

[REDACTED]

5 October 2021
Reference: F0005441

Dear [REDACTED]

Thank you for your request of 30 September 2021, for the release of information held by the Civil Aviation Authority (CAA). Having considered your request in line with the provisions of the Freedom of Information Act 2000 (FOIA), we are able to provide the information below.

1. What ERP (Enterprise Resource Management) or Finance system is currently used at the civil aviation authority?

The CAA uses SAP Business by Design for its finance system.

2. When does your contract expire?

The initial contract term ends on 31 August 2022, but extension options are available.

3. Do you have any planned upgrades of the software? If so, when?

No, software is provided on software as a service basis, therefore upgrades provided as part of regular support and maintenance services.

4. Are you planning to go to market for a different ERP/ Finance system? If so, when?

No.

5. Who is the person responsible for your ERP / Finance system? Please provide full name, title and contact information if possible.

[REDACTED] Head of Finance & Corporate Services

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:-

[REDACTED] [@caa.co.uk](mailto:[REDACTED]@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 out in the attachment. A request for an internal review should be submitted within 40 working days of the date of this letter.

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

Information Commissioner's Office
FOI/EIR Complaints Resolution
Wycliffe House
Water Lane
Wilmslow
SK9 5AF
<https://ico.org.uk/concerns/>

If you wish to request further information from the CAA, please use the form on the CAA website at <http://publicapps.caa.co.uk/modalapplication.aspx?appid=24>.

Yours sincerely



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.