



From: Caroline Dolman, Tribunals and Inquiries Unit

**MINISTRY OF DEFENCE**

Room 7/66, Metropole Building, Northumberland Avenue, London WC2N 5BL

Email: [TIU-group@defence.mod.uk](mailto:TIU-group@defence.mod.uk)

Telephone	(Direct dial)	020 7807 80389
	(Switchboard)	020 7218 9000
	(Fax)	020 7218 4427

**FAX COVER SHEET**

**Total pages: 3**

Friday, 08 August 2003

**FAO: Martin Smith**

**Response to documentation request.**

PSA the response to your request for documentation, in a letter dated 4 August and addressed to Paula Diggle, relating to the Mail on Sunday article of 3 August.

Regards

MOD/8/0001



From: Jeremy Williams, Tribunals and Inquiries Unit  
**MINISTRY OF DEFENCE**  
Room 7/59, Metropole Building, Northumberland Avenue, London  
WC2N 5BL

Telephone (Direct dial) 020 7807 8513  
(Switchboard) 020 7218 9000  
(Fax) 020 7218 4427

M Smith Esq  
The Hutton Inquiry  
2<sup>nd</sup> Floor  
81 Chancery Lane  
LONDON WC2A 1DD

Your Reference  
REQ/2/004-005

Our Reference  
D/TIU/3/6

Date  
8 August 2003

Dear Mr Smith

#### DOCUMENTATION

I am writing in response to the third question in your letter of 4 August 2003, addressed to Paula Diggle, which relates to the Mail on Sunday article of 3 August.

During a routine inspection of the MOD Metropole Building on the morning of Sunday 20 July, a bag used to hold documents for incineration was discovered in an unlocked office. As the bag should have been locked away, the incident was treated as a security breach. In the bag was found a torn up document (copy attached) which had the name 'David Kelly' hand-written on it in blue ink.

The document is an annex to the minutes from the 17 July meeting of the Information Campaign Co-ordination Group (ICCG). This group meets fortnightly to ensure the consistency and strategic direction of information on stories arising within Iraq. It is a summary of the news themes current at that time.

The hand-written reference to Dr Kelly was added to the original of this copy of the minutes by a new member of staff while the purpose of the group was being explained to him by a more senior member of staff. The copy of the minutes thus annotated was subsequently disposed of in the appropriate method for classified waste, and placed in the burn bag. It had no relevance to the meeting or to any draft of the minutes, and the final version of the minute included no reference to Dr Kelly. The ICCG discussed only stories arising from Iraq and had no role to discuss Dr Kelly.

The security breach was committed by the same new member of staff who had added David Kelly's name to the list of current themes, but the two actions were unrelated.

The burn bag and the original copy of the document are being held by the Metropolitan Police Special Branch until the Thames Valley Police inquiry has concluded.

MOD/8/0002

I am unaware of any other relevant documents having been either destroyed or found to be missing.

A copy of this letter goes to Paula Diggle in the Cabinet Office.

Yours sincerely  
Jeremy Williams

MOD/8/0003

ANNEX B

INFORMATION CAMPAIGN - WEEK AHEAD

CURRENT THEMES

1. POSITIVE - To promote

- Establishment of Governing Council
- Progress in Baghdad (growing impact of CPA; implementation of UNSCR 1483; commitment to secure environment)
- UK enduring contribution to broad Coalition effort (Roulement of forces)
- Quick Impact Projects; working with CPA
- Broadening the Coalition (CN Deployments)

2. NEGATIVE - To rebut, and play down and/or ignore

- Emergence of ~~guerrilla warfare~~
- Phase IV - Discontent at pace of constitutional reform
- US/UK differences
- Insufficient UN mandate/commitment
- 'Resurgence' of Ba'athists
- DAVID KELLY

3. NEUTRAL/UNCLEAR OR DOUBTED - To 'wait out' or treat cautiously

- WMD - lack of discrediting evidence
- Saddam's whereabouts
- De-Ba'athification

MOD/8/0004