



16 December 2009

### ***Global SAP Competence Manager***

Scapa has made a substantial investment in SAP as a tool to help us to optimise our business processes. To enable Scapa to achieve our objectives we need to need to maximise our return on this expenditure.

To provide additional support for the business process owners seeking to improve their business processes and to leverage our investment in SAP, Richard Symes is appointed to the role of Global SAP Competence Manager, reporting to me.

In this role, Richard will be responsible for working with the business process owners to optimise and standardise business processes and will manage the SAP application to support these changes. This role includes responsibility for business process excellence. Ensuring users are well trained in the use of SAP will be a significant aspect of this role.

Cavan Baillie, John King, Rick Pazik and Nadia Poppi will report to Richard. Other Scapa SAP Specialists will have a "dotted" reporting line to him. Richard will also take on responsibility for managing the SAP application support provided by our outsource partner(s) – currently CSC.

Mike McClure, Group IT Manager, will retain responsibility for provision of the infrastructure supporting SAP and the integration of SAP with other systems. While Mike will continue to provide some SAP application support in areas where he has expertise, this change will enable him to focus on identifying and realising benefits of other aspects of IT.

A handwritten signature in black ink, appearing to read "Brian Tenner".

Brian Tenner  
Group Finance Director