



Foreign &
Commonwealth
Office

FCO Services
Foreign and Commonwealth Office
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30 November 2015

FREEDOM OF INFORMATION ACT 2000 REQUEST REF: FOI 1047-15

Thank you for your email of 30th October 2015 asking for information under the Freedom of Information Act (FOIA) 2000. You asked:

Please supply an Excel spreadsheet giving details of all external venues used by FCO Services/Trading Fund for meetings and events in 2012-13; 2013-14; 2014-15 and the total spend on meetings and events by FCO Services/Trading Fund in those years.

I am writing to confirm that we have now completed the search for the information which you requested and can confirm that the FCO Services does hold information relevant to your request.

Please find attached the information requested. Where possible, FCO Services uses rooms within the Foreign and Commonwealth Office however external venues are sometimes used if there is no space available for the large number of attendees. FCO Services carries out project work for wider market clients as part of its core business and this often requires facilities off site for meetings where necessary which are built in to client costs

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Yours sincerely,

Corporate Knowledge and Security Department



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