Dear [Name],

Thank you for your e-mail of 17 August 2015 where you requested the following information:

"I would like to request a copy of the Memorandum of Understanding (MOU) between UKTI DSO and Clarion relating to the Defence & Security Equipment International arms fair that is due to take place next month (DSEI 2015). This MOU was referred to in the DSEI 2015 MOU between Clarion and the Export Control Organisation"

Under the Freedom of Information Act 2000 ('the Act'), you have the right to:
- know whether we hold the information you require;
- be provided with that information (subject to any exemptions under the Act which may apply).

I can confirm that the Department holds the information you are seeking and I attach a copy of the Letter of Understanding (LOU) between UKTI DSO and Clarion Events Limited concerning the Defence and Security Equipment International Exhibition 2015 (DSEI 2015). Some information is exempt from disclosure under Section 27, 40 and 43 of the Act as explained below.

Section 27 (1) (a) and (1) (c) exempts information if its disclosure would, or would be likely to, prejudice relations between the UK and any other state, or the interest of UK abroad. This is a qualified exemption and we have had to balance the public interest test arguments for withholding the information against those for disclosure. Section 27(1) has been applied where the interests of the UK could be damaged.

We acknowledge there is a public interest in the Department whenever possible providing transparency about its engagement with Overseas Government and the release of this information would increase public knowledge of the UK's diplomatic relations. However, against this it can be argued that the effective conduct of international relationship depends upon maintaining trust and confidence of Government of other nations. Disclosure of this information is likely to prejudice the relationship between the UK, and other states, which may lead to a
breakdown of cooperation and have a detrimental impact on current and future relations. Having considered the public interest test, on balance, we believe that the public interest in withholding this information outweighs the public interest in disclosing it and accordingly we withhold this information.

Section 40 is an absolute exemption for personal data which then falls to be dealt with under the Data Protection Act. Personal data of third parties can only be disclosed in accordance with the data protection principles. In particular, the first data protection principle requires that disclosure must be fair and lawful and comply with one of the conditions in Schedule 2 of the Data Protection Act. We do not think that it is fair to release the details of members of staff or third parties and do not think that any of the relevant conditions apply. Accordingly this information is withheld.

Section 43(2) (Commercial Interests) exempts information if its disclosure would, or would be likely to, prejudice the commercial interest of any person and is subject to a public interest test. In this context we recognise that there is general public interest in the disclosure of this information as greater transparency makes Government more accountable to the electorate. Against this there is a public interest in ensuring that the commercial interest of external business or the department are not damaged or undermined by disclosure of information which is not common knowledge and which could adversely impact on future business. Having considered the public interest tests, on balance, we believe that the public interest in favour of disclosing information is outweighed by the necessity to protect the commercial interest of Clarion or any partners.

**Appeals Procedure**

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be sent to the Information Rights Unit at:

Information Rights Unit  
Department for Business, Innovation & Skills  
1 Victoria Street  
London  
SW1H 0ET  
E-mail: foi.requests@bis.gsi.gov.uk

Please remember to quote the reference number above in any future communications.

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 Information Commissioner can be contacted at: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely,

Defence and Security Organisation
LETTER OF UNDERSTANDING

BETWEEN THE

UNITED KINGDOM TRADE & INVESTMENT
DEFENCE & SECURITY ORGANISATION

AND

CLARION EVENTS LIMITED

CONCERNING THE

DEFENCE AND SECURITY EQUIPMENT
INTERNATIONAL EXHIBITION 2015

LETTER OF UNDERSTANDING
In recognition of the mutual benefits of a successful Defence & Security Equipment International (DSEI) event, the United Kingdom Trade & Investment (UKTI) Defence & Security Organisation (hereafter referred to as DSO) and Clarion Events Ltd (hereafter referred to as Clarion) agree to work closely together to deliver DSEI 2015.

This Letter of Understanding, comprising this letter and two annexes, sets out how this will be achieved. In summary, DSO undertakes to manage the Official Overseas Defence and Security Delegations (OOD) package, DSO OOD package and to provide working facilities to manage the Delegations.

Annex A sets out what each party will deliver as part of this agreement. Annex B sets out the detailed requirements for facilities for DSO and the MOD at DSEI 2015.

While this Understanding relates to and governs the arrangements for DSEI 2015, it is the intention of both parties to enter into similar partnership arrangements for future DSEI exhibitions. Both DSO and Clarion recognise the significant benefits that can accrue as a result of working together in the manner described.

Simon Everest
Director Business Strategy
UKTI DSO

Duncan Reid
DSEI Exhibition Director
Clarion Defence & Security Ltd
LOU - SPECIFIC CONDITIONS

1. DSO undertakes to issue, on behalf of UKTI, formal invitations to the most senior foreign government, military and security personnel and to manage the entire Official Overseas Defence and Security Delegation (OOD) package. DSO aims to maximise the number of delegations at DSEI and will secure all relevant HMG clearances for the OODs. As part of this, to reflect the International tri-service and security offering at DSEI, DSO also undertakes to include formal invitations to senior government and military representatives from Joint, Air, Land and Sea Domains, and senior foreign government figures and representatives from gendarmerie organisations and other agencies responsible for security matters (e.g. border security forces). These will be drawn from the countries gaining FCO clearance and will be based on DSO judgements on prevailing international relations, priority markets and campaigns and knowledge of the capabilities to be promoted at DSEI 2015.

4. Clarion will meet DSO’s requirements for fully furnished accommodation space and services to agreed, appropriate scale, standards and location, at no cost to DSO. These will include:

a. The OOD Business Lounge, together with meeting/conference rooms and working areas in the South Hall. This facility is to be combined with the MOD Business Lounge. Clarion, MOD and DSO representatives will maintain close dialogue and co-ordinate the planning of both spaces to maximise benefits to HMG and
exhibitors alike.

b. Attached thereto, a working area for the DSO Inward Visits Unit (IVU) team.

c. A demonstration area of about in the North Hall. DSO will undertake to build the demonstration area, which should be based around themes and/or capability areas to be mutually agreed. Participants in the demonstration must be exhibitors and communication to interested companies must remind them of this position from an early stage.

5. Clarion is submitting its proposals for the DSO and MOD areas for approval by DSO and the MOD. The plans will be agreed no later than ••••

6. Clarion Operations Director and DSO and MOD Project Managers to resolve any issues relating to the build and finish before the Exhibition opens.

7. It is recognised that security is of paramount importance to the success of the event. Clarion's Head of Security will, in liaison with appropriate security authorities, manage all aspects of security within the tenanted DSEI footprint, in line with the prevailing threats and risks, in order to provide a secure working environment for visitors, exhibitors, staff and exhibits. This process will be documented by the production of the Security Plan, which will be drafted by the Clarion Head of Security, in cooperation with the members of the DSEI Security Committee.

8. Clarion will include in its contract of exhibitor participation a statement requiring that:

   a. Exhibitors' equipment, services, documentation and all other forms of visual promotion and display, exhibited or proposed, must comply with:

      i) English law and the UK's international undertakings
      ii) EU/UN Law and EU/UN international undertakings

There is a requirement for a Trade Control Licence from the Export Control Organisation if the goods on display, or the related promotional material, fall under Category A of the Trade Controls.
General advertising and promotion of Military Listed Category B and Category C goods are exempt from the control and therefore are not controlled at trade fairs. Category B and C goods are of course subject to export controls and will require an export licence if exported.


Part 2 Category B Goods - Small arms and light weapons; Accessories and ammunition for small arms and light weapons within ML1 and ML2; Light weapons within ML4; Ammunition for light weapons within ML4; Hand Grenades; MANPADS, missiles for them, associated equipment and their specially designed components; Long range missiles; Components for all goods listed in Part 2.

A full definition of the items included in Category A, B and C goods is contained within Schedule 1 of the Export Control Order:


10. To satisfy MOD requirements, the MOD monitors the display of exhibits and contractor material at major defence exhibitions and will be afforded access to the DSEI site during build-up and throughout the period the exhibition is open. At DSEI this includes:

a. conducting an audit of UK exhibitors and UK technology on overseas stands to ensure clearances are in place for material and equipment on display and that MOD requirements for the protection of defence information are met;

b. where possible, assisting Clarion with technical queries regarding the suitability of exhibits and promotional material from overseas exhibitors and

c. undertaking the technical security clearance of the visit route for RN ship tours.

11. DSO will have a vital interest in certain aspects of PR/media handling. It is essential that PR staff from Clarion, DSO, MOD, and the Defence Trade Associations (DTA) work closely together, before and during the exhibition, to develop an understanding of each other's concerns and ensure that all sensitivities are covered. A virtual PR Committee will be established with
representation from DSO, MOD, Clarion, DTAs, the Metropolitan Police, ExCeL and Clarion's Media Lounge sponsor. Before promulgation, all parties should, where possible, see written communications with the Media. PR staff dealing with media approaches, including those where a fast response is required, should be fully aware of the need to consult and will establish a mechanism to do so immediately, when required.

12. DSO will consult Clarion about requests for information under the Freedom Of Information Act where Clarion has supplied, or has a close interest in, the requested information. The decision as to whether to withhold or disclose the information is ultimately a matter for DSO.

14. Since DSEI is an international exhibition, the necessity of achieving a fair and equitable share of delegation time between exhibiting UK companies and overseas exhibitors affects both the short term perception and long term survival of the event. DSEI needs to continually develop and maintain its position as the leading global market place. For this to happen, both UK and international companies need to feel they have equal and reasonable access to delegations. In recognition of this, DSO agrees to include in the programmes of all OODs at least one visit to an international pavilion (in addition to the UK group), and to use its reasonable endeavours, consistent with the wishes of individual delegates and the organisers, to include in the programmes of all OODs other scheduled visits to overseas exhibitors and overseas national pavilions and stands throughout the 4-days of DSEI. DSO agrees to seek visit preferences for both UK companies and overseas exhibitors and national pavilions as part of the OOD invitation process. Clarion agrees to provide DSO with a list of exhibitors, pavilions and pavilion hosts to facilitate this.

15. Clarion will employ a temporary Inward Visits Programming team for DSEI 2015. The team will be headed up by a Programming Manager who will act as the central point of contact for DSO Desk Officers for any Government OODs that DSO ask Clarion to programme. The Programming Manager will be responsible for coordinating all of Clarion's additional VIP delegations. The Programming Manager will be in post early. In recognition of the need for timely communication with exhibitors regarding OOD visit schedules and to help with Clarion's programming of additional VIP delegations and bi-laterals, DSO and Clarion will work together throughout the period leading up to the Exhibition, supported by the Clarion Inward Visits Programming Manager; the aim of which will be to confirm successful bids and to agree delegation
programmes. DSO agrees to deliver copies (draft or final) of all of the delegation programmes to Clarion by [redacted]. Any revisions to programmes after this time should also be provided to Clarion before the opening day of the Show.

16. DSO agrees to ensure that the IVO obtains daily reports from Escort Officers during the Show to record any changes to promulgated programmes. The IVO and Clarion agree to work together to try and address any no-shows. DSO agrees to help Clarion’s Delegation and Protocol Manager to produce a final report for Clarion showing a detailed breakdown of stand visits by OODs.

Annex B: Facilities Specification

Version 2.0 (Jan 2015)
DSEI 2015 – UKTI DSO and MOD Facilities

1. General Requirements

All facilities to have common design elements, furnishings, and high standard of finish and to incorporate wherever possible, sustainable materials.

- Design should reflect a ‘Best of British’ colour scheme.
- All carpet to be hard wearing and of dark colour.

2. Exterior Walls

Exterior to be branded with UKTI DSO and MOD.

3. Delegate Lounge Area

Facility to house VIP Overseas Defence Delegations attending DSEI, there will be a maximum of 200 people in this area at any one time (this will led by the number of VIP Overseas Defence Delegations). This area will also be used for UKTI DSO & MOD led events between delegates, Senior UKTI and MOD staff, and industry.

- A mix of bar stools, posing tables, and soft chairs for seating and drinks.
- 1 x Bar area to incorporate Tea & Coffee station.
- 2 x Internet points with screens.
- A number of sockets for recharging.
- 1 x You Are Here style plan of the event.

4. Reception Area

This is the initial point of contact for VIP delegations with UKTI DSO. This will be shared with the MOD, and will be staffed jointly by UKTI DSO and MOD personnel.

- Reception desk.
- UKTI DSO & MOD branding behind the reception desk.
- Lockable cupboards either underneath or behind reception desk.
- 3 x Stools.
- 2 x Telephones.
- 2 x sockets.
- 1 x Laptop and internet connection.
- Ropes and posts.

5. Cloakroom

- Lockable door, with keypad lock.
- Coat racks and shelving to be fitted for coats and bags etc.
- 2 x Umbrella stands.
- 4 x sockets.
- 1 x Waste bin.
- Lockable changing rooms, including mirror, garment hook, shelf, and stool in each.
6. **VIP Waiting Area**

Holding area for delegations prior to meeting with HDES, and should be adjoining HDES Outer Office.

- Signage to door – “By Invitation Only”.
- 50” Plasma TV to be fixed to wall.
- Satellite / Freeview TV to be supplied, news channels only.
- Seating for 10 people unit chairs.
- 2 x Coffee tables.
- 2 x sockets
- Partition wall between waiting area and HDES Outer Office area 1 m in height.
- 2 x Canvass picture (UKTI DSO to agree image).
- Wall mounted air conditioning installed to high standard to ensure minimum temperature of 20°C with remote control unit.
- Casement ceiling with good level of soundproofing.

7. **HDES Outer Office**

Working area for HDES Outer Office staff, this area is in view of delegations transiting to HDES Office.

- 4 x desks for computer workstations with broadband internet connections.
  1: HDES PS – FCP Laptop (UKTI DSO to supply)
  2: HDES PS – PC Workstation – backup (Clarion to supply)
  3: HDES APS – PC Workstation (Clarion to supply)
  4: Touchdown desk – PC Workstation (Clarion to supply)
- 1 x FCP Printer (UKTI DSO to supply).
- 1 x Networked Printer (Clarion to supply).
- 4 x Telephone points and telephones to be supplied.
- 4 x Computer drawer lockable pedestals.
- 1 x Lockable cupboard.
- 4 x Office chairs.
- 2 x Waste bins.
- 4 x twin sockets to each workstation – to comprise power, network, phone connections.
- 2 x Lockable cabinets.
- Connections to fax and photocopier.
- 1 x Combination Fax / Photocopier.
- 1 x Bar fridge.
- 1 x Tea & Coffee serving point.
- Wall mounted air conditioning installed to high standard to ensure minimum temperature of 20°C with remote control unit.
- Casement ceiling with good level of soundproofing.

8. **HDES Office**
Primary venue for bilateral meetings between HDES and VIP overseas delegations, some meetings may also include UK Government ministers and Chiefs of Service. Venue for HDES VIP lunches.

Entrance from HDES Outer Office, exit back into UKTI DSO & MOD area corridor, to allow through flow of VIP traffic.

- Lockable doors – porthole window, half frosted to centre.
- Signage to Entrance door – “Head of UKTI Defence & Security Organisation”. External exit door to corridor at rear of office solid. Signage – “Private No Entry”.
- 1 x tea and coffee serving point WITH FRIDGE
- 1 x Display cabinet – corner unit
- 3 x 3-seat leather sofas.
- 2 x 2-seat leather armchairs.
- 4 x Rectangular coffee tables.
- 1 x Lockable cupboard.
- 4 x Canvas pictures (UKTI DSO to agree images).
- 1 x Round VIP dining table, seating 8-10.
- Privacy screen to separate VIP dining table, from the rest of the office.
- Wall mounted air conditioning installed to high standard to ensure minimum temperature of 20°C with remote control unit.
- Casement ceiling with good level of soundproofing.

9. Meeting Rooms x 2

These rooms will house numerous bilateral meetings during the exhibition with VIP delegations, and so must be finished to a high standard.

- Lockable door – Porthole window, half frosted to centre.
- In-use sign on door.
- Signage to door – “Meeting Room 1/2/3/4 etc”.
- Seating for 10 people in comfort.
  - 2 x 2-seat leather sofas
  - 2 x 3-seat leather sofas
- 2 x Small square coffee tables.
- 1 x Large rectangular coffee table.
- 1 x Telephone point plus telephone.
- 1 x Lockable cabinet.
- 2 x Powerpoints.
- 1 x Bar fridge.
- 2 x Canvas pictures (UKTI DSO to agree images).
- Wall mounted air conditioning installed to high standard to ensure minimum temperature of 20°C with remote control unit.
- Casement ceiling with good level of soundproofing.

10. Conference Room

Large conference/meeting room for use by Senior UK Government officials. Room may be required to be reconfigured to seat fewer people. There is also a requirement for the room
to house briefings and press events, and could be reconfigured to serve as a private VIP dining room.

- Lockable door – porthole window, half frosted to centre.
- Signage to door – “Conference Room”.
- In-Use sign on door.
- 1 x Credenza with bar fridge.
- Seating for 16 people in comfort.
  - Seating for 10-conference style (reserve seating for 4 additional to be held in reserve to be called on if required).
  - Seating for 6-informal style unit chairs.
- 1 x Rectangular conference table.
- 2 x Coffee tables.
- 1 x Telephone point and telephone.
- 1 x 60” Plasma screen.
- 1 x Laptop (Clarion to supply) to run presentations / DVDs through plasma screen. All cabling for laptop to be discreet.
- 4 x Powerpoints.
- UKTI DSO Branding to be applied to one wall, MOD branding to another.
- 2 x Canvass pictures, UKTI DSO to agree images.
- Wall mounted air conditioning installed to high standard to ensure minimum temperature of 20°C with remote control unit.
- Casement ceiling with good level of soundproofing.

11. Inward Visits Unit

Office area to be used by the UKTI DSO IVU Team.

- 12 x desks facing entrance to room for computer workstations with broadband internet connections:
  1: Hq of Protocol – PC Workstation (Clarion to supply)
  2: SO Prot / Ops Officer – FCP Laptop (UKTI DSO to supply)
  3: Inward Visits Officer (IVO) – PC Workstation (Clarion to supply)
  4: Escort Coordination Officer (ECO) – PC Workstation (Clarion to supply)
  5: Assistant Escort Coordination Officer (A/ECO) – PC Workstation (Clarion to supply)
  6: Chief Clerk – FCP Laptop (UKTI DSO to supply)
  7: Clerk 1 – PC Workstation (Clarion to supply)
  8: Clerk 2 – PC Workstation (Clarion to supply)
  9: Clerk 3 – FCP Laptop (UKTI DSO to supply)
  10: Spare – PC Workstation (Clarion to supply)
  11: Internet – PC Workstation (Clarion to supply)
  12: Mobile Phone Management – Laptop (UKTI DSO to supply)

- 12 x Chairs.
- 6 x Waste bins.
- 2 x Coat stands.
- 6 x Cupboards.
- 3 x Tables (Pigeon holes/Fax/tea.
- 1 x Table for Printer.
• 6 x Shared telephone points and telephones to be supplied, to be located as per supplied layout plan.
• Connections to fax and photocopier.
• 1 x Combination Photocopier / Fax machine.
• 3 x FCP Printer (UKTI DSO to supply).
• 1 x Networked Printer (Clarion to supply).
• 1 x Bar fridge.
• Pinboard for Programmes size 5m x 4m.
• 120 x Pigeonholes requires wall to be fixed to (UKTI DSO to supply and give dimensions). To be fixed to wall immediately to the left as you enter the IVU.

Access to the IVU from outside the UKTI DSO & MOD area to avoid congestion at reception.

12. Loos

Toilet facilities similar to 2013, these will need to be walled in and dressed and integrated into the overall look of the area.

13. Staffing Requirements

Dedicated project manager required, overseeing build-up phase, sign off, and exhibition period. Must be on-call to assist with potential problems and faults. Dedicated project manager will oversee build up, sign off and then a standby to be on hand throughout the exhibition period.