



Llywodraeth Cymru
Welsh Government

Our ref: ATISN 11887

Date: 6 February 2018

Dear ,

Request for Information – ATISN reference 11887

Thank you for your request which was received by the Welsh Government on 9 January 2018.

You asked for the following information:

A meeting of civil servants took place at the Pembrokeshire home of Special Adviser, Jane Runeckles during November 2017. Could you please provide the following information about this meeting:

- a) who was in attendance at this meeting?*
- b) what persons from outside of the Welsh Government were in attendance at this meeting?*
- c) what minutes were taken of this meeting, and if any, could we request that these are released?*
- d) Was the Permanent Secretary notified in advance this meeting of civil servants was to take place?*
- e) As head of the First Minister's Office, was Desmond Clifford, notified about this meeting in advance?*

No such meeting took place.

If you are dissatisfied with the Welsh Government's handling of your request, you can ask for an internal review within 40 working days of the date of this response. Requests for an internal review should be addressed to the Welsh Government's Freedom of Information Officer at:

Information Rights Unit,
Welsh Government,
Cathays Park,
Cardiff,
CF10 3NQ

or

Email: FreedomOfInformationOfficer@wales.gsi.gov.uk



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CF10 3NQ

Central Departments-FOI/DPgov.wales
Gwefan • website: www.cymru.gov.uk

Please remember to quote the ATISN reference number above.

You also have the right to complain to the Information Commissioner. The Information Commissioner can be contacted at:

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF.

However, please note that the Commissioner will not normally investigate a complaint until it has been through our own internal review process.

Yours sincerely