

## **Scotland Europa Limited Publication Scheme**

### **Introduction**

The Freedom of Information (Scotland) Act 2002 gives a general right of access to all types of recorded information held by public authorities, sets out exemptions from that right and places a number of obligations on public authorities. Any person who makes a request to a public authority for information is entitled to receive that information, subject to exemptions

Under Section 23 of the Freedom of Information (Scotland) Act 2002 each Scottish public authority is obliged to produce and maintain a publication scheme setting out the classes of information which it publishes or intends to publish, the manner in which this information is published, and whether it is available free of charge or on payment.

Our publication scheme has been approved by the Scottish Information Commissioner who is responsible for enforcement of the Act. We are required to review our scheme from time to time. In adopting (or reviewing) our publication scheme, we are required to have regard to the public interest in:

- allowing public access to information we hold; and
- the publication of reasons for the decisions we make.

Scotland Europa Limited is a publicly owned company in terms of the Act and, as such, has the same obligations as a public authority.

This is the publication scheme of Scotland Europa Limited (hereafter referred to as Scotland Europa). It is intended to provide a guide for our customers and the general public to the information which is available from us.

### **About Scotland Europa**

Scotland Europa is part of Scottish Enterprise and is a membership organisation of public, private and voluntary bodies who have combined to provide a central point of contact for Scotland in Europe.

Operating from Scotland House in Brussels, Scotland Europa promotes Scotland's interests to the key institutions of the EU, has direct links to the regions of Europe, and provides intelligence and analysis of European legislation, policy and funding to its member organisations.

Scotland Europa is constituted as a company limited by shares and is wholly owned by Scottish Enterprise, which is a non-Departmental Public Body accountable to the Scottish Parliament through the Scottish Executive Enterprise and Lifelong Learning Minister.

Scotland Europa obtains between 50-55% of its funding from Scottish Enterprise. The remainder of income is derived from membership fees.

### **The Scottish Enterprise Network**

Scottish Enterprise is Scotland's main economic development agency, funded by the Scottish Executive. Scottish Enterprise's mission is to help the people and businesses of Scotland succeed.

The Scottish Executive has set out its vision for Scottish Enterprise and Highlands and Islands Enterprise in the document "Smart, Successful Scotland". This document is used to guide the overall strategy and operations of Scottish Enterprise.

The Scottish Enterprise Network consists of Scottish Enterprise and 12 Local Enterprise Companies. It covers the southern half of Scotland, from the Grampians right down to the Borders. In the Highlands and Islands, similar services are provided by Highlands and Islands Enterprise.

Scottish Enterprise, the Local Enterprise Companies and subsidiaries each have its own publication scheme. Scotland Europa's publication scheme sets out the classes of information which relate specifically to the company and its local activities. Information on policies and procedures which apply across the whole network and products and services available on a consistent basis across the network can be found in the Scottish Enterprise publication scheme.

### **About the Publication Scheme**

The publication schemes for the Scottish Enterprise Network have been prepared on a standard basis. In doing so, we have reviewed and pulled together the information we already publish, and identified further information which we are now making public to help people's understanding of the services we provide and our decision making processes.

### **Responsibility for the Publication Scheme**

Overall and day to day responsibility for this scheme rests with Kirsty Macdonald, Scotland Europa's EU Manager. Any general enquiries about the scheme should be directed to her at:

Scotland Europa,  
Scotland House,  
R-P Schuman 6,  
1040 Brussels,  
Belgium.  
Telephone +32 (0)2 282.83.12  
[kirsty.macdonald@scotent.co.uk](mailto:kirsty.macdonald@scotent.co.uk)

## **About the Publication Scheme**

The publication schemes for the Scottish Enterprise Network and its subsidiaries have been prepared on a standard basis. In doing so, we have reviewed and pulled together the information we already publish, and identified further information which we are now making public to help people's understanding of the services we provide and our decision making processes.

Scottish Enterprise invited feedback on the information we have made available to date, and suggestions for additional information we could supply via our Customer Forums and also a general message on the Scottish Enterprise website. We have also taken account of the range of enquiries received by our Network Helpline and directly to the Local Enterprise Company.

Most of the information in the scheme is available on the Scotland Europa website <http://www.scotlandeuropa.com>. In some cases the information is available on the website of Scottish Enterprise <http://www.scottish-enterprise.com>. Where this is the case it is stated in the relevant class of information.

This applies to information which is published in paper format as a matter of course, and also to copies of web pages where the normal method of publication is on the internet. The entry "on request" against hard copy in the classes of information indicates that the information is not routinely produced in hard copy, but can be made available in this format if required.

Requests for hard copies of material contained in the scheme should be directed to Kirsty Macdonald at the above address.

The publication scheme itself and all information made available through the scheme can be translated into another language or made available in an alternative format (Braille, large type or audio) on request.

## **Structure of the Publication Scheme**

Information in the scheme is grouped under the following broad subject headings:

- Who we are
- What we do
- How we work
- How we are performing
- How the money is spent

Within each heading a general introductory section explains what is included and then the classes of information which we commit to making public are set out along with the required information on the manner of publication and any charges.

All information included in each class is published unless we explain in the definition of the class that some information may be covered by one of the exemptions in the Act. (See Exemptions below).

## **Requests for Information**

Requests for information about or held by Scotland Europa which is not included in the publication scheme should be directed to Kirsty Macdonald, Scotland Europa, Scotland House, R-P Schuman 6, 1040 Brussels, Belgium. Telephone: +32 2 282 83 12, [kirsty.macdonald@scotent.co.uk](mailto:kirsty.macdonald@scotent.co.uk). From January 2005 such requests will be dealt with under the Freedom of Information (Scotland) Act.

Personal Information: Under the Data Protection Act 1998 you have the right to ask if we process any personal information relating to you and if so to provide you with a copy of such data. If you wish to access your personal information from Scotland Europa you should apply in writing to Kirsty Macdonald at the address above.

The provision of specialised information to members who pay a subscription for this service is a key element of Scotland Europa's business. Such information is not available under this publication scheme.

## **Charging Policy**

Material in this publication scheme is normally made available free of charge. Where information that is ordinarily held only in electronic format is requested in a hard copy format Scotland Europa may charge 30 cents (20 pence) per page of copy (subject to review) plus a charge for postage. There will be no charge where the cumulative costs (copy charge plus postage) amount to less than €8 (£5) to provide the information. Amounts are inclusive of VAT.

## **Exemptions**

Scotland Europa's aim is to be as open as possible, however there may be circumstances in which we believe that information should be withheld under one of the exemptions to the Freedom of Information (Scotland) Act.

Information may be withheld if we consider that disclosure may substantially prejudice the effective conduct of our public affairs, or legal proceedings, or where the disclosure is otherwise prohibited by law. We may withhold information if its disclosure would breach the law of confidentiality or seriously prejudice the commercial interests of any person or organisation and may also withhold information which is personal information under the Data Protection Act 1998.

In these cases we will withhold the information and indicate why the information is being withheld. If you wish to complain about the information which is being withheld from you, please read the "complaints" section below.

## **Archiving Policy**

Scotland Europa currently retains documents in line with legal and business requirements. A standard retention and destruction policy is being produced for the Scottish Enterprise Network and will be available through the Scottish Enterprise publication scheme in June 2005.

## **Copyright**

The copyright in the material listed in this Publication Scheme is owned by Scottish Enterprise unless otherwise stated. The supply of documents under Freedom of Information legislation does not give the person or organisation who receives them an automatic right to re-use the documents in a way that would infringe copyright, for example, by making multiple copies, publishing and issuing copies to the public.

Brief extracts of the material may be reproduced under the fair dealing provisions of the Copyright, Designs and Patents Act 1988 (sections 29 and 30) for the purposes of research for non-commercial purposes, private study, criticism, review and news reporting.

Details of the arrangements for reusing the material owned by Scottish Enterprise can be found on the Scottish Enterprise website at [http://www.scottish-enterprise.com/sedotcom\\_home/copyright.htm](http://www.scottish-enterprise.com/sedotcom_home/copyright.htm) or by contacting David Shaw at 5 Atlantic Quay, 150 Broomielaw, Glasgow G2 8LU, telephone 0141 228 2979, e-mail [david.shaw@scotent.co.uk](mailto:david.shaw@scotent.co.uk).

Authorisation to re-use copyright material not owned by Scottish Enterprise should be sought from the copyright holders concerned.

## **Feedback**

The success of the publication scheme in meeting people's information needs and enabling them to easily locate information will be regularly evaluated. If you have any feedback on the scheme, including suggestions for further material which should be added please contact Kirsty Macdonald or by e-mail [foi@scotent.co.uk](mailto:foi@scotent.co.uk)

## **Complaints**

If you believe that we have not met our commitment to openness, either in terms of what is included in the scheme, or in your ability to access the information in practice, or have any other complaint about the scheme, please contact Kirsty Macdonald.

We will review and respond to all complaints. If however you are not satisfied with the way your complaint has been dealt with you may seek a review from the Scottish Information Commissioner. Contact details are:

Scottish Information Commissioner,

Kinburn Castle,  
Doubledykes Road,  
St Andrews, Fife  
KY16 9DS

Telephone: 01334 464610

Fax: 01334 464611

e-mail: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)

## Scotland Europa Limited Publication Scheme

### Section 1 Who we are

In this section you will find information about:

- the way Scotland Europa Ltd is governed, including information on its legal status, its organisational management structure and its membership;
- general information about Scotland Europa and its activities.

The following relevant information can be found in the Scottish Enterprise publication scheme:

- Information on the legal framework for Scottish Enterprise;
- The Board Members' Handbook, which sets out standard Board appointment procedures;
- Information on the policy and strategic context for the Scottish Enterprise Network.

<b>Class 1.1</b>	<b>Legal Framework</b>		
Definition/Description	Information about the legal status of the company		
Key content	Memorandum and Articles of Association (UK and Belgium, in French)		
Format and Availability	Web		
	Hard copy	✓	
	Other		
Cost	A charge may be levied for bulk orders in accordance with the charging policy outlined in the introductory section		

<b>Class 1.2</b>	<b>Scotland Europa Board</b>		
Definition/Description	Information about the membership of the Scotland Europa Board, which is appointed by Scottish Enterprise		
Key content	Names of and positions held by Board members		
Format and Availability	Web		
	Hard copy	✓	
	Other	✓	e-mail on request
Cost	Free in electronic format. A charge may be levied for bulk orders of hard copy in accordance with the charging policy outlined in the introductory section		

<b>Class 1.3</b>	<b>Management Structure</b>		
Definition/Description	Information about the senior management structure of		

	the company, including the names and remit of members of the management team		
Key content	Names and responsibilities of the management team, organisation chart		
Format and Availability	Web	✓	
	Hard copy	✓	on request
	Other	✓	e-mail on request
Cost	Free in electronic format. A charge may be levied for bulk orders of hard copy in accordance with the charging policy outlined in the introductory section		

<b>Class 1.4</b>	<b>Register of Interests</b>		
Definition/Description	Register of interests of Board Members		
Key content	As above		
Format and Availability	Web		
	Hard copy	✓	
	Other		
Cost	No charge for inspection on Scotland Europa premises in Scotland House, Brussels. A charge may be levied for bulk orders of hard copy in accordance with the charging policy outlined in the introductory section		

<b>Class 1.5</b>	<b>Members</b>		
Definition/Description	List of the members of Scotland Europa		
Key content	As above		
Format and Availability	Web	✓	
	Hard copy	✓	on request
	Other	✓	e-mail on request
Cost	Free in electronic format. A charge may be levied for bulk orders of hard copy in accordance with the charging policy outlined in the introductory section		

<b>Class 1.6</b>	<b>Office Location</b>		
Definition/Description	Address and location map for company office.		
Key content	As above		
Format and Availability	Web	✓	
	Hard copy	✓	on request
	Other	✓	Email on request
Cost	Free in electronic format. A charge may be levied for bulk orders of hard copy in accordance with the charging policy outlined in the introductory section		

<b>Class 1.7</b>	<b>General Information about Scotland Europa</b>		
Definition/Description	Materials providing an overview of Scotland Europa and its activities. Further general information can be found in the Annual Review of activities which is in section 4 (class 4.1) of this publication scheme		

Key content	Scotland Europa website “about us” content and general information leaflets		
Format and Availability	Web	✓	About Us content
	Hard copy	✓	Leaflets. Also prints of web pages on request
	Other		
Cost	A charge may be levied for bulk orders of hard copy in accordance with the charging policy outlined in the introductory section		

<b>Class 1.8</b>	<b>News</b>		
Definition/Description	Website announcements about Scotland Europa activities and developments and issues relating to the company		
Key content	Website announcements		
Format and Availability	Web	✓	Public Section of website
	Hard copy	✓	on request
	Other		
Cost	A charge may be levied for bulk orders of hard copy in accordance with the charging policy outlined in the introductory section		

## Section 2 What we do

In this section you can find general information on issues relating to Scotland and the European Union which are provided by Scotland Europa to the general public.

<b>Class 2.1</b>	<b>Briefings</b>		
Definition/Description	Papers and website content on issues relating to Scotland and the European Union which are available to the general public		
Key content	Scotland Europa papers, public web pages		
Format and Availability	Web	✓	
	Hard copy	✓	
	Other		
Cost	Free in electronic format. A charge may be levied for bulk orders of hard copy in accordance with the charging policy outlined in the introductory section		

<b>Class 2.2</b>	<b>Scotland Europa Members’ Meetings</b>		
Definition/Description	Agendas, discussion papers and presentations		
Key content	Scotland Europa papers		
Format and Availability	Web		
	Hard copy	✓	
	Other		
Cost	A charge may be levied for bulk orders of hard copy in accordance with the charging policy outlined in the introductory section		

<b>Class 2.3</b>	<b>Events</b>		
Definition/Description	Information about conferences, seminars and other events		
Key content	Scotland Europa papers, public web pages		
Format and Availability	Web	✓	
	Hard copy	✓	
	Other		
Cost	A charge may be levied for bulk orders of hard copy in accordance with the charging policy outlined in the introductory section		

<b>Class 2.4</b>	<b>Conference Facilities</b>		
Definition/Description	Information on conference centre rates and room sizes		
Key content	As above		
Format and Availability	Web	✓	
	Hard copy	✓	
	Other	✓	e-mail on request
Cost	Free in electronic format. A charge may be levied for bulk orders of hard copy in accordance with the charging policy outlined in the introductory section		

### Section 3 How we work

The Scottish Enterprise Network is increasingly adopting standard ways of working. In line with this development, Scotland Europa follows a number of standard policies and procedures. Details of the policies and procedures which apply across the Scottish Enterprise Network can be found in the Scottish Enterprise publication scheme.

Staff working at Scotland Europa Limited are employees of Scottish Enterprise or direct employees of Scotland Europa Ltd.

### Section 4 How we are performing

In this section you will find information about Scotland Europa's activities and performance. Scotland Europa contributes to the achievements of the targets in the Scottish Enterprise Network Operating Plan. This can be found in the Scottish Enterprise Publication Scheme.

<b>Class 4.1</b>	<b>Activities and Performance</b>		
Definition/Description	Annual Review of activities		
Key content	Scotland Europa Annual Review		
Format and Availability	Web		
	Hard copy	✓	
	Other	✓	e-mail on request

Cost	Free in electronic format. A charge may be levied for bulk orders of hard copy in accordance with the charging policy outlined in the introductory section
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## Section 5 How the money is spent

In this section you will find information about our funds and how it is spent.

<b>Class 5.1</b>	<b>Annual Accounts</b>		
Definition/Description	Audited annual accounts for Scotland Europa		
Key content	As above		
Format and Availability	Web		
	Hard copy	✓	
	Other	✓	e-mail on request
Cost	Free in electronic format. A charge may be levied for bulk orders of hard copy in accordance with the charging policy outlined in the introductory section		