

[omitted for publication]

22 April, 2008

Vincent Henry
Freedom of Information Liaison Officer
National Standards Authority of Ireland

Dear Mr Henry,

I am writing to make a request under the Freedom of Information Act.

I would like to request the following information from the NSAI, relating to the NSAI's work on ISO's as-was draft standard DIS29500 (Information Technology — Office Open XML file formats).

- Minutes of all meetings of committees, sub-committees, working groups or similar where ISO's as-was DIS29500 was discussed.
- Dates of all such meetings.
- Attendance lists of all such meetings, including affiliation (if any) of attendees.
- Documents describing the NSAI's procedure for deciding on its vote to ISO on Draft International Standards.
- All records of the actual procedure followed when making the decision as to what Ireland's vote should be in the final vote (with deadline March 29, 2008) determining the resolution of ISO's as-was DIS29500.
- Lists of all members (and their affiliations if any) of all committees, sub-committees, working groups or similar whose remit included discussion of ISO's as-was DIS29500. Lists of dates of joining of all such committees, etc., by all such members.
- All submissions received by NSAI relating to ISO's as-was DIS29500.
- All other correspondence from or to NSAI in relation to ISO's as-was DIS29500.
- All internal correspondence between committees, sub-committees, working groups or similar within NSAI relating to ISO's as-was DIS29500.
- Dates and presenters (and their affiliation if any) of all presentations made to NSAI on the subject of ISO's as-was DIS29500.

If these documents are available in computer-readable form, then I would prefer them in such a form. I enclose a cheque for €15 in respect of this application. Thank you in advance for your time and assistance.

Yours sincerely,

Ben North