

05 February 2025

**REFERENCE: FOI\25\13**

Dear Sir,

Thank you for your request of 3 February 2025 under the Freedom of Information Act as follows:

*Please provide a breakdown of conferences, visits and trips to locations outside the UK and Ireland involving the minister during the last 12 months, since the Executive returned (February 3 2024 to date request received).*

*Please state the*

- 1. Date*
- 2. Location (city and country)*
- 3. Number of travellers (state in each case the number of senior civil servants and whether it included the minister)*
- 4. Reason for the conference/visit/trip*
- 5. The name and star rating of the hotel which was used by travellers*
- 6. A full breakdown of costs for the conference/trip/visit, to include the costs of travel, hotel/accommodation and subsistence (food/drinks).*

The Freedom of Information Act 2000 gives you two rights of access when you write to us asking for information. You have the right to know whether we hold recorded information in scope of your request, and you have the right to have that recorded information given to you. These rights may only be overridden if the information you are looking for is covered by an exemption in the Act.

The Minister did not have any conferences, visits or trips outside the UK or Ireland during that time period and so no information is held by the Department in relation to your request.

If you are unhappy with the result of your request for information, you may request an internal review within two calendar months of the date of this letter. If you request an internal review please do so in writing stating the reasons to the address above.

If following an internal review you were to remain dissatisfied you may make a complaint to the Information Commissioner and ask the Commissioner to investigate whether the DOJ has complied with the terms of the FOIA. You can write to the Information Commissioner at:

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

The Commissioner will not investigate a complaint unless an internal review procedure has been carried out.

Further details on the role of the Information Commissioner and the handling of appeals can be found at: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Yours sincerely

**Freedom of Information Manager**