

Rob Evans, 3 Mount Street, Dorking, Surrey RH4 3HT, Britain
Tel : 01306 889556 (home); 07950 169448 (mobile)
Email : revans4628@aol.com

December 2 2002

Dear Sir/Madam,

I am writing to you with a request under the Freedom of Information Act, 5 USC, 552.

I understand that on December 5 2001, Ann Veneman, the agriculture secretary, held a meeting with Margaret Beckett, the British Secretary of State for the environment, food and rural affairs, in Washington DC.

Under the Freedom of Information Act, I would like to request copies of the minutes of this meeting, the agenda of this meeting, and any and all papers, briefing material, documents, memos, telegrams, cables, e-mails, memorandums of conversations, telephone logs, which were prepared for or connected with, this meeting, either before or after the event;

I am a reporter with the *Guardian* newspaper and intend to use the information gained through this request in articles for the *Guardian* newspaper which is published in Britain and is also available in the United States of America and on the internet.

The release of this information would be in the public interest, and inform public debate and public understanding of the work of the Department of Agriculture. I therefore ask that all search and copying fees associated with this request be waived. If however there are any costs associated with this request, please notify me beforehand if they are to exceed \$10.

For administrative reasons, I would be grateful if you could send all correspondence to the following address: 3 Mount Street, Dorking, Surrey, Britain RH4 3HT.

I am willing to discuss my request and can be contacted via email on rob.evans@guardian.co.uk or 44 1306 889556.

I look forward to hearing from you in the near future.

Yours sincerely,



ROB EVANS