



# Scotland Office

An Oifis Albannach

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Edinburgh EH3 7HW

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Our ref: FOI/DB 401

4 April 2012

Dear [REDACTED]

## FREEDOM OF INFORMATION

Thank you for your e-mail to the Scotland Office of 8th March 2012.

You asked for the following information under the Freedom of Information Act 2000:

*Please could you provide a list of all courses, conferences, training or other away days attended by department staff, since 1 January 2010? These courses should be courses run externally, i.e. by a private company or individual, rather than any courses run internally by your own staff. Can you provide this information in an excel spreadsheet, with the following fields:*

- date of course/conference/training/away day
- name of course/etc
- name of company/organiser
- price per person for attendance
- no. attendees
- total cost of staff attendance
- cost and location of overnight accommodation (where applicable)
- purpose of course/conference/away day (e.g. html training/team building/etc)

I am writing to confirm that the Scotland Office has now completed its search for information. The Scotland Office does not hold the information in the form you have requested in that we do not routinely maintain a record of the costs and locations of any overnight accommodation as part of our training records. Where the information is readily available it has been provided. It should be noted that most training was provided in or near Edinburgh or London and there would not have been any accommodation costs. As requested I attach an Excel spreadsheet.

I hope you find this helpful.

If you are dissatisfied with the decision made in relation to your request you may ask for an internal review. A request for an internal review should be addressed to:

FOI Officer  
1 Melville Crescent  
EDINBURGH  
EH3 7HW

If you are not content with the outcome of the internal review you have the right to apply directly to the Information Commissioner for a decision. The contact details are:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
CHESHIRE SK9 5AF

If you have any queries about this letter please contact me.

Yours sincerely

[Redacted signature]

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[Redacted name]

Scotland Office

Start Date of Course	Finish Date of Course	Name of Course/Event	Name of Company/Organiser	Price per person	No. Attend	Total Cost	Cost and Location of Overnight Accommodation	Purpose of Course
08/03/2012	08/03/2012	Private Office Foundation Workshop	National School of Government	£290.00	1	£290.00	n/k	Training
20/01/2012	20/01/2012	Private Office Foundation Workshop	National School of Government	£290.00	1	£290.00	n/k	Training
20/01/2012	20/01/2012	Private Office Foundation Workshop	National School of Government	£290.00	1	£290.00	n/k	Training
16/11/2011	16/11/2011	FDI Level 2	PDP Training	£534.00	1	£534.00	n/k	Training
09/11/2011	09/11/2011	Private Office Foundation Workshop	National School of Government	£290.00	1	£290.00	n/k	Training
22/03/2012	22/03/2012	Post-Budget Brief	Institute for Fiscal Studies	£40.00	1	£40.00	n/k	Training
15/03/2012	16/03/2012	SCDI Annual Forum	Scottish Council for Development and Industry	£360.00	1	£360.00	includes 1 night acc n/k	Training
15/03/2012	16/03/2012	SCDI Annual Forum	Scottish Council for Development and Industry	£360.00	1	£360.00	includes 1 night acc n/k	Training
13/12/2011	13/12/2011	The Economics of Renewables	The Scotsman Publication Limited	£118.80	1	£118.80	n/k	Training
21/09/2011	21/09/2011	UK Economic Prospects	The David Hume Institute	£20.00	1	£20.00	n/k	Training
20/09/2011	20/09/2011	Youth Unemployment Conference	Holyrood Communications Limited	£178.80	1	£178.80	n/k	Training
05/05/2011	05/05/2011	Welfare to Work Convention 2011	Centre for economic & social inclusion	£282.00	1	£282.00	n/k	Training
16/05/2011	16/05/2011	Addressing the Spectrum of Youth Unemployment	Economic Development Association (Scotland)	£60.00	1	£60.00	n/k	Training
01/11/2011	01/11/2011	IPA Power Scotland Conference 2011	Industrial and Power Association	£240.00	2	£576.00	n/k	Training
29/03/2011	29/03/2011	Public Bodies 2011: Births, Marriages and Deaths	Dods Parliamentary Communications Ltd	£474.00	1	£474.00	n/k	Training
Not Known	Not Known	Roadshow Delegate	NG Events Limited	£60.00	1	£60.00	n/k	Training
Not Known	Not Known	Scottish Renewables	SR Annual Conference	£125.00	2	£300.00	n/k	Training
10/12/2010	10/12/2010	Career and Pre-retirement Coaching	National School of Government	£900.00	1	£900.00	n/k	Training
14/04/2010	14/04/2010	Private Office Master Class - Preparing for the General Election	National School of Government	£150.00	1	£150.00	n/k	Training
29/04/2010	29/04/2010	Press Officer Leadership course	Department of Health	£31.95	1	£31.95	n/k	Training
22/04/2011	22/04/2011	Nomis Training Course	Durham University	£275.00	1	£275.00	n/k	Training
24/02/2011	24/02/2011	Annual General Meeting	The Economic Development Association (Scotland)	£18.00	1	£18.00	n/k	Training
Not Known	Not Known	Scottish Renewables Annual Conference	Scottish Renewables	£318.00	1	£318.00	n/k	Training
02/11/2010	04/11/2010	RenewableUK 2010	Renewable UK	£59.00	2	£150.34	n/k	Training
25/10/2010	25/10/2010	Seminar	David Hume Institute	£20.00	1	£20.00	n/k	Training
29/10/2010	29/10/2010	Crafting Good Lives	Centre for confidence and well being	£70.50	1	£70.50	n/k	Training
22/09/2010	22/09/2010	Welfare to Work Scotland 2010	Centre for economic & social inclusion	£223.25	1	£223.25	n/k	Training
27/10/2010	29/10/2010	First Aid at Work	British Red Cross	£285.52	1	£285.52	n/k	Training
21/10/2010	21/10/2010	IFS Post Spending Review Analysis	Institute for Fiscal Studies	£30.00	1	£30.00	n/k	Training
21/09/2010	21/09/2010	Clean coal and carbon capture & storage conference	Industrial and Power Association	£352.50	1	£352.50	n/k	Training
14/09/2010	14/09/2010	SCDI Global Ambitions Conference	Scottish Council for Development and Industry	£111.63	1	£111.63	n/k	Training
18/09/2010	18/09/2010	Seminar	David Hume Institute	£20.00	1	£20.00	n/k	Training
25/09/2010	25/09/2010	Seminar	David Hume Institute	£20.00	1	£20.00	n/k	Training
24/05/2010	28/05/2010	Managing People	National School of Government	£1,998.00	1	£1,998.00	n/k	Training
Not Known	Not Known	IFS Post-Emergency Budget 2010	Institute for Fiscal Studies	£30.00	1	£30.00	n/k	Training
16/06/2010	16/06/2010	Delivering on 2020 Conference	Holyrood Communications Limited	£292.58	1	£292.58	n/k	Training
07/09/2010	07/09/2010	Scotland's Third Sector Conference	Holyrood Communications Limited	£263.32	1	£263.32	n/k	Training
28/06/2010	30/06/2010	First Aid at Work	British Red Cross	£285.52	1	£285.52	n/k	Training
08/07/2010	08/07/2010	Understanding Bills & Legislation	Govnet Communications	£522.88	1	£522.88	n/k	Training
24/03/2011	25/03/2011	SCDI Annual Forum	Scottish Council for Development and Industry	£744.00	1	£744.00	Fairmont St Andrews cost inclusive of accommodation	Training
09/02/2010	09/02/2010	Enterprise Scotland 2010 Conference	Holyrood Communications	£286.35	1	£286.35	n/k	Training
12/02/2010	12/02/2010	Growing Scotland's Economy	McKay Hannah	£287.88	1	£287.88	n/k	Training
14/01/2010	14/01/2010	An Introduction to Public Accountability for Chief Executives	National School of Government	£965.00	1	£965.00	n/k	Training
22/02/2010	22/02/2010	Introduction to VAT in Government	National School of Government	£150.00	1	£150.00	n/k	Training
26/01/2010	26/01/2010	Industrial and Power Association Conference	Industrial and Power Association	£298.00	2	£598.00	n/k	Training
Not Known	Not Known	Scottish Renewables Grid Conference	Scottish Renewables	£376.00	2	£752.00	n/k	Training
Not Known	Not Known	Scottish Renewables Annual Conference 377	Scottish Renewables	£176.25	1	£176.25	n/k	Training
11/03/2012	12/03/2012	SCDI	SCDI Annual Forum	£713.00	1	£713.00	n/k	Training
11/03/2012	12/03/2012	SCDI	SCDI Annual Forum	£728.50	1	£728.50	n/k	Training
23/02/2010	23/02/2010	Institute of Economic Affairs' 27 Conference	Market Force	£616.88	1	£616.88	n/k	Training
15/01/2010	15/01/2010	Independence Briefing	University of Edinburgh	£35.25	1	£35.25	n/k	Training
14/01/2010	14/01/2010	n/k	National School of Government	£189.32	1	£189.32	n/k	Training
19/04/2010	19/04/2010	Nebosh General Certificate	Safety Solutions	£1,756.63	1	£1,756.63	n/k	Training
06/07/2010	06/07/2010	Fci Live	University College London	£400.00	2	£400.00	n/k	Training