departmental systems or schemes, and in particular any internal guidance that have been made available over the year.
- J. *Information under the Citizen's Charter.* Information about any new charters or publication of new information (league tables or similar) plus a brief description of existing information available.

- k. Other developments. This would include any other relevant developments over the year. Please also include specific examples of Code requests which have resulted in disclosure. These might include instances where information has been disclosed for the first time or where a request has resulted in a change in policy towards disclosure.
 - l. Progress on review of information currently withheld. Please provide details of any progress made regarding reviews of previously withheld material, including examples of any information or records which have been made available.
4. As stated above, those divisions receiving large numbers of requests are not expected to undertake fully comprehensive monitoring. The information requested may be obtained by sampling requests over a shorter period and extrapolating a figure for the year. You should note, however, that the operation of the Code is subject to audit and, therefore ensure that returns are as accurate as possible.

DCI (2A)
31/00 Honours, Decorations and Medals - Qualifying Criteria for the award of the General Service Medal 1962 - Clasp 'Air Operations Iraq' (U)
 [NAVSEC H&A 1550/2/4-1: 27486PYV]

1. For qualifying criteria for the General Service Medal 1962 Clasp 'Air Operations Iraq' please refer to DCI 161/99 paras 1, 2, 5, 6 and 7. Paras 4 and 8 should be cancelled.

2. This DCI supersedes the list of qualifying ships DCI 161/99 paras 3(a) and (b).

a. RN and RFA ships which have served 60+ days in support of Op BOLTON are as follows:

1997/98

HMS <i>Boxer</i>	03 Dec 98	to	02 Feb 99	62 days
HMS <i>Illustrious</i>	20 Feb 98	to	23 Apr 98	62 days
HMS <i>Cumberland</i>	26 Sep 98	to	11 Dec 98	77 days
HMS <i>Grafton</i>	26 Apr 98	to	15 Aug 98	112 days
HMS <i>Nottingham</i>	23 Sep 97	to	22 Nov 97	61 days
	18 Jan 98	to	28 Mar 98	70 days
HMS <i>York</i>	15 Mar 98	to	24 May 98	71 days
	01 Aug 98	to	11 Oct 98	72 days
HMS <i>Coventry</i>	20 Nov 97	to	08 May 98	170 days
HMS <i>Herald</i>	08 Feb 98	to	10 May 98	92 days
HMS <i>Sandown</i>	02 Feb 98	to	16 May 98	104 days
HMS <i>Inverness</i>	02 Feb 98	to	16 May 98	104 days
HMS <i>Bridport</i>	02 Feb 98	to	16 May 98	104 days
FSU 03	02 Feb 98	to	16 May 98	104 days
MCM3 STAFF	02 Feb 98	to	16 May 98	104 days
RFA DILIGENCE	02 Feb 98	to	16 May 98	104 days
RFA BAYLEAF	19 Nov 97	to	24 Mar 98	126 days
RFA FORT VICTORIA	18 Jan 98	to	24 Apr 98	97 days
RFA BRAMBLELEAF	19 Mar 98	to	18 May 98	61 days
	04 Jun 98	to	24 Sep 98	113 days
	11 Oct 98	to	19 Jan 99	100 days

1999

HMS <i>Birmingham</i>	27 May 99	to	26 Oct 99	153 days
HMS <i>Invincible</i>	21 Jan 99	to	11 Apr 99	81 days
RFA FORT AUSTIN	21 Jan 99	to	11 Apr 99	81 days
HMS <i>Cumberland</i>	29 Jan 99	to	21 Apr 99	83 days
HMS <i>Newcastle</i>	22 Jan 99	to	10 Apr 99	79 days
RFA BRAMBLELEAF	29 Jan 99	to	06 Jun 99	129 days
RFA ORANGELEAF	07 Jul 99	to	Ongoing	204 days to date

- b. The following RN and RFA ships have not served tours of the full 60 days but personnel may qualify if they have served an aggregate 90 days on more than one ship, or the same ship at different times, within the qualifying dates.

1996

HMS Exeter	14 Jul 96	to	08 Aug 96	26 days
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1998

HMS Invincible	18 Jan 98	to	17 Mar 98	59 days
HMS Grafton	12 Nov 98	to	10 Dec 98	29 days
HMS Somerset	20 Feb 98	to	17 Mar 98	28 days
RFA FORT GEORGE	20 Feb 98	to	17 Mar 98	28 days

1999

HMS Boxer	07 Apr 99	to	04 Jun 99	59 days
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- c. These Ops will continue into 2000. Therefore any personnel, not covered by the above, but currently deployed in the Gulf, who believe that they may be eligible for this Clasp, should apply, through their Commanding Officers to the RN Medal Office or RM Historical Records, as listed in para 3, for a ruling.

3. Applications are to be made as follows:

- a. RN - through CO's to: RN Meals Office, Room 1068, Centurion Building, Grange Road, Gosport, Hants PO13 9XA
- b. RNR - to: Director of Naval Reserves, Room 007, Victory Building, PP72, HM Naval Base Portsmouth PO1 3LS
- c. RM/RMR - to: Historical Records Office Royal Marines, Room 038, Centurion Building, Grange Road, Gosport, Hants PO13 9XA

4. All other personnel should apply in accordance with single service regulations.

II Service Personnel

23/02: Honours, Decorations and Medals - the General Service Medal, 1962 Qualifying criteria for the award of Clasp 'Air Operations Iraq' (U)

[D/DSSec 4/33: (9)621x86687]

1. The award of the General Service Medal, 1962 (GSM 62) with Clasp 'Air Operations Iraq' was promulgated in DCI Gen 63/97, and subsequently amended by DCI (Joint) 63/99.
 2. With effect from 6 Feb 01 Operation RESINATE subsumed Operation BOLTON (incl Operation COLMAR), Operation WARDEN and those elements of Operation ARMILLA supporting Maritime Interdiction Operations (MIOPS). The revised qualifying criteria for the GSM 62, with Clasp 'Air Operations Iraq' for Operation RESINATE is as follows:
 - a. service of 30 days or more continuously, or 60 days or more aggregated service on the posted strength of units on, or in support of Air Operations over Iraq detached to Incerlik, Salopi and Zakhu between 16 Jul 91 and 19 Sept 91. Time spent in transit between Incerlik and Salopi/Zakhu is to count towards such service.
 - b. service of 60 days or more continuously, or 90 days or more aggregated service in the Joint Operational Area, described at para 5 below, and on the posted strength of units on, or in support of Operation RESINATE.
- Or
- c. six operational air sorties flying in Iraqi airspace as part of Operation RESINATE or as part of the preparation for Operation WARDEN between 16 Jul 91 and 19 Sept 91.
3. Tanker aircrew flying missions in support of Operation RESINATE but who do not fly in Iraqi airspace will be eligible if they have the qualifying service set out at 2a above.
 4. Eligible personnel are:
 - a. Regular or Reserve members of the Armed Forces on the attached or posted strength of any Royal Navy, Royal Marines, Army or Royal Air Force unit or formation committed to preparation for Air Operations in Northern Iraq between 16 Jul 91 and 19 Sept 91, or committed to, or in support of Operation RESINATE;
 - b. Loan Service and Exchange Personnel serving with coalition units committed to Operation RESINATE;
 - c. Regular or Reserve members of Commonwealth Forces on the attached or posted strength of units committed to Operation RESINATE;
 - d. multinational Regular and Reserve Service personnel serving with units committed to Operation RESINATE;
 - e. Department for International Development civil advisers;
 - f. United Kingdom based members of the Civil Service serving with Her Majesty's Armed Forces with units committed to Operation RESINATE;
 - g. Ministry of Defence accredited artists; and
 - h. civilian members of the Royal Fleet Auxiliary, and of any other such organisation as may hereafter be determined, who served directly with units of the Armed Forces engaged on and committed to Operation RESINATE.

The Joint Operational Area for Operation RESINATE is defined as follows:

- for
7
- a. The land mass and territorial airspace of Iraq, south of 33°N and north of 36°N; Turkey; Saudi Arabia; Kuwait; Qatar; Bahrain; United Arab Emirates and Oman.
 - b. The maritime boundaries are defined as the area encompassing the Arabian Gulf and the Gulf of Oman, north and west of a line from the Oman/Yemen border to 14° 40'N 054° 10'E to 19° 05'N 061° 30'E to Ras Muari (Pakistan), and outside all recognised national territorial waters.
6. If qualifying service is brought to an end before the completion of the specified qualifying period on account of death, capture, wounding or other disability due to service, the reduced period of service will be sufficient qualification for the award of the Clasp 'Air Operations Iraq'. The grant of a British Honour Decoration or Medal of the status of the Queen's Gallantry Medal or above, or a Queen's Commendator or a Mention-in-Despatches, for services on operations during the qualifying period, not amounting to that stated above, will also qualify the recipient for the Clasp 'Air Operations Iraq'.
7. Personnel who fully meet the eligibility criteria under DCI Gen 63/97, subsequently amended by DCI (Joint) 63/99, but do not qualify for the GSM 62 with Clasp 'Air Operations Iraq' due to insufficient qualifying time or number of air sorties, may aggregate the qualifying time or air sorties earned prior to 6 Feb 01 towards the qualifying time for Operation RESINATE at para 2 above.
8. Consideration may be given to the award of the Clasp 'Air Operations Iraq' to personnel who have been engaged in special hazardous operations of comparatively short duration.
9. Individuals to whom the GSM 62 has already been awarded will be granted the Clasp 'Air Operations Iraq' only.
- 10

JS 80 - 81

I Administrative and General

80/03 Honours, Decorations and Medals - the General Service Medal, 1962 - Qualifying criteria for the award of Clasp 'Air Operations Iraq' (U)

[D/DSSec 4/33: (9)621x86687]

1. The award of the General Service Medal, 1962 (GSM 62) with Clasp 'Air Operations Iraq' was promulgated in DCI Gen 63/97 and subsequently amended by DCI (JS) 63/99 and DCI (JS) 23/02.
2. Operation RESINATE, the qualifying operation for the award of this Medal, ceased on 19 Mar 03. The final date to mark the end of the normal 60 days continuous (or 90 days aggregate) qualifying period for the award of the GSM '62 with Clasp 'Air Operations Iraq' is therefore 18 Mar 03. The only exception is those who might otherwise qualify under the terms of the following:

If qualifying service is brought to an end before the completion of the specified qualifying period on account of death, capture, wounding or other disability due to service, the reduced period of service will be sufficient qualification for the award of the Clasp 'Air Operations Iraq'. The grant of a British Honour, Decoration or Medal of the status of the Queen's Gallantry Medal or above, or a Queen's Commendation, or a Mention-in-Despatches, for services on operations during the qualifying period, not amounting to that stated above, will also qualify the recipient for the Clasp 'Air Operations Iraq'

Amendment

106/03 Amendment to DCI JS 80/03 (Honours, Decorations and Medals - the General Service Medal, 1962 Qualifying criteria for the award of Clasp 'Air Operations Iraq') (U)

[D/DSSec 4/33: (9)621x86687]

1. Op RESINATE the qualifying operation for the award of the General Service Medal, 1962 (GSM 62) with Clasp 'Air Operations Iraq', has been subsumed by Operation TELIC. The end date for the award was promulgated in DCI JS **106/03**. This DCI replaces DCI JS **80/03**.
2. Op RESINATE (South), the operating area bounded by the 33N parallel, ceased on 19 Mar 03. The final date to mark the end of the normal 60 days continuous (or 90 days aggregate) qualifying period for the award of the GSM '62 with Clasp 'Air Operations Iraq' for Op RESINATE (South) is therefore 18 Mar 03.
3. Op RESINATE (North), the operating area bounded by the 36N parallel, ceased on 1 May 03. The final date to mark the end of the normal 60 days continuous (or 90 days aggregate) qualifying period for the award of the GSM '62 with Clasp 'Air Operations Iraq' for Op RESINATE (North) is therefore 30 Apr 03.
4. The only exception to these criteria is those who might otherwise qualify under the terms of the following:

If qualifying service is brought to an end before the completion of the specified qualifying period on account of death, capture, wounding or other disability due to service, the reduced period of service will be sufficient qualification for the award of the Clasp 'Air Operations Iraq'. The grant of a British Honour, Decoration or Medal of the status of the Queen's Gallantry Medal or above, or a Queen's Commendation, or a Mention-in-Despatches, for services on operations during the qualifying period, not amounting to that stated above, will also qualify the recipient for the Clasp 'Air Operations Iraq'.