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13<sup>th</sup> October 2022

Email:

Dear,

I am writing in response to your enquiry under the Freedom of Information Act 2000 (FOIA) reference FOI 220936.

You requested the following information, please also see our response below:

1. **How do you manage your meetings (organise agenda, minutes etc)? Do you use a committee meeting management software such as a board portal (CMIS, Modern.Gov, iBabs etc) or just emails etc?**
2. **If yes, what is the name of the supplier?**
3. **If yes, what is the contract expiry and contract review date?**
4. **How many users are on the board portal/management solution, and how much do you spend on this?**
5. **What is your cost per user?**

We use Microsoft Teams for meetings. Cost isn't possible to define as it's wrapped up in our Office 365 licensing and costs vary depending on the role of the user. I hope you find this information of some assistance.

If for any reason you are dissatisfied with our response, kindly in the first instance contact Caroline Smart, Head of Information Governance via the following email address:

[FOI@secamb.nhs.uk](mailto:FOI@secamb.nhs.uk)

Yours sincerely

**Freedom of Information Coordinator**  
**South East Coast Ambulance Service NHS Foundation Trust**