

SUMMARY OF REQUEST WITH RESPONSES

ANNEX A

Request	Response
Any correspondence (emails, letters, phone calls, handwritten notes or any other documents) between the lead official on FOI request 18/02473 and/or Scottish Government ministers and/or the SG FOI Unit and/or special advisers regarding the response to that FOI request	Attached in a separate PDF, document one is correspondence between the lead official on FOI request 18/02473 and Scottish Government ministers and special advisers. There was no correspondence with the SG FOI Unit.
Information should include: a detailed timeline (with dates) of when the lead official contacted ministers/special advisers (and vice versa)	Attached below in Annex A of this letter.
Any notes or comments or suggestions offered by ministers or special advisers to the lead official	No notes or comments or suggestions were offered by ministers or special advisers to the lead official.
any input from the SG FOI Unit	There was no input from the SG FOI unit.
any advice or comments from ministers/spads rejected by the lead official	No advice or comments were rejected by the lead official.
any advice or comments from ministers/spads accepted by the lead official	No advice or comments were accepted by the lead official.
any correspondence (as defined previously) on the use of exemptions	No correspondence on the use of exemptions.
any correspondence (as defined previously) on material to be redacted	Attached in a separate PDF, document two is correspondence on material to be redacted.
any information on delays to the FOI response	There were no delays to the FOI response or information on possible delays to the response.
any information on who received the FOI to clear, when they responded and what they said	No correspondence on who received the FOI to clear.
any information on delays to the FOI response	There were no delays to the FOI response or information on possible delays to the response.

TIMELINE

Correspondence	Date of correspondence	Date of response
Email to Minister for Further Education, Higher Education and Science	17 September	19 September

Private Office from lead official asking for any correspondence regarding the FOI request – 02473.		
Email to Special Advisers from lead official asking for any correspondence regarding the FOI request – 02743.	17 September	19 September
Email to Special Advisers from lead official asking for note on search process for record.	21 September	-
Further email to Special Advisers from lead official asking for note on search process for record.	3 October	-
Further email to Special Advisers from lead official asking for note on search process for record.	5 October	-