



Ministry
of Defence

Ministry of Defence
Financial Management Policy and Accounting (FMPA)
3rd Floor, Zone M
Whitehall
London SW1A 2HB
United Kingdom

Ref: 19-01-2015-2015-00739

Telephone [MOD]: [REDACTED]

E-mail: [REDACTED]

Mr [REDACTED]

[REDACTED]

21st January 2015

E-mail address:
[REDACTED]

Dear [REDACTED]

Thank you for your email of 19th January requesting the following information:

"With reference to the provisions of The Freedom of Information Act 2000, I would be obliged if you could provide me with answers to the following question(s):"

1. *How many Christmas cards did your department issue for Christmas 2014?*
2. *How many Christmas cards were issued on behalf of Ministers?*
3. *What was the cost of printing Christmas cards from Ministers?*
4. *What was the cost of posting Christmas cards from Ministers?*
5. *Can I please have a copy of the artwork used on Christmas cards from Ministers?*
6. *Can I please have a copy of the mailing list used for sending Christmas cards from Ministers – including who from and to?*
7. *How many Christmas cards were issued on behalf of Civil Servants?*
8. *What was the cost of printing Christmas cards from Civil Servants?*
9. *What was the cost of posting Christmas cards from Civil Servants?*
10. *Can I please have a copy of the artwork used on Christmas cards from Civil Servants?*
11. *Can I please have a copy of the mailing list used for sending Christmas cards from Civil Servants – including who from and to?*

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 (MOD), and I can confirm that the following information is held regarding your request.

Regarding question 1, I can confirm that 488 Christmas cards were issued by the MOD for Christmas 2014.

No Christmas cards were issued on behalf of MOD's Ministers for Christmas 2014 and subsequently there is no further response to questions 3 to 6.

Regarding question 7, I can confirm that of the 488 Christmas cards that were sent for Christmas 2014, none were issued on behalf of MOD's Civil Servants.

As no Christmas cards were issued on behalf of MOD's Civil Servants in 2014 there is no further response to questions 8 to 11.

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.gov.uk>.

Yours sincerely,

A solid black rectangular redaction box covering the signature area.