Thanks you for your (undated) communication that we received on 28 November 2016 regarding my Freedom of information request of 27 October (your ref: F0047399).

I have several follow-up questions relevant to my original enquiry that were not covered in your response. These are:

- Personnel: in common with good staff management practice, if any members of TNA staff have provided administrative and organisational support to an external commercial event like the DCDC conference and its EIIIE predecessor, the time spent should be recorded in their annual job plans as a specific percentage or such staff should be able to estimate the number of hours. Please therefore indicate from such records and recollections the percentage of each staff member’s time devoted to DCDC, along with their respective civil service grades.

- Marketing: figures for 2016 marketing support to the DCDC conference should be easily accessible via your in-house financial software. The conference took place in October, so there should already be a record of funds budgeted and funds dispensed. If there are still invoices to be received for 2016, we will settle (for now) for the overall budgeted figure for 2016 and the sums dispensed by TNA to date.

- Finance: your response included no details of indirect finance by TNA for the annual DCDC conference, for example under its Memorandum of Understanding with RLUK or any other contractual or grant mechanism. I therefore request full disclosure of all contracts, grants, correspondence and agreements that TNA has with RLUK relating directly or indirectly to DCDC and EIIIE; this should include details of funding budgeted for, and spent on, the DCDC conference and its predecessor since 2013, and budgeted amounts (if available) planned for 2017.

- Finance: please supply financial records of TNA staff travel and accommodation costs for DCDC and its predecessor since 2013.

- Finance: please supply the amount spent by TNA in producing the ‘joint research’ with RLUK in 2014.