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XXX
Department for Transport
Southside
105 Victoria Street
London
SW1E 6DT
XXX

Web Site: www.dft.gov.uk

Our Ref: F0002066

Your Ref:

6 April 2006

Dear XXX,

Application under the Freedom of Information Act - F0002066

I am writing to confirm that the Department for Transport (DfT) has now completed its search for the information you requested.

The DfT consists of a central headquarters organisation and 7 executive agencies (the wider Department). The information I have provided below therefore includes data from the whole organisation.

The Central Department has a contracted Managed Service provider to book calls and make connections between sites.

There are 27 videoconferencing units within the wider Department, recorded with our Managed Service Providers which provide this facility.

There is currently one member of staff who provides the contract management for this facility.

If you are unhappy with the way the Department has handled your request or with the decisions made in relation to your request you may complain by writing to me at the above address. Please see attached details of DfT's complaints procedure and your right to complain to the Information Commissioner.

If you have any queries about this letter, please contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely,

XXX

Your right to complain to DfT and the Information Commissioner

You have the right to complain about the way in which your request for information was handled and/or about the decision not to disclose all or part of the information requested. In addition a complaint can be made that DfT has not complied with its FOI publication scheme.

Your complaint will be acknowledged and you will be advised of a target date by which to expect a response. Initially your complaint will be re-considered by the official who dealt with your request for information. If, after careful consideration, that official decides that his/her decision was correct, your complaint will automatically be referred to a senior independent official who will conduct a further review. You will be advised of the outcome of your complaint and if a decision is taken to disclose information originally withheld this will be done as soon as possible.

If you are not content with the outcome of the internal review, 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