



DCA Access to Information Central Clearing House Referral Form – New Requests - November 2006

1/ Please complete this form as thoroughly as possible. Referral forms must be used when referring cases to the Clearing House.

2/ When e-mailing this form to the Clearing House, please copy in all relevant departmental contacts in the e-mail cc. field.

3/ You should continue to process the request until a Clearing House case officer contacts you. However, please do not issue a final response before agreement with the Clearing House.

Referring department details and acknowledgement e-mail contacts

Name of department:	Health
Departmental Case Ref:	GRO-C

Timeframes

Date request received:	10 th March 2008
Deadline for response to applicant (including any PIT extension already issued or due to be issued):	8 th April 2008

Case details and analysis:

<p>Name / organisation of applicant and exact wording of request:</p>	<p>Ed Webber, Researcher for Jenny Willott MP</p>		
<p>Please give a detailed analysis of the request. You must provide information on:</p> <ul style="list-style-type: none"> Subject matter and sensitivities. What Clearing House triggers are engaged. What information is held – please provide a sample with the referral form if possible. What exemptions you think may apply and why. Whether there is a prospect of using NCND. Whether media interest in the response is likely. Any other factors you believe to be relevant. 	<p>Please see the attached request for details.</p> <p>Clearing House trigger engaged is 'High likelihood of harmful media interest'. Applicant is requesting for minutes of meeting with details of Chief Medical Officer's advice to Secretary of State for Health in August 1990 regarding litigation over infection of haemophiliacs with HIV through contaminated blood products.</p> <p>I attach the information requested as well.</p> <p>Grateful for MOJ's guidance on this.</p>		
<p>Do you need to consider the use of Section 23 or 24?</p>		<p>What case categorisation (1, 2, 3, or 4) does the department believe would be most suitable (see Clearing House toolkit para 24)</p>	<p>4</p>

Involvement of other government departments and/or NDPBs:	
Is this a suspected round robin request?	No
If not a suspected round robin, are any other government departments or NDPBs likely to be involved or have an interest in the request?	

If "Yes" or "possibly", please state why and provide contact details for relevant departments where possible:			
	Department 1	Department 2	Department 3
Name of Department			
Reasons for (possible) involvement:			
Contact details (if available):			

Contact details of lead departmental FOI practitioner		
		Please check if this is first point of contact for Clearing House <input type="checkbox"/>
Name:	Pauline Agboke	
E – mail (check accuracy):	Pauline.agboke@ GRO-C	
Telephone Number:	GRO-C	

Contact details of lead departmental policy official		
		Please check if this is first point of contact for Clearing House x
Name:	Zubeda Seedat	
E – mail (check accuracy):	Zubeda.seedat@ GRO-C	
Telephone Number:	GRO-C	

Other key contact details (if applicable)		
		Please check if this is first point of contact for Clearing House <input type="checkbox"/>
Name and position:		
E – mail (check accuracy):		
Telephone Number:		