Finance and Corporate Services
Information Management

7 June 2013
FOIA reference: F0001539

Dear XXXX

I am writing in respect of your recent application of dated 12 May 2013, for the release of information held by the Civil Aviation Authority (CAA).

Your request:

> *"We are researching ethical procurement strategies, with regards to electronics and ICT in the UK, in order to work towards a campaign aiming for the transformation of practices within the electronics industry.*
>
> *Could you please supply us with an answer to the following questions and any information requested by completing the attached spreadsheet".*

Our response:

In assessing your request in line with the provisions of the Freedom of Information Act 2000 (FOIA), we are pleased to be able to attach the information requested.

If you are not satisfied with how we have dealt with your request in the first instance you should approach the CAA in writing at:-

Mark Stevens
External Response Manager
Civil Aviation Authority
Aviation House
Gatwick Airport South
West Sussex
RH6 0YR

mark.stevens@caa.co.uk

The CAA has a formal internal review process for dealing with appeals or complaints in connection with Freedom of Information requests. The key steps in this process are set in the attachment.

Should you remain dissatisfied with the outcome you have a right under Section 50 of the Freedom of Information Act to appeal against the decision by contacting the Information Commissioner at:-

Information Commissioner's Office
FOI/EIR Complaints Resolution
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
www.ico.gov.uk/complaints.aspx

Should you wish to make further Freedom of Information requests, please use the e-form at http://www.caa.co.uk/foi.

Yours sincerely

Rick Chatfield
Information Rights and Enquiries Officer

CAA INTERNAL REVIEW & COMPLAINTS PROCEDURE

- The original case to which the appeal or complaint relates is identified and the case file is made available;
- The appeal or complaint is allocated to an Appeal Manager, the appeal is acknowledged and the details of the Appeal Manager are provided to the applicant;
- The Appeal Manager reviews the case to understand the nature of the appeal or complaint, reviews the actions and decisions taken in connection with the original case and takes account of any new information that may have been received. This will typically require contact with those persons involved in the original case and consultation with the CAA Legal Department;
- The Appeal Manager concludes the review and, after consultation with those involved with the case, and with the CAA Legal Department, agrees on the course of action to be taken;
- The Appeal Manager prepares the necessary response and collates any information to be provided to the applicant;
- The response and any necessary information is sent to the applicant, together with information about further rights of appeal to the Information Commissioners Office, including full contact details.

People & Planet FOIA request - ethical ICT procurement strategies		
	Question	**Answer**
1	Please specify the total amount your organisation spent on ICT products in 2010, 2011 and 2012. For the purposes of our study, ICT products include, but are not limited to: computers, screens, keyboards, laptops, printers, mobile phones, iPads and other tablets. If possible, please split this response by product, otherwise please give total annual spends for 2010, 2011 and 2012.	
		Total amount spent in 2010: £600,498.21
		If splitting by product type, please complete the rows below, adding further rows as necessary:
		Amount spent:£444,088.43
		Product type: Desktop Hardware: Desktops, Laptops, Docking stations, Monitors
		Amount spent:£8,623.00
		Product type: Mobile working – VPN tokens
		Amount spent: £21,034.65
		Product type: Printers
		Amount spent: £5,445.41
		Product type: Scanning
		Amount spent: £100,859.22
		Product type: Server infrastructure
		Amount spent: £20,447.50
		Product type: Telephones
		Total amount spent in 2011: £218,876.25
		If splitting by product type, please complete the rows below, adding further rows as necessary:
		Amount spent: £118,337.75
		Product type: Desktop Hardware: Desktops, Laptops, Docking stations, Monitors
		Amount spent:£12,545.50
		Product type: Mobile working – VPN tokens
		Amount spent:£9,161.64
		Product type: Printers
		Amount spent: £8464.13
		Product type: Scanning

		Amount spent: £67.077.19
		Product type: Server infrastructure
		Amount spent: £940.04
		Product type: Tablet: Ipads
		Amount spent: £2,350.00
		Product type: Telephones
		Total amount spent in 2012: £493,015.75
		If splitting by product type, please complete the rows below, adding further rows as necessary:
		Amount spent: £309,421.89
		Product type: Desktop Hardware: Desktops, Laptops, Docking stations, Monitors
		Amount spent: £6,320.50
		Product type: Mobile working – VPN tokens
		Amount spent: £4,681.89
		Product type: Printers
		Amount spent: £3,596.78
		Product type: Scanning
		Amount spent: £120,164.31
		Product type: Server infrastructure
		Amount spent: £32,771.38
		Product type: Tablet: Ipads
		Amount spent: £16,059.00
		Product type: Telephones
2	Who are your 5 biggest ICT suppliers in the last 3 years and what proportion of your spend went to each supplier?	1 - Computacenter: 84.3% 2 - Avensys: 4.15% 3 - Bytes (Security Partnerships): 2.09% 4 - Best4Systems: 1.34% 5 - Comtec: 1.3%
3	Do you have an ethical procurement policy that deals with labour rights issues, ideally solely or as part of a broader policy? Please provide a URL link or attachment with the policy.	We do not have a specific policy that covers this, however in our larger tender processes, as part of the pre-qualification of suppliers to bid for work we do request the following information from suppliers (see attached)

4	Do you have staff with ethical or sustainable procurement expertise employed internally – we'd particularly like to know about whether you have a Procurement Manager with this remit, or a Sustainability Manager. What is/are their name/s and email address(es)?	The CAA does not currently have staff with ethical or sustainable procurement expertise. However we are currently looking to undertake a base-lining review of our Procurement operation in line with Defra's Sustainable procurement in Government Framework during 2013/14 with a view to be working to foundation level 1 by year end. The Framework can be found online at www.defra.gov.uk
5	Does your organisation procure its own ICT products? If so what proportion of your spend in the last 3 years was done through setting up your own ICT contracts with suppliers?	c15%
6	Or does your organisation procure ICT products through a purchasing consortium. If so which is it/are they? If so what proportion of your spend in the last 3 years was done through this purchasing consortium?	N/A
7	Or do you procure ICT products by using framework contracts you share with others. If so what proportion of your spend in the last 3 years was done through framework contracts? Which contract did you use?	N/A
8	If your process of ordering ICT products is through central government purchases, what proportion of your spend in the last 3 years was done through central government procurement? Which contract did you use?	GPS Frameworks - c85%