

FOI Office

From: Tom McAra
Sent: 17 September 2012 16:55
To: Sandy Macdonald; Barbara Stewart
Subject: RE: MEMO Request to Department for Information re Freedom of Information (Scotland) Act 2002 (FOI ref 2012/186 - F0229097)

OK Sandy thanks. My reading of off the shelf was bespoke not requiring any adjustment to the software but rather requiring adjustment to our modus operandi, but it is hard to be definitive about what is meant.

-----Original Message-----

From: Sandy Macdonald
 Sent: 17 September 2012 16:43
 To: Barbara Stewart; Tom McAra
 Subject: RE: MEMO Request to Department for Information re Freedom of Information (Scotland) Act 2002 (FOI ref 2012/186 - F0229097)

Hi Barbara / Tom

I think the questioned is badly worded due to the use of "off the shelf". I think the individual means other "packages" and we should proceed on this basis. I have inserted suggested wording as per attached.

Thanks
 Sandy

Sandy Macdonald
 Director of IT Services
 University of Glasgow
 Tel: +44(0)141 330 4860

The University of Glasgow, charity number SC004401

-----Original Message-----

From: Barbara Stewart
 Sent: 14 September 2012 16:38
 To: Christine Lowther; Sandy Macdonald; Michael Arthur
 Cc: Janice McLellan
 Subject: FW: MEMO Request to Department for Information re Freedom of Information (Scotland) Act 2002 (FOI ref 2012/186 - F0229097)

Hi

I am attaching a draaft response to this FOI.

Please review and let me know any changes you want made.

Sandy - asked Tom McAra for some help with the 2nd question. My draft response is based on his email which I have cut and pasted to the response for info.

I'm not 100% sure of the dates for academic year - looked a Court website.

Also can you check that I've selected appropriate papers re Lessons Lessons - see attached.

B

-----Original Message-----

From: FOI Office
Sent: 29 August 2012 12:06
To: Barbara Stewart; Janice McLellan
Cc: David Newall; Diane Gillespie
Subject: MEMO Request to Department for Information re Freedom of Information (Scotland) Act 2002 (FOI ref 2012/186 - F0229097)

Dear Barbara/Janice,

The attached request has been received by the FOI team and we would appreciate your assistance in providing a response to 'xxx@xxx.xx.xx' by 06 September 2012.

Please be advised each question within the attached request should be treated as a separate request for the purposes of fees calculations. Therefore, should you envisage that a response to any individual question contained within this information request will take over 1 day's work i.e. 7 hours, please contact us before taking this request forward, as a fees notice may be applicable.

Due to the volume of requests received, please ensure the above FOI Reference number (i.e. FOI 2012/186 - F0229097) is noted in your reply.

Regards

Clare

Clare McMullan
Data Protection and Freedom of Information Office

Direct Line: +44 (0)141 330 2523
Fax: 0141 330 3742

Gilbert Scott Building
University of Glasgow
University Avenue
Glasgow G12 8QQ

The University of Glasgow, charity number SC004401