



UK Hydrographic Office

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Telephone: [REDACTED]
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[REDACTED]

15 December 2022

Dear [REDACTED]

Thank you for your email of 2 November 2022 requesting the following information:

"I wanted to make Freedom of Information request. I am currently researching the digitalisation of the UK's public sector – with a focus on committee meeting technology. I wanted to ask a few questions regarding this:

1. How do you manage your meetings (organise agenda, minutes etc)? Do you use a committee meeting management software such as a board portal (CMIS, Modern.Gov, iBabs etc) or just emails etc?
2. If yes, what is the name of the supplier?
3. If yes, what is the contract expiry and contract review date?
4. How many users are on the board portal/management solution, and how much do you spend on this?
5. What is your cost per user?

Could I also kindly ask for contact details for the best lead regarding this?"

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA).

A search for the information has now been completed within the UKHO, and I can confirm that some information in scope of your request is held. The information you have requested can be found below, at annex A.

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, Ground 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.org.uk>.

Yours sincerely,

UKHO Secretariat

Annex A:

1. How do you manage your meetings (organise agenda, minutes etc)? Do you use a committee meeting management software such as a board portal (CMIS, Modern.Gov, iBabs etc) or just emails etc?

UKHO do not use any specific software for managing meetings, over and above standard Microsoft 365 Suite (Email, SharePoint and Teams)

2. If yes, what is the name of the supplier?

N/A

3. If yes, what is the contract expiry and contract review date?

N/A

4. How many users are on the board portal/management solution, and how much do you spend on this?

N/A

5. What is your cost per user?

N/A

Could I also kindly ask for contact details for the best lead regarding this?"

secretariat@ukho.gov.uk