

Dear Sir/Madam,

I am writing to you with a request under Freedom of Information act.

My request relates to meetings between senior officials in the Ministry of Defence and John Howe, the then vice-chairman of the defence firm Thales UK Air Defence, between January 1 2007 and March 1 2009.

I am restricting the definition of senior officials in this case to : Permanent Secretary (PUS); Chief of Defence Materiel; Chief of Defence Staff; and Vice-chief of Defence Staff and Second Permanent Secretary.

Under the act, I would like a list of the dates of each of these meetings and the official who attended each of these meetings.

Under the act, I would also like to request complete copies of the minutes and agendas of each of these meetings. I would also like to request complete copies of all and any documents (such as briefing material, letters, memos, emails, memorandums of conversations) which were prepared for or connected with each of these meetings, either before or after the event.

I would also be grateful if you could confirm that you have received this request. I am happy to discuss my request and can be contacted on [REDACTED] [REDACTED] or via email on [REDACTED]

I would also like to ask your department, on answering this request, to provide a schedule of documents which are relevant to this request. I believe that there should be a brief description of each relevant document including the nature of the document, the date of the document, and whether the document is being released or not. I believe that providing such a schedule would clarify what documents are being released and what is being withheld, and would also represent best practice in open government.

I would be grateful if you could send all correspondence regarding this request to my email at [REDACTED] or my address [REDACTED] reporter, newsroom, The Guardian, Kings Place, 90 York Way, London N1 9GU.

Thank you very much for your help. I look forward to hearing from you in the future.

Yours,

[REDACTED]