

From: [redacted]
Sent: 19 August 2022 17:07
To: [redacted]
Cc: [redacted]
Subject: RE: advice re FOI or EIR

Hi [redacted]

This is quite unusual. I think we treat it as an FOI as essentially it is asking for the details around the internal handling of the two previous EIRs rather than seeking environmental info itself, if that makes sense?

However, if you have strongly believe it should be an EIR I'd be happy to discuss.

Thanks,

[redacted]

[redacted] | [redacted] | Scottish Government | 2W St Andrew's House, Regent Road, Edinburgh EH1 3DG | Yammer - FOI - Community

From: [redacted]
Sent: 19 August 2022 11:53
To: Freedom of Information <foi@gov.scot>
Cc [redacted]
Subject: advice re FOI or EIR

Hi [redacted]

I'm working on the attached FOI: 202200313781 - Objective ECM (scotland.gov.uk) (micase system is down, but links request available in the erdm folder).

It's a request for further correspondence relating to 2 previous EIRs (regarding stats on offshore wind). I just wanted to ask your advice on whether this also falls under EIR category?

Many thanks

[redacted]

[redacted] | [redacted] | Energy Industries Division |
Directorate for Energy and Climate Change | Scottish Government
[redacted]

From: [redacted]
Sent: 02 August 2022 11:10
To: [redacted]
Cc: [redacted]
Subject: 202200313781 - Nil return from [redacted] search - 2 August 2022

Hi [redacted],

I have just done an inbox search for both requests below and don't hold anything. [redacted] will be able to advise you who would be the best to request an inbox search from with regards to the one he handled: 202100132049.

Thanks for taking it on and let me know if there's anything I can do to help.

Kind regards,

[redacted]
[redacted]
Data, GIS & Quality Team

Corporate & Analytical Services
Marine Scotland - Scottish Government

[redacted]

I am currently working from home so please contact me by email or, if an internal query, via MS Teams

From: [redacted]
Sent: 02 August 2022 09:39
To: Freedom of Information <foi@gov.scot>; [redacted]
Cc: redacted FoI SpAds PO <FoI.SpAdsPO@gov.scot>
Subject: RE: FOI TRIAGE - Internal correspondence request - MiCase 202200313781

Hi [redacted]

Yes you can allocate this one to me.

Thanks

[redacted]

[redacted]
Directorate for Energy and Climate Change | Scottish Government
[redacted]

From: [redacted]> **On Behalf Of** Freedom of Information
Sent: 02 August 2022 09:31
To: [redacted]; [redacted]
Cc: [redacted]; FoI SpAds PO <Fol.SpAdsPO@gov.scot>
Subject: FOI TRIAGE - Internal correspondence request - MiCase 202200313781

Good morning,

Please see the FOI request below. It looks like this may be in relation to your policy area. Please confirm this sits with you or advise us immediately if it does not; suggesting business areas that are better suited.

Please note the following:

Timescale

- The response to this case should issue as soon as possible and no later than the statutory deadline which is **29/08/2022**.

Immediate Actions

Please:

- 'Assign to self' through the 'Case Actions' tab on MiCase: **MiCase - View Case 313781**
- Send the requester an **FOI specific acknowledgement letter**, following the standard template (FOISA Request Templates, page 5). The acknowledgement issued by MiCase is not FOI specific and we are required to do this.
- Complete all relevant document as your case progresses, including the:
 - (i) Mandatory Statement of Compliance listing information identified as in scope and a summary of decisions made
 - (ii) Searches Template recording details of searches carried out.
- Use the **Response Wizard** contained in MiCase for ALL letters to the requester.
- Complete and submit a **mandatory** Pre-publication checklist for gov.scot before issuing your response and requesting publication on the SG website.

Sensitivity

- In FOISA terms we are assessing this case as **routine**. This means it should not require a Ministerial decision in terms of disclosure.
The sensitivity assessment can change once full searches have been completed. If after searching you consider that the response requires a Ministerial decision please engage with the FOI Unit to help us reassess the case.
- Please ensure that decisions on disclosure are taken by officials of appropriate seniority (normally C Band or above). You may find our Submissions Templates useful here: <https://erdm.scotland.gov.uk:8443/documents/qA962816>.
- If necessary please sight your Comms team if you consider that parallel media handling is required.

Requests for legal advice, or requests which capture legal advice

You should always consult the relevant team in Scottish Government Legal Directorate (SGLD) if you receive a request for/relating to legal advice or there is material from the Law Officers (the Lord Advocate and the Solicitor General). SGLD can also help in identifying any legal advice within the scope of the request.

Guidance

Detailed guidance is available here Freedom of Information (FOI): SharePoint: 2020-2025 and SharePoint Collection.

Saving and ERDM

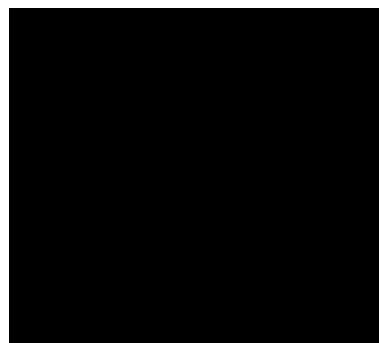
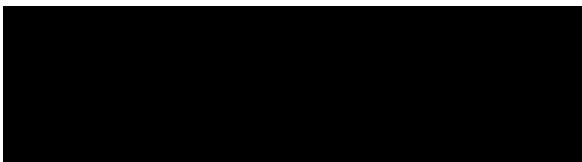
Please save all correspondence and evidence of how you reached your final decision within the appropriate ERDM file - you will find this by searching for the FOI number. This will help speed up the process should the request go to review or appeal.

Many thanks,

[redacted] | Freedom of Information (FOI) Adviser | FOI Unit | Scottish Government | 2W St Andrews House, Regent Road, Edinburgh, EH1 3DG

Freedom of Information Unit

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FOI request:

Please provide copies of all internal Scottish Government email correspondence (including Marine Scotland, Civil Servants, and Special Advisers) discussing the responses to these two previous FOI requests:

FOI/202100132049

FOI/202200292407