

Deborah Manley  
[request-614072-7a780439@whatdotheyknow.com](mailto:request-614072-7a780439@whatdotheyknow.com)

15 November 2019

Dear Ms Manley

**REQUEST FOR INFORMATION UNDER THE FREEDOM OF INFORMATION ACT 2000: EGAC  
FOI(19)03**

I refer to your request for information (set out below in italics) dated 22 October 2019, which has been considered under the Freedom of Information Act 2000 ("FOIA").

*Dear Export Guarantees Advisory Council,*

*I am writing to make a request for all the information to which I am entitled under Freedom of Information Act 2000. My requests are outlined below as specifically as possible to help you retrieve the information required. However, if any of the below is unclear, I would appreciate if you could contact me as I understand that under the act, you are required to assist requesters.*

*Please could you provide the following information:*

- 1)How many employees are working for your organisation, including full-time, part-time, and contracted staff?*
- 2)What is your annual intranet budget?*
- 3)What is your current intranet solution? (e.g. Invotra, Sharepoint, Kahootz, Umbraco) 4)How long have you been using this solution, and when does your contract expire?*
- 5)Do you work with an external partner to supply your intranet? If not, do you develop your intranet internally?*
- 6)Which team/individual is responsible for managing your intranet internally?*
- 7)Which other organisations have access to your intranet?*
- 8)Do you share IT services with other organisations?*
- 9) Are you using the Office 365 suite? If so, which applications from the suite are in use?*
- 10)Who is responsible for your intranet's procurement within the organisation?*
- 11)Do you use Microsoft's Active Directory to manage your people data? If so, is your Active Directory (AD) managed on-premise or in the cloud?*
- 12)Do you use any other Software as a Service (SaaS) applications? (e.g. Atlassian/Jira, Slack, Trello, Xero)*

*If possible, please could you present the information via a Microsoft Word or Excel document, sent to me via email. I understand that under the act, I should be entitled to a response within 20 days and therefore I would appreciate if you could confirm receipt of my request.*

In response to your request:

The Export Guarantees Advisory Council (EGAC) is a statutory body that provides advice to UK Export Finance (UKEF) and its ministers on the policies UKEF applies when doing business including on issues relating to environmental, social and human rights risks, anti-bribery and corruption, sustainable lending and disclosure (freedom of information). It meets four times a year.

UKEF provides EGAC's secretariat and administrative support.

1) EGAC members are not employees. They are appointed by UKEF's ministers and act in an unpaid and voluntary capacity. There are currently six members.

2) EGAC does not have an intranet.

3-7, 10) As EGAC does not have an intranet it does not hold information related to these questions.

8-9, 11-12) EGAC does not use any IT services.

You may appeal against UKEF's decision-making in respect of this request by asking for an internal review to be carried out. Any request for an internal review should be received by UKEF within two calendar months of the date of this letter. If you wish to request an internal review you should write to David Underwood, Secretary to the Export Guarantees Advisory Council, UK Export Finance, 1 Horse Guards Road, London, SW1A 2HQ, or email [information.access@ukexportfinance.gov.uk](mailto:information.access@ukexportfinance.gov.uk).

If you are unhappy with the service you have received in relation to your request and wish to make a complaint you should write to David Underwood at the above address.

If you are not content with the outcome of the internal review, assuming you request one, you have the right to apply directly to the Information Commissioner for a decision.

The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Yours sincerely,

**Export Guarantees Advisory Council**