



[Redacted]

22 November 2022

Dear [Redacted],

Freedom of Information request: FOI2022/00359

Thank you for your Freedom of Information request received on the 2 November in which you requested the following:

Your 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?

Our response:

I can confirm that UK Research and Innovation (UKRI) holds information relevant to your request.

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?*

The majority of UKRI does not use committee meeting management software; with meetings being managed using the email and calendar functionality provided by Microsoft Outlook. However, a small selection of the Executive Committee use OnBoard for sharing papers.

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

OnBoard is supplied by Passageways (UK) Ltd.

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

Under Section 21 of the FOIA, information already reasonably accessible, this information is available in the public domain, via the [UKRI - DDaT22099 Board Paper Management Tool](https://www.contractsfinder.service.gov.uk/notice/a25c6f9b-fbf9-421d-a3eb-4e1cac7f8840)¹ contract award notice.

Section 21 is an absolute exemption which means that there is no requirement to conduct a public interest test.

¹ <https://www.contractsfinder.service.gov.uk/notice/a25c6f9b-fbf9-421d-a3eb-4e1cac7f8840>

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

The package allows for up to 325 users. The total value of the contract is already available in the public domain, at the link provided above, and is therefore also exemption under Section 21 of the FOIA.

5. *What is your cost per user?*

This contract is not supplied on a “cost per user” basis.

If you have any queries regarding our response or you are unhappy with the outcome of your request and wish to seek an internal review of the decision, please contact:

Head of Information Governance

Email: foi@ukri.org or infogovernance@ukri.org

Please quote the reference number above in any future communications.

If you are still not content with the outcome of the internal review, you may apply to refer the matter to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the review procedure provided by UKRI. The Information Commissioner can be contacted at: www.ico.org.uk.

If you wish to raise a complaint regarding the service you have received or the conduct of any UKRI staff in relation to your request, please see UKRI's complaints policy: <https://www.ukri.org/about-us/policies-and-standards/complaints-policy/>

Yours sincerely,


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Information Rights Team
UK Research and Innovation
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