

ANNEX 5

HOW TO READ AND NAVIGATE THE REPORT

Structure of the Report

1. The Executive Summary contains the Inquiry's key findings and conclusions.
2. The 17 Sections of the Report contain accounts of the relevant decisions and events, the Inquiry's full analysis and conclusions, and, where appropriate, lessons for the future.
3. The Sections address separate themes arising from the sequence of events between 2001 and 2009. In each Section the Inquiry draws on the available evidence to provide an account of events, policy discussions and decision-making processes.
4. The Inquiry does not present all its conclusions in the same way. Different topics benefited from different approaches. In the Sections covering the period before the invasion, conclusions are placed alongside the main evidence in a single Section. In the majority of post-invasion material, the conclusions appear in separate analytical Sections.

Use of bold text

5. Bold text is used in the pre-invasion Sections of the Report to highlight Inquiry comment and analysis, and to signpost or summarise key events. Bold text is not used in post-invasion Sections. Throughout the Report, bold text is retained in quotes as it appeared in the original.

Cross-referencing

6. Cross-references to other Sections are used where an issue or event referred to in one Section is addressed in more detail elsewhere.

Duplication of text

7. Identical, or very similar, material can appear in two or more Sections where that aids comprehension or is necessary for an accurate description of events.

Use of evidence

8. The Report draws on material from a wide range of sources, including:
 - UK Government documents;
 - transcripts of the Inquiry's public and private hearings;
 - written submissions to the Inquiry;

- Parliamentary records;
- documents published by the US Government and international organisations;
- published memoirs and diaries;
- academic papers, including papers produced to inform the two seminars organised by the Inquiry;
- meetings in the UK with Service Personnel and their families, and with UK civilians who worked in Iraq; and
- views heard during visits to Iraq, the US and France by members of the Inquiry.

9. The Inquiry presents that material in the form of gists, which summarise the key points of a document or part of a document, and quotes. The source of each gist and quote is given in a footnote.

10. The Report quotes extensively from the full range of sources. To aid comprehension the Inquiry has sought to standardise spellings, abbreviations and acronyms and the representation of numbers, dates and times within quotes. All bold and italic text and underlining appearing within a quote has been retained from the original.

11. Where the meaning of a quote is uncertain or ambiguous, explanatory material has been added in square brackets.

12. US spellings are used for all US job titles and for US and international organisations using US spellings in their names, and are retained in all quotes from US sources.

Documents published by the Inquiry

13. Whole documents and extracts declassified by the Government, transcripts of the Inquiry's hearings and written submissions to the Inquiry are published on the Inquiry website, with redactions where necessary.

14. Where the Government has declassified a gist or quote from a document, but not the whole document or an extract from it, there is no further material available to the reader beyond the gist or quote in the Report.

15. In the online version of the Report, hyperlinks in the footnotes take the reader to documents published on the Inquiry website.

16. The footnotes in the printed version of the Report do not distinguish between those documents which have been published on the Inquiry website and those which have not.

17. The Report does not include links to other published sources.

18. The legibility of a small number of government documents published on the Inquiry website is poor. In each case, the Inquiry has published the clearest copy available.

Redacted evidence

19. The Government has required redactions to certain documents under the terms of the *Protocol between the Iraq Inquiry and Her Majesty's Government regarding Documents and Other Written and Electronic Information*. Those redactions appear in three forms:

- as thick black lines in the transcripts of oral evidence given in private;
- as blank white space in whole documents published by the Inquiry; and
- as an ellipsis (three dots) within quotations in the text.¹

20. Certain categories of information have been withheld from publication under the terms of the Protocols agreed between the Inquiry and the Government:

- views expressed by President Bush in conversations with Mr Blair;
- the reference numbers of JIC Assessments;
- the names of SIS officers (other than C), who are identified in the Report as SIS1 to SIS10;
- certain material on the activities of UK Special Forces and the names of successive Directors of Special Forces, who are identified in the Report as DSF1 to DSF3; and
- a small number of other identities and capabilities that require protection and are identified in the text by ciphers.

21. The Inquiry has received some evidence which it has agreed to publish anonymously in accordance with the criteria in paragraphs 4a and 4b of the *Protocol for hearing evidence by the Iraq Inquiry in public, and for identifying witnesses*.

Unusual document types

22. The Inquiry has published and makes reference to a wide range of written material. Less familiar categories of official document include:

FCO telegrams

23. Telegrams were electronically transmitted reports sent between the FCO in London and British Embassies, Missions and Consulates overseas. Very occasionally they were transmitted to or from other government departments and between overseas posts.

24. All telegrams from the FCO in London were attributed to the Foreign Secretary. The most important were seen by the Foreign Secretary in draft. All telegrams from posts were signed, and almost always seen in draft by, the Head or acting Head of Post.

25. All telegrams formed part of the FCO official record.

¹ Not all ellipses represent a redaction. Some represent text omitted by the Inquiry for reasons of relevance. All ellipses in square brackets represent redacted text.

26. Telegrams to and from individual posts were numbered sequentially through the calendar year, starting with “TELNO 1” on 1 January.

27. All telegrams included a date time group using Greenwich Mean Time (GMT). A telegram from the British Embassy Washington sent on “170356Z JULY 03” refers to a telegram sent at 3.56am GMT on 17 July 2003 (11.56pm on 16 July in Washington; 4.56am on 17 July in London).

28. A precedence marking signified the urgency of the telegram. “FLASH” indicated a telegram to be seen immediately by the recipient. A telegram marked “DESKBY 170600Z” was to be available to the recipient at 6.00am GMT. The other designations were “IMMEDIATE”, “PRIORITY” and “ROUTINE”.

29. The FCO phased out telegrams during 2005. They were replaced by eGrams.

FCO eGrams

30. The eGram, which replaced FCO telegrams during 2005, was used for significant communications and formed part of the FCO official record. It offered much of the flexibility of an email, including the ability to add attachments.

31. Unlike telegrams, each eGram was assigned a unique number in a single FCO-wide sequence starting at midnight GMT on 31 December. Paris eGram 127/06 to the FCO was not the 127th eGram from Paris, but the 127th eGram sent on the system in 2006.

FCO teleletters

32. Letters between named individuals sent electronically using the FCO telegram system. Phased out in 2005.

Valedictories

33. Reports from officials at the end of a tour of duty as the head of an overseas post.

Hauldown reports

34. Valedictories sent by UK military commanders at the end of a tour of duty in Iraq.

Private Secretary letters

35. Routine formal communication between government departments is often conducted by means of a letter from one Ministerial Private Secretary to another. Such letters should be interpreted as reflecting the views of the Minister, not of the signatory. The importance of an issue can often be inferred from the seniority of the Private Secretary. For instance, a letter from one Principal Private Secretary to another would usually hold more weight than a letter from one junior Minister’s Private Secretary to another.

Names and ranks

36. All names, honours, military ranks and job titles in the Report reflect the individual's position at the time of the event in question.

37. Where the Report quotes written or oral evidence from a witness to the Inquiry, the witness is identified according to their status at the time they gave evidence.