



Department
for Environment
Food & Rural Affairs

T: 07770 783929
helpline@defra.gsi.gov.uk
www.defra.gov.uk

By Email

Your ref:
Our ref: RFI 5616
Date: 24th July 2013

Dear [REDACTED]

REQUEST FOR INFORMATION: Breakdown of the number of Document Records Management (ECM or EDRMs) solutions across the organisation and the contract providers of the said solutions

Thank you for your request for information about Breakdown of the number of Document Records Management (ECM or EDRMs) solutions across the organisation and the contract providers of the said solutions, which we received on 3rd July 2013. As you know, we have handled your request under the Freedom of Information Act 2000 (FOIA).

I have responded below to each of your questions:

1. A breakdown of the number of Document Records Management (ECM or EDRMs) solutions across the organisation and the contract providers of the said solutions.
 - Core Defra does not currently have an EDM that is accredited by The National Archive. It does however use MS SharePoint 2007 as a document management and collaboration tool. This is provided by IBM under their contract for providing a wide range of IT services such as networks, application support and hosting and desktop services
2. For the solutions above, the current annual maintenance payments that the organisation makes to its providers and the renewal date and term for these contracts.
 - The Contract with IBM does not require the maintenance of catalogue pricing at the application level. A detailed analysis of the various components of the Authority's SP 2007 solution to ascertain the precise cost would incur a disproportionate cost, due to pricing for Sharepoint being made up of a number of variable sub-elements.



3. Does the organisation have an Enterprise Licence with Microsoft including Sharepoint 2007/10.
 - Yes our ELA includes SP 2007.
4. A copy of the organisation's Information Management Strategy / Roadmap for the next 1-3 years.
 - Defra doesn't currently have an Information Management Strategy but is in the process of developing a strategy encompassing knowledge, data and information covering Defra and its Arms Length Bodies. Defra's digital strategy can be found here <https://www.gov.uk/government/publications/defra-digital-strategy-2012>.
- 5.. If the organisation has an Information Management project, what are the current timescales?
 - See response to Question 4 above.
6. If the organisation has entered into a managed service agreement for ICT and related services; the name of the current supplier and the date when the current agreement ends.
 - We have a managed service agreement with IBM that ends in February 2018.

In keeping with the spirit and effect of the FOIA, and in keeping with the government's Transparency Agenda, all information is assumed to be releasable to the public unless exempt. Therefore, the information released to you will now be published on www.gov.uk together with any related information that will provide a key to its wider context. Please note that this will not include your personal data.

I attach Annex A, which explains the copyright that applies to the information being released to you.

I also attach Annex B giving contact details should you be unhappy with the service you have received.

If you have any queries about this letter, please contact me.

Yours

Julie Knapton

Annex A

Copyright

The information supplied to you continues to be protected by copyright. You are free to use it for your own purposes, including for private study and non-commercial research, and for any other purpose authorised by an exception in current copyright law. Documents (except photographs or logos) can be also used in the UK without requiring permission for the purposes of news reporting. Any other re-use, for example commercial publication, would require the permission of the copyright holder.

Most documents produced by Defra will be protected by Crown Copyright. Most Crown copyright information can be re-used under the [Open Government Licence](#). For information about the OGL and about re-using Crown Copyright information please see [The National Archives website](#).

Copyright in other documents may rest with a third party. For information about obtaining permission from a third party see the [Intellectual Property Office's website](#).

Annex B

Complaints

If you are unhappy with the service you have received in relation to your request you may make a complaint or appeal against our decision under section 17(7) of the FOIA or under regulation 18 of the EIRs, as applicable, within 40 working days of the date of this letter. Please write to Mike Kaye, Head of Information Standards, Area 4D, Nobel House, 17 Smith Square, London, SW1P 3JR (email: requestforinfo@defra.gsi.gov.uk) and he will arrange for an internal review of your case. Details of Defra's complaints procedure are on our [website](#).

If you are not content with the outcome of the internal review, section 50 of the FOIA and regulation 18 of the EIRs gives you the right to apply directly to the Information Commissioner for a decision. Please note that generally the Information Commissioner cannot make a decision unless you have first exhausted Defra's own complaints procedure. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF