



Foreign &
Commonwealth
Office

Communication Directorate
Foreign and Commonwealth Office
King Charles Street
London SW1A 2AH

Website: <https://www.gov.uk>

13 February 2015

FREEDOM OF INFORMATION ACT 2000 - REQUEST REF: 0029-15

Thank you for your email of 5th January 2015 asking for information under the Freedom of Information Act (FOIA) 2000. You asked:

'How much does the department and each of its executive agencies and non-departmental public bodies spend on:

- 1) publishing staff magazines/e-magazines*
- 2) what the readership is of each of these and as a proportion of total staff numbers*
- 3) if an e-magazine how many page views/downloads*
- 4) what the department's and each executive agencies and non-departmental public bodies internal comms budget is including staff costs'*

I can confirm that the Foreign and Commonwealth Office does hold information falling within the terms of your request. Please find below the information that we hold in response to your request:

- 1) "People & Places" staff magazine

The bi-monthly magazine is one of a number of channels used to inform staff about the FCO's business that takes place in more than 160 countries. It allows staff to share best practice and learn from successes across the organisation, meaning we can provide consistent standards of service and ensure value for money for the UK taxpayer. There is no cost for content as articles are voluntarily submitted by staff and there is one Editor who oversees delivery.

To date we have published 3 editions at a cost of £2,108.26 per edition

This answer is complete to the best of our knowledge. We have not been able to carry out a comprehensive search of the FCO's entire UK and global network to confirm if other internal publications have been produced for small groups of staff over the last three years, because the costs of such a search would exceed the 3.5 day or £600 limit set by section 12 of the Freedom of Information Act. However, most internal communication is now carried out via electronic methods including our intranet and e-mail.

- 2) All 13,809 staff (in the UK and at overseas Posts) have the opportunity to read People & Places either online or through a limited print run of 5,000 copies. Staff are encouraged

to share copies, but we do not know how many times each copy is shared and so it is difficult to accurately estimate a readership figure. We do, however, have data for on-line downloads (see no.3 below).

- 3) Downloads data for two editions: 2014: 4,599 downloads
- 4) Section 12 of the Freedom of Information Act makes provision for public authorities to refuse requests for information where the cost of dealing with them would exceed the appropriate limit. The limit has been specified in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004. For central government the appropriate limit is set at £600. This represents the estimated cost of one or more persons spending 3 ½ working days in determining whether the Department holds the information, and locating, retrieving and extracting it. Your request as presently formulated is widely-framed and I estimate that it will take more than 3 ½ working days to locate, retrieve and extract this information. You may therefore wish to refine your request by specifying the area of internal communication which is of interest to you. We will then consider whether we can provide the information requested within the appropriate cost limit. This would of course be subject to the consideration of whether any of the other exemptions under the FOI Act apply

In keeping with the spirit and effect of the FOIA, all information is assumed to be releasable to the public unless it is exempt. The information we have supplied to you may now be published on our website together with any related information that will provide a key to its wider context.

The information supplied to you continues to be protected by the Copyright, Designs and Patents Act 1988. You are free to use it for your own purposes, including any non-commercial research you are doing and for the purposes of news reporting. Any other re-use, for example commercial publication, would require the permission of the copyright holder. Most documents supplied by the FCO will have been produced by government officials and will be protected by Crown Copyright. To re-use Crown Copyright documents please consult the [Open Government Licence v3](#) on the National Archives website.

Information you receive which is not subject to Crown Copyright continues to be protected by the copyright of the person, or organisation, from which the information originated. You must ensure that you gain their permission before reproducing any third party (non-Crown Copyright) information.

You can also find out more about previous FOI replies published on our website at [Publications - Inside Government - GOV.UK](#).

Yours sincerely,

Communication Directorate

