



Sent by email: [REDACTED]

03 June 2020

Dear [REDACTED],

**Freedom of Information request: FOI2020/00125**

Thank you for your Freedom of Information request received on the 11 May in which you requested the following:

**Your request:**

- Do you receive physical post from Royal Mail?
- What was the number of envelopes received in 2019?
- Do you process the work in-house or is it outsourced to a specialist provider?
- If above is a specialist provider please answer the following sub questions;
  - Annual value of the contract (£) GBP
  - Contract term (months)
  - Renewal date (dd/mm/yyyy)
  - Framework or direct award (Framework or DA)

**Our response**

I can confirm UK Research and Innovation (UKRI) hold the information relevant to your request. Please see the information below.

- Do you receive physical post from Royal Mail?  
Yes
- What was the number of envelopes received in 2019?  
10,000 (estimated)
- Do you process the work in-house or is it outsourced to a specialist provider?  
In-house (and therefore all remaining questions are not relevant)

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](mailto:foi@ukri.org) or [infogovernance@ukri.org](mailto: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: <http://www.ico.gov.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,

  
Information Governance  
Information Rights Team  
UK Research and Innovation  
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