Freedom of Information Act 2000

Definition document for the Armed Forces of the Crown (excluding any Special Forces)

This guidance gives examples of the kinds of information that we would expect the Armed Forces to provide in order to meet their commitments under the model publication scheme.

We would expect the Armed Forces to make the information in this definition document available unless:

- they do not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited under another statute;
- the information is readily and publicly available from an external website (such information may have been provided either by the Armed Forces or on their behalf. The Armed Forces must provide a direct link to that information);
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and authorities should look to provide as much information as possible on a routine basis.

We do not expect any information to be published that would adversely affect national security, the operational needs and activities of the Armed Forces or would compromise the security of their personnel.

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the Open Government Licence.

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published guidance on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

| **Who we are and what we do** |
| Organisational information, structures, locations and contacts. |
| We would expect information in this class to be current information only.

• **The Armed Forces and their activities**

Information about the Royal Navy and Royal Marines, the Army and the Royal Air Force and their reserve forces; including capability and equipment, the conduct of operations and training and the strategic and political framework within which these are undertaken.

• **Personnel**

Profiles of military personnel ranked at three stars and above and identity of senior civilian staff. Information about serving and former personnel, both military and civilian, including numbers and terms and conditions of service.

• **Organisational structure**

Details of the division of the Armed Forces into operational units, for example divisions, squadrons, groups and reserves, and their command structures. |

- **Relationship with Allies, other countries, Parliament, Ministry of Defence and other Government departments**
- **Armed Forces agencies**
- **Location of establishments and contact details**

It assists to provide a named contact where this can be done.

What we spend and how we spend it
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.

We would expect information in this class to be available at least for the current and previous two financial years.

- **Annual reports and accounts**
- **Procurement, contracts and expenditure**

Details of spending over £25,000 (monthly).
Details contracts and tenders worth over £10,000.
Details of government procurement card spend over £500.

- **Investment plans**
- **Pay and grading structures**

This may be provided as part of the organisational structure and should also identify, as a minimum, senior personnel (Two Star officers and above) and £5,000 bands for them. For junior posts, levels of pay should be identified by salary range

- **Senior personnel allowances and expenses**

Details of the allowances and expenses that can be incurred or claimed. It should include the total of the allowances and expenses, by reference to categories, incurred by or paid to individual senior personnel. Categories wil be under such headings as travel, subsistence and accommodation.

What our priorities are and how we are doing
Strategies and plans, performance indicators, audits, inspections and reviews.

We would expect information in this class to be available at least for the current and previous two years.

- **Information about management and planning, targets, incentives, performance and initiatives for promoting efficiency and good practice**

- **Continuous attitude surveys**
- **Military aircraft accident summary (MAAS) reports**
- **Board of Inquiry (BOI) Reports (Part 1) from 1ˢᵗ May 2007**
- **Privacy impact assessments (in full or in summary format)**

How we make decisions
Decision-making processes and records of decisions.

We would expect information in this class to be available at least for the current and previous two years.

- **Records of decisions**

In the context of military organisations most decision making processes will be covered by the organisational material published in the first class. We also recognize that many command decisions cannot be published. We would expect however that where decisions are made that affect the provision of services that are not operationally sensitive, for example the provision of welfare or educational services, they are made available to the public.

- **Public consultation documents**
- **Statistical information**

Our policies and procedures
Current written protocols, policies and procedures for delivering our services and responsibilities.

We would expect information in this class to be current information only.

- **Defence policy**

 Information about the UK's defence policy and strategy

- **Legislation, rules and regulations for military and civilian personnel**
- **Policies and procedures about the recruitment and employment of personnel**
- **Equality and diversity strategies**
- **Tendering and procurement including policy and plans for the replacement or acquisition of equipment and services**
- **Health and Safety**
- **Training and development**
- **Defence and the environment (including low flying**

exercises)
- **Welfare**
- **Complaints**

Complaints procedures will include those covering requests for information and operating the publication scheme.

- **Public access to Defence estates**
- **Policies and procedures for handling information requests**.
- **Records management and personal data policies**

This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.

- **Fileplans (high level, for current records management systems)**

- **Charging regimes and policies**

Details of any statutory charging regimes should be provided. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated.

If the public authority charges a fee for licensing the re-use of datasets, it should state in its guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. It cannot charge a re-use fee if it makes the datasets available for re-use under the Open Government Licence.

Lists and Registers

We would expect information in this class to be current information only.

- **Information held in registers required by statute**
- **Other lists and registers relating to the functions of the Armed Forces**
- **Asset registers and Information Asset Register**

We would not expect the Armed Forces to publish all details from all asset registers. We would, however, expect the location of public land and building assets and key attribute information that is normally recorded on an asset register to be available along with some other

information from capital asset registers. If an authority has prepared an information asset register for the Re-use of Public Sector Information Regulations 2005, it should publish the contents.

- **CCTV**

Details of the locations of any overt CCTV surveillance cameras operated by or on behalf of the authority. The authority should decide on the level of detail which is appropriate. This could be by building or more general geographic locations, such as postcodes or partial postcodes, depending on the security issues raised.

- **Disclosure logs**

If the Armed Forces produce a disclosure log indicating the information provided in response to FOI requests, it should be readily available. Disclosure logs are recommended as good practice.

- **Register of gifts and hospitality**

Details of gifts given or received; hospitality and from which organisation; travel (including overseas, detailed unless properly regarded as non-routine).

The services we offer
Information about the services we provide including, leaflets, guidance and newsletters.

We would expect information in this class to be current information only.

Generally this is an extension of part of the first class of information. While the first class provides information on the Armed Forces' roles and responsibilities, this class includes details of the services they provide as a result of them. The starting point would normally be a list or lists of the services the Forces are responsible for, linked to details of these services.

- **Welfare services**
- **Chaplaincy**
- **Historical information and archive material**
- **Services for which the Armed Forces are entitled to recover a fee, together with those fees**
- **Research, science and technology**

Information about research conducted on behalf of MOD including equipment, medical and academic research work.

- **Ceremonies**
- **Education facilities for personnel and their children**
- **Genealogical information**
- **Museums**
- **Sales and export support**

Information about the sale of MOD land, equipment, services and information, and the support provided to British Industry.

- **Defence magazines**
- **Factsheets / booklets**
- **Public events (including aircraft display teams)**
- **Media releases**
- **Speeches**