



Ministry
of Defence

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Defence Business Services

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[REDACTED]

Thank you for your e-mails of 25 April and 11 June, which I have treated as a request under the Freedom of Information Act (FOIA) 2000. I apologise for the delay in this reply.

You asked the following question:-

“CAAS are in possession of contract document CSS/0047, possibly from CSS, required is a copy of the email or other record of the earliest transmittal of this document to CAAS”

A search for the information has now been conducted and I can confirm the MOD holds no information, in the form of documents, that show the *earliest transmittal* of contract document Commercial Shipping Services (CSS) CSS/0047. However, I can confirm that a meeting took place between CSS and Cost Assurance Analysis Services (CAAS) on 13 September 2013 and a copy of the specification may have been provided to CAAS during those discussions.

If you are not satisfied with this response or you wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Information Rights Compliance team, 1st Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.uk). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate your case until the MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website, <http://www.ico.gov.uk>.

Yours sincerely,

DBS Secretariat