



Ministry
of Defence

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██████████
Email: ██████████

4th August 2015

Dear ██████████

Thank you for your email of 27th July requesting the following information:

“How many people are there in your Secretariat?”

Do these members work full-time or part-time as part of your Secretariat? If part-time, is the other work they do related to the work they undertake in the Defence Scientific Advisory Council?

What does the Secretariat role involve? (For example, does it entail activities such as setting the agenda of the Committee meetings? Or preparing reports/statements for the Committee? Or liaising with other, external bodies or officials, be they governmental or non-governmental?)

How are members of the Defence Scientific Advisory Council appointed or chosen? Is the Secretariat involved in the selection procedure?”

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA).

A search for the information has now been completed within the Ministry of Defence, and I can confirm that all the information in scope of your request is held.

The information you have requested is set out below.

Question: *How many people are there in your Secretariat?*

Answer: 2

Question: *Do these members work full-time or part-time as part of your Secretariat? If part-time, is the other work they do related to the work they undertake in the Defence Scientific Advisory Council?*

Answer: Full-time.

Question: *What does the Secretariat role involve? (For example, does it entail activities such as setting the agenda of the Committee meetings? Or preparing reports/statements for the Committee? Or liaising with other, external bodies or officials, be they governmental or non-governmental?)*

Answer: The Secretariat supports DSAC, including taking the DSAC meeting minutes, assists in drafting reports and reporting to external regulatory bodies, arranging meetings and visits. It does not set meeting agendas, this is the responsibility of the Chair.

Question: *How are members of the Defence Scientific Advisory Council appointed or chosen? Is the Secretariat involved in the selection procedure?"*

Answer: DSAC operates under the Office of the Commissioner for Public Appointments (OCPA) regulations, with members being recruited in open competition. The Secretariat provides administrative support to the recruitment process, but plays no role in the actual selection of candidates. Further information can be found at:

<https://www.gov.uk/government/organisations/defence-scientific-advisory-council/about>

Under Section 16 of the Act (Advice and Assistance) you may find it helpful to note detailed information on a broad range of public bodies, sometimes known as quangos, sponsored by the UK government is published annually by the Cabinet Office. The most recent report can be found at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/387313/Annex_B_-_Public_bodies_2014_Data_Directory_PDF.pdf

If you are not satisfied with this response or you wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Information Rights Compliance team, 1st Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.uk). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

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,
DST-Strategy Secretariat FOI Focal Point