



2 April 2026

Dear ,

### **ATISN 26803 – Business Trips & Office Costs**

Thank you for your request for information, which we received on 16 March. In your email you asked for the following information:

- 1. the total amount spent in this financial year on business trips outside of Wales by civil servants in the Welsh Government International Relations and Trade team. This should include all travel, accommodation, and subsistence.*
- 2. the total amount spent on staff and office costs for the Welsh Government offices in London and Dublin in this financial year.*
- 3. confirm how many Welsh Government staff are currently temporarily posted overseas and whether such overseas positions are advertised for recruitment externally?*

### **Response**

#### Question 1

From my preliminary assessment I estimate that it will cost more than the appropriate limit set out in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 to answer your request. The appropriate limit specified for central government is £600. This represents the estimated cost of it taking over 24 hours of time to determine whether we hold the information and to thereafter locate, retrieve and extract it.

In order to provide you with the information that you have requested we would need to commission responses from individuals from across the Directorate based in Wales, London and 21 offices overseas. For the staff overseas, the scope of the request would include every business trip within the country.



## Calculation

• 30 mins average time for each Wales-based staff member to gather, log and send information to a co-ordination team x 83 staff	<b>= 41.5hrs</b>
• 45 mins average time for each overseas staff member to gather, log and send information to a co-ordination team x 43 staff	<b>= 32.25hrs</b>
• Estimated time for co-ordination team to collate, format and review data responses (average 3 mins x 126 responses)	<b>= 6.25hrs</b>
<b>Total</b>	<b>80hrs</b>

This time estimate is conservative, for some staff, the time taken to gather the information would be significantly more, possibly over an hour.

You may wish to refine your request by narrowing its scope to travel outside of the UK only and exclude the travel undertaken by staff based overseas. If you do refine your request in this way, this will be treated as a new request.

## Question 2

The total staff costs, plus office running costs for the Dublin and London office is £1,242,154. Costs for March were unavailable at the point of data collection, so this figure represents costs incurred between 01 March 2025 to 28 February 2026 and includes all staff on-costs, such as pension, allowances, housing and medical and the office costs includes rent, business rates, utilities, furniture, insurance, building and estate management.

The office in London is utilised by the whole of Welsh Government and Welsh Businesses using hot desks and meeting rooms. The office is also used by Ministers when in London.

## Question 3

There are 16 Welsh Government staff temporarily based overseas, the other staff based in our overseas locations are locally employed.

All Welsh Government staff posted overseas are recruited internally from within the Welsh Government or the wider UK Civil Service. Only after exhausting internal options would a consideration to recruiting externally be made. Substantive postings overseas are generally conducted on a 4-year term, with postings reviewed at the 2 year stage. Welsh Government also provides an International Short Term Attachment (ISTA) scheme, which are posts conducted on time limited basis and are usually for 12 months minimum but can vary in length depending on the project they are supporting.

If you are dissatisfied with the Welsh Government's handling of your request, you can ask for an internal review within 40 working days of the date of this response. Requests for an internal review should be addressed to the Welsh Government's Freedom of Information Officer at:

Information Rights Unit  
Welsh Government  
Cathays Park  
Cardiff  
CF10 3NQ  
or e-mail: [Freedom.ofinformation@gov.wales](mailto:Freedom.ofinformation@gov.wales)

Please remember to quote the ATISN reference number above.

You also have the right to complain to the Information Commissioner. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Telephone: 0303 123 1113  
Website: [www.ico.org.uk](http://www.ico.org.uk)

However, please note that the Commissioner will not normally investigate a complaint until it has been through our own internal review process.

Yours sincerely