

**The Office of Public Sector Information Publication Scheme –
September 2007**

**THE OFFICE OF PUBLIC SECTOR INFORMATION
PUBLICATION SCHEME**

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Section 1 Introduction

The Office of Public Sector Information (OPSI)

Operating from within The National Archives the Office of Public Sector Information (OPSI) is at the heart of information policy, setting standards and providing a practical framework of best practice for opening up and encouraging the re-use of public sector information. It provides a wide range of services to the public, information industry, government and the wider public sector relating to finding, using, sharing and trading in information. It was formerly known as Her Majesty's Stationery Office (HMSO). HMSO continues to fulfil its core activities operating from within OPSI.

The Office of Public Sector Information:

- has the lead for the UK implementation of the Re-use of Public Sector Information Regulations 2005 which came into force on 1st July 2005
- delivers an Information Fair Trader Scheme (IFTS) founded on the principles of openness, transparency, fairness, compliance and challenge. This reassures re-users of public sector information that they will be treated reasonably and fairly by public sector information providers
- delivers Click-Use Licensing to enable re-use of public sector information online.
- manages the Information Asset Register (IAR) that lists information assets held by the UK Government with a focus on unpublished material
- supports the Advisory Panel on Public Sector Information (APPSI), which advises Ministers on how best to encourage the re-use of public sector information
- procures major contracts with the private sector to ensure that UK government printing and publishing services are delivered.
- ensures through the Queen's Printer that all legislation, Command Papers and the official Gazettes are published.
- through HMSO ensures the publication of all UK legislation simultaneously on the Internet and in print with both media carrying official status. Some of this work is now contracted out to the private sector to maintain a cost-effective service taking advantage of technological developments in metadata tagging in the wider information industry
- through HMSO is responsible for Crown copyright and database rights, and advising departments on official publishing matters, issuing Guidance Notes and licensing parliamentary copyright material on behalf of the Westminster Parliament.

.. This document sets out the publication scheme for OPSI and includes details of the publishing which is undertaken specifically by HMSO, the Queen's Printer and Government Printer.

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The Freedom of Information Act 2000

The aim of this publication scheme is to explain what information about OPSI and its work is published by or on behalf of OPSI and made available to the public.

The Freedom of Information Act 2000 (the FOI Act), became law on 30 November 2000, and is intended to foster a culture of openness in government. All remaining provisions of the Act which were not already in force came into force on 1 January 2005. Under the publication scheme provisions, OPSI has a duty to outline what information it publishes and how it is made available.

A copy of the [FOI Act](http://www.opsi.gov.uk/acts/acts2000/ukpga_20000036_en_1.htm) (www.opsi.gov.uk/acts/acts2000/ukpga_20000036_en_1.htm) and a set of [Explanatory Notes](http://www.opsi.gov.uk/acts/en2000/2000en36.htm) (www.opsi.gov.uk/acts/en2000/2000en36.htm) can be found on the OPSI website.

The Act states that a publication scheme should specify:

- the classes of information which the public authority publishes or intends to publish,
- the manner in which they will be published, and
- whether the information is available free of charge or on payment.

The classes of information and the manner in which they will be published are specified in section 6 below. The scheme refers to items published in several different formats, including paper and electronic documents, and books.

Crown copyright

The material listed in this publication scheme is Crown copyright unless stated otherwise. The supply of documents under Freedom of Information does not give the person or organisation who receives them an automatic right to re-use the documents, for example by making multiple copies, publishing and issuing copies to the public. Such re-use is subject to permission being given by the copyright holder, usually in the form of a copyright licence. In the case of Crown and parliamentary copyright material, licences will be available from HMSO. Under the fair dealing provisions of the [Copyright, Designs and Patents Act 1988](http://www.opsi.gov.uk/acts/acts1988/Ukpga_19880048_en_1.htm) (sections 29 and 30) (www.opsi.gov.uk/acts/acts1988/Ukpga_19880048_en_1.htm), copyright material may be re-used for the purposes of research for non-commercial purposes, private study, criticism, review and news reporting. See also [The Copyright and Related Rights Regulations 2003](http://www.opsi.gov.uk/si/si2003/20032498.htm) (S.I. 2003 No 2498). (www.opsi.gov.uk/si/si2003/20032498.htm)

Details of the arrangements for re-using Crown copyright material can be found online at: www.opsi.gov.uk/advice/crown-copyright/index.htm or by contacting [OPSI's](http://www.opsi.gov.uk) Information Policy Team. For contact details please see Section 3 below.

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Authorisation to re-use copyright material not owned by the Crown should be sought from the copyright holders concerned. If in doubt, users should contact OPSI for help.

Responsibility for the OPSI publication scheme

The Director, Controller and Queen's Printer has overall responsibility for this publication scheme. Responsibility for maintaining the publication scheme on a daily basis is:

The Publishing Services Team
Office of Public Sector Information
102 Petty France
London
SW1H 9AJ
e-mail: HMSOPublishing@opsi.x.gsi.gov.uk

This scheme will be monitored on a regular basis and will have a formal annual review.

Further information about Freedom of Information

The [Information Commissioner's site](http://www.informationcommissioner.gov.uk), (www.informationcommissioner.gov.uk) includes a general introduction to the FOI Act and guidance for preparing for implementation.

The Freedom of Information website of the [Ministry of Justice](http://www.foi.gov.uk) (www.foi.gov.uk) provides background information and sections covering Implementation, understanding and how to use the Act.

Section 2 What are you looking for?

One of the aims of the Freedom of Information Act is that public authorities should be clear and proactive about the information they can provide to the public.

The scheme refers to all kinds of information which OPSI publishes both for internal and external use. Publication does not refer solely to printed material. It also includes information in other formats such as electronic documents which are available from the OPSI website. The information published by OPSI covers seven broad subject areas.

- **About OPSI**
Information about OPSI and the OPSI complaints procedure.
- **Publishing Services**
Guidance notes including information on licensing and copyright, extending the availability of official publications to disabled people,

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maintaining a bibliography of official publications, and details of the public library access scheme

- **Legislation and the Official Gazettes**
Acts of Parliament, Explanatory Notes to Acts, Church of England Measures, Chronological Tables of Local and Private Acts, Statutory Instruments and Draft Statutory Instruments, Explanatory Memoranda to Statutory Instruments, Bound volumes and editions, and the London, Belfast and Edinburgh Gazettes.
- **Licensing and copyright**
Documents about the re-use and licensing of Crown copyright material and information about Click-Use Licensing.
- **The Re-use of Public Sector Information Regulations (“The PSI Regulations”)**
Information and guidance about the Re-use of Public Sector Information Regulations 2005 (SI 2005 No. 1515). These regulations came into force on 1 July 2005. <http://www.opsi.gov.uk/si/si2005/20051515.htm>
- **Standards**
OPSI has responsibility for regulating the licensing of Crown copyright information and promoting information trading standards across the public sector. Information about the role and responsibilities of OPSI as the regulatory body under the PSI Regulations, together with subsequent reports is available, as well as information about the Information Fair Trader Scheme, current procedures and work plan.
- **e-Services**
Information relating to the Information Asset Register and the OPSI website.

The classes of information within these subject areas are set out in section 5 below and explain what publications are available about the different aspects of the work of OPSI. New publications are developed both in response to new business needs and to address issues of public interest identified by OPSI and users.

The Information Asset Register (IAR)

The Information Asset Register (IAR) is a consolidated list of government’s information assets. Each IAR record describes an individual asset in terms of what it is and how it can be obtained. Users can search for information assets across government using the inforoute search engine, which offers a variety of search criteria including organisation, subject, title and geographical location. OPSI’s IAR complements this publication scheme by providing a list of unpublished information assets.

More information about the IAR is covered in this publication scheme at section 5.6 below.

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This publication scheme only covers OPSI publications and not those published by government departments or other organisations, including Command Papers for which HMSO manages the framework contract but is not responsible for publication. Guidance on how to publish a Command Paper can be found at: www.opsi.gov.uk/official-publications/publishing-guidance/how-to-publish-a-command-paper.pdf. Some useful contacts for other organisations are listed below.

Organisation	Contact	URL
Government Departments, local authorities and other public bodies	020 7270 3000	www.direct.gov.uk
The House of Commons	020 7219 4272	www.parliament.uk
The House of Lords	020 7219 3107	www.parliament.uk
The Scottish Parliament	0131 348 5000	www.scottish.parliament.uk
The National Assembly for Wales	0845 606 0599	www.assemblywales.org.uk
The Northern Ireland Assembly	028 9052 1333	www.niassembly.gov.uk
The European Parliament	020 7227 4300	www.europarl.europa.eu/
The National Archives	020 8876 3444	www.nationalarchives.gov.uk
The European Commission	020 7973 1992	www.cec.org.uk

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Section 3 How to access and re-use publications

Finding what you want

Many publications are available on the OPSI website. The website supports a search facility to help you find what you are looking for. Section 5 gives information about website links for specific classes of information

If you do not have access to the Internet, you can find out more about a specific publication by contacting OPSI Publishing Services. We take our responsibilities seriously in ensuring that no user is discriminated against by reason of disability or visual impairment. Disabled correspondents are welcome to request a reply on disk or in large print. Single hard copy versions of any free publication will be supplied on request (see Section 4 below).

OPSI Publishing Services

102 Petty France
London SW1H 9AJ
E-mail: HMSOPublishing@opsi.x.gsi.gov.uk

Other contacts within OPSI are as follows:

OPSI Information Policy Team

Kew
Richmond
Surrey TW9 4DU
E-mail : licensing@opsi.gov.uk

HMSO Contracts

102 Petty France
London SW1H 9AJ
E-mail: HMSOContracts@opsi.x.gsi.gov.uk

OPSI Standards

102 Petty France
London SW1H 9AJ
E-mail : standards@opsi.gov.uk

OPSI e- Services

102 Petty France
London SW1H 9AJ
E-mail : eservices@opsi.gov.uk

OPSI Webmaster

102 Petty France
London SW1H 9AJ
E-mail : webmaster@opsi.gov.uk

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Purchasing Publications

All legislation and the Official Gazettes are published by a private sector contractor and are subject to a charge for print copies. Legislation can be provided in both print and Braille formats. You can contact our contractor at:

The Stationery Office Ltd
PO Box 29
Norwich NR3 1GN
Telephone orders and general enquiries: 0870 600 5522
Text telephone for the hard of hearing: 0870 240 3701
E-mail: customer.services@tso.co.uk
Web: www.tso.co.uk/bookshop/bookstore.asp

You can also purchase a particular piece of legislation by following the links from our website.

Re-using publications

Guidance on the re-use of Crown copyright protected material can be found online at: www.opsi.gov.uk/advice/crown-copyright/copyright-guidance/index.htm, or by contacting the OPSI Information Policy Team (see contact details above)

Publications relating to licensing and copyright are listed later in this scheme at Section 5.4.

Section 4 Charges for publications

We indicate for each class of information in our publication scheme where a charge may be levied, and where information is available free of charge.

Electronic documents including legislation displayed in either HTML or PDF formats can be accessed and downloaded free of charge from our website. To read PDF documents you will need Adobe Acrobat Reader which is free and available from [Adobe](http://www.adobe.com/products/acrobat/readstep.html) at:
www.adobe.com/products/acrobat/readstep.html.

Official paper copies of most items in the publication scheme – such as legislation – are available as priced publications. These can be ordered [online](http://www.tso.co.uk/bookshop/bookstore.asp) (www.tso.co.uk/bookshop/bookstore.asp), purchased from our contractor's outlets or the [Parliamentary Bookshop](http://www.bookshop.parliament.uk) (www.bookshop.parliament.uk) or can be ordered from booksellers. Our contractors can also supply Braille copies of most items of legislation. OPSI policy is to improve accessibility to legislative materials in line with the Disability Discrimination Act 1995 and, where the request is made by a private individual for their own personal use, the price will be equal to that of the corresponding print edition.

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If you would like a hard copy version of our publication scheme, please contact OPSI Publishing Services (see Section 3 for contact details).

Section 5 Classes of Publications

5.1 About OPSI

- 5.1.1 About OPSI and the OPSI Complaints Procedure
- 5.1.2 Vacancies
- 5.1.3 Contracts information

5.2 Publishing Services

- 5.2.1 Official publishing guidance
- 5.2.2 Details of how the Public Library Access Scheme operates
- 5.2.3 Details of the Official Publication Scheme offered to Members of the European Parliament
- 5.2.4 Statutory Instrument Practice

5.3 Legislation and the Official Gazettes

- 5.3.1 Acts of the United Kingdom Parliament
- 5.3.2 Explanatory Notes to Acts of the United Kingdom Parliament
- 5.3.3 Measures of the National Assembly for Wales
- 5.3.4 Explanatory Notes to Measures of the National Assembly for Wales
- 5.3.5 Statutory Instruments (including Statutory Instruments made by the Welsh Assembly Government)
- 5.3.6 Draft Statutory Instruments
- 5.3.7 Explanatory Memoranda to Statutory Instruments
- 5.3.8 Statutory Instruments Statistics
- 5.3.9 Measures of the General Synod of the Church of England
- 5.3.10 Annual Bound Volumes of Public General Acts and Church Measures
- 5.3.11 Annual Bound Editions of Statutory Instruments
- 5.3.12 Chronological Tables of Local and Private Acts
- 5.3.13 Chronological Table of Statutes
- 5.3.14 Acts of the Northern Ireland Assembly
- 5.3.15 Explanatory Notes to Acts of the Northern Ireland Assembly
- 5.3.16 Statutory Rules of Northern Ireland
- 5.3.17 Draft Statutory Rules of Northern Ireland
- 5.3.18 Explanatory Memoranda to Statutory Rules of Northern Ireland
- 5.3.19 Northern Ireland Orders in Council
- 5.3.20 Explanatory Memoranda to Northern Ireland Orders in Council
- 5.3.21 Annual Bound Volumes of Statutory Rules of Northern Ireland
- 5.3.22 Annual Volume of the Statutes of Northern Ireland
- 5.3.23 Index to the Statutory Rules of Northern Ireland
- 5.3.24 Chronological Table of Statutes of Northern Ireland
- 5.3.25 Cumulative Supplement to the Statutes Revised of Northern Ireland

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5.3.26 The London, Edinburgh and Belfast Gazettes

5.4 Licensing and Copyright

5.4.1 Information about the Click-Use Licences

5.4.2 List of Crown Bodies

5.4.3 Fee Schedule

5.4.4 Copyright Infringement Process/Flowchart

5.4.5 Information about the Re-use of Public Sector Information Regulations
("the PSI Regulations")

5.4.6 Crown Copyright Archive material

5.4.7 Protocol with the Office of the Information Commissioner

5.5 The Re-use of Public Sector Information

5.5.1 The Re-use of Public Sector Information: A Guide to the Regulations
and Best Practice

5.5.2 Regulatory Impact Assessment on the Implementation of the Re-use of
Public Sector Information Regulations

5.5.3 Disputes Resolution Protocols

5.5.4 PSI Regulations Guidance Notes

5.5.5 PSI Information Leaflet

5.5.6 Consultancy Services Leaflet

5.5.7 The United Kingdom implementation of the European Directive on the
re-use of Public Sector Information

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5.6 Ensuring Standards

- 5.6.1 Information Fair Trader Scheme
- 5.6.2 List of delegated bodies
- 5.6.3 Information Fair Trader Scheme procedure
- 5.6.4 Review of IFTS Verifications
- 5.6.5 Verification reports
- 5.6.6 Reports following investigation of complaints made under the PSI Regulations

5.7 e-Services

- 5.7.1 The Information Asset Register (IAR) and *inforoute*.
- 5.7.2 OPSI website information

5.1 About OPSI

5.1.1 About OPSI and the OPSI Complaints Procedure

Description: Information about the history, role and functions of OPSI including the history of HMSO. In addition there are details about how to make a formal complaint to OPSI about any part of our service that has not been carried out in a satisfactory manner.

Availability: Published online at www.opsi.gov.uk/about/index.htm. Available in paper copy by contacting [HMSO Publishing Services](#) (contact details in Section 3)

Cost: Free of charge.

5.1.2 Vacancies

Description: Details of current vacancies in the offices of OPSI.

Availability: Details of vacancies are advertised as and when they arise online at:

www.opsi.gov.uk/about/vacancies.htm, in local and National Press and at jobcentres as appropriate.

Cost: Free of charge.

5.1.3 Contracts information

Description: Details of the contracts which HMSO has awarded, bidding opportunities for contracts and the criteria for the award of contracts that are advertised in the OJEU.

Availability: Published on the OPSI website as and when they arise. Available in paper copy from [HMSO Contracts](#) (contact details in Section 3).

Cost: Free of charge.

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5.2 Publishing Services

5.2.1 Official publishing guidance

Description: A wide range of guidance issued as part of a series of guidance notes designed to guide, alert and advise on a range of publishing, copyright and access matters. Specific guidance notes relating to official publishing matters include extending availability of official publications to disabled people and maintaining a bibliography of official publications.

Availability: Published online at <http://www.opsi.gov.uk/official-publications/publishing-guidance/index.htm> Available in paper copy by contacting [HMSO Publishing](#) (contact details in Section 3).

Cost: Free of charge.

5.2.2 Details of how the Public Library Access Scheme operates

Description: All local authority funded public libraries are eligible to receive a subsidy which enables them to purchase official publications at 50% of the sale price. The subsidy is given to facilitate public access to Parliamentary and Government materials and legislation that is not available on the OPSI website. The guidance provides details on how libraries can claim the subsidy, the discount given and to which publications it applies.

Availability: Published online at:

www.opsi.gov.uk/official-publications/public-library-access-scheme.htm.

Available in paper copy by contacting:

Mark Ardron

OPSI

Kew

Richmond

Surrey

TW9 4DU

Cost: Free of charge.

5.2.3 Details of the Official Publication Scheme offered to Members of the European Parliament.

Description: United Kingdom Members of the European Parliament (MEPs) are eligible to receive up to two copies of any qualifying UK Official publication. The scheme mirrors the scheme provided for Members of the UK Parliament and ensures that MEPs have access to legislation, Parliamentary and other UK Official materials which they require to undertake their role and represent UK interests within the European Parliament.

Availability: Published online at: www.opsi.gov.uk/official-publications/supplying-publications-to-meps.htm. Available in paper copy by contacting:

Mark Ardron

OPSI

Kew

Richmond

Surrey

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TW9 4DU

Cost: Free of charge.

5.2.4 Statutory Instrument Practice

Description: Guidance for government departments and other public bodies on the preparation and making of statutory instruments and the parliamentary procedures relating to them.

Availability: Published online as a Word file at: www.opsi.gov.uk/advice/publishing-guidance/statutory-instrument-practice.htm Available in paper copy by contacting [HMSO Publishing](#) (contact details in Section 3).

Cost: Free of charge.

5.3 Legislation

5.3.1 Acts of the United Kingdom Parliament

Description: Public Acts are legislation of universal application and change the general law. Private Acts (also known as Local and Personal Acts) affect the powers of individual groups, such as companies or local authorities.

Availability: Acts are published on the Internet simultaneously with the print version. Print and Braille copies are available from our contractor (contact details in Section 3).

Cost: Details of charges for print and Braille copies are available from our contractor.

5.3.2 Explanatory Notes to Acts of the United Kingdom

Description: Explanatory Notes make an Act of Parliament accessible to readers who do not have specialised knowledge of the matters dealt with. They are intended to allow the reader to grasp what the Act sets out to achieve and place its effect in context. Explanatory Notes are produced for Public General Acts.

Availability: Explanatory Notes are published on the Internet simultaneously with the print version. Print and Braille copies are available from our contractor (contact details in Section 3).

Cost: Details of charges for print and Braille copies are available from our contractor.

5.3.3 Measures of the National Assembly for Wales

Description: Measures are legislation of universal application in Wales and change the general law.

Availability: Measures are published on the Internet simultaneously with the print version. Print and Braille copies are available from our contractor (contact details in Section 3).

Cost: Details of charges for print and Braille copies are available from our contractor.

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5.3.4 Explanatory Notes to Measures of the National Assembly for Wales

Description: Explanatory Notes make Measures of the National Assembly for Wales accessible to readers who do not have specialised knowledge of the matters dealt with. They are intended to allow the reader to grasp what the Act sets out to achieve and place its effect in context.

Availability: Explanatory Notes are published on the Internet simultaneously with the print version. Print and Braille copies are available from our contractor (contact details in Section 3).

Cost: Details of charges for print and Braille copies are available from our contractor.

5.3.5 Statutory Instruments (including Statutory Instruments made by the Welsh Assembly Government)

Description: Statutory Instruments (often referred to as secondary, delegated or subordinate legislation) are a form of legislation that is made under powers conferred by or under an Act of Parliament. These include Orders in Council, regulations, rules and orders. Statutory Instruments made by the Welsh Assembly Government are generally published in both English and Welsh languages.

Availability: Statutory Instruments are published on the Internet simultaneously with the print version. Print and Braille copies are available from our contractor (contact details in Section 3).

Local non-print SIs which are of local application and in force for a limited period only, are available from HMSO for the current year and the two previous years. Copies of non-print SIs prior to that can be obtained from:

[The National Archives](#)

Kew

Richmond

Surrey TW9 4DU.

Tel: 020 8876 3444

Fax: 020 8392 5286

www.nationalarchives.gov.uk

Cost: Details of charges for print and Braille copies are available from our contractor. The current charge for copies of non-print SIs supplied by HMSO is a minimum charge of £7.00 plus VAT. This is for SIs up to 4 pages, 5 pages onwards being charged at £1.00 per page plus VAT.

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5.3.6 Draft Statutory Instruments

Description: Draft Statutory Instruments are submitted for approval by Parliament (or in the case of those proposed to be made by the Welsh Assembly Government, the National Assembly for Wales) before they can be 'made' by the appropriate authority.

Availability: Draft Statutory Instruments are published on the Internet simultaneously with the print version. Print and Braille copies are available from our contractor (contact details in Section 3).

Cost: Details of charges for print and Braille copies are available from our contractor.

5.3.7 Explanatory Memoranda to Statutory Instruments

Description: An Explanatory Memorandum, setting out a brief statement of the purpose of an instrument and providing information about its policy objective and policy implications, is produced to accompany any Statutory Instrument or Draft Statutory Instrument laid before Parliament or the National Assembly for Wales.

Availability: Published alongside the instruments to which they refer on the OPSI website only.

Cost: Free of charge.

5.3.8 Statutory Instruments Statistics

Description: Tables recording the number and subjects covered by the Statutory Instruments which have been made by: UK Government departments and other UK authorities since 1995 the National Assembly for Wales from 1999 to 2007 and the Welsh Assembly Government from 2007 and registered by the Statutory Instruments Registrar.

Availability: Published on the OPSI website only.

Cost: Free of charge.

5.3.9 Measures of the General Synod of the Church of England

Description: Measures of the General Synod of the Church of England which require approval by Parliament and Royal Assent before they become law.

Availability: These documents are published on the Internet simultaneously with the print version. Print and Braille copies are available from our contractor (contact details in Section 3).

Cost: Details of charges for print and Braille copies are available from our contractor.

5.3.10 Annual Bound Volumes of Public General Acts and Church Measures

Description: A cumulative collection of all legislation giving Royal Assent during the year, including Public and General Acts in numerical order, Local and Personal Acts and a chronological list of General Synod Measures,

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Tables of Derivations and Destinations, Tables showing Effects of Legislation and an Index.

Availability: Published annually under contract and available from our contractor (contact details in Section 3).

Cost: Details of charges are available from our contractor.

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5.3.11 Annual Bound Editions of Statutory Instruments

Description: All Statutory Instruments of General effect produced in a calendar year, bound in numerical order with contents pages, lists of Instruments, Tables of Effect, Numerical and issue List, Classified List and Index. These are published in three parts over a year. There is a separate bound volume edition for Instruments made by the National Assembly for Wales.

Availability: Printed copies only are available from our contractor (contact details in Section 3).

Cost: Details of charges are available from our contractor.

5.3.12 Chronological Tables of Local and of Private Acts

Description: In 1974 the Statute Law Committee authorised the Law Commission and the Scottish Law Commission to prepare a chronological table covering the 26,000 Local Acts passed between 1797 and the end of 1973 and the 11,000 Private, later described as Personal, Acts passed between 1539 and the end of 1973. Since publication the Tables have been updated by HMSO in annual cumulative supplements though since the 2000 update the fully revised and updated tables have been available only on the internet.

Availability: These documents are published online only at: www.opsi.gov.uk/chron-tables/chron-index.htm

Cost: Free of charge.

5.3.13 Chronological Table of Statutes

Description: A Table produced annually that lists every Public General Act from 1235 to the current year, indicating whether each Act has been repealed, amended or otherwise affected by later legislation. Also included are Acts of the Parliament of Scotland from 1424-1707 and 1999 to date, plus the Church Assembly and General Synod Measures.

Availability: Printed copies only comprising two Bound Volumes are available from our contractor (contact details in Section 3).

Cost: Details of charges are available from our contractor.

5.3.14 Acts of the Northern Ireland Assembly

Description: Acts of the Assembly change the general law of Northern Ireland. They are introduced as Public Bills, either by a Minister (Executive Bill), a Member of the Assembly (Private Member's Bill) or one of the Assembly's Statutory Committees. A bill becomes an Act when it has been passed by the Assembly and has received Royal Assent.

Availability: Acts of the Northern Ireland Assembly are published on the Internet simultaneously with the printed version. Print and Braille copies are available from our contractor (contact details in Section 3).

Cost: Details of charges for print and Braille copies are available from our contractor.

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5.3.15 Explanatory Notes to Acts of the Northern Ireland Assembly

Description: Explanatory Notes make an Act accessible to readers who are not legally qualified and who have no specialised knowledge of the matters dealt with. They are intended to allow the reader to grasp what the Act sets out to achieve and place its effect in context.

Availability: Explanatory Notes are published on the Internet simultaneously with the print version. Print and Braille copies are available from our contractor (contact details in Section 3).

Cost: Details of charges for print and Braille copies are available from our contractor.

5.3.16 Statutory Rules of Northern Ireland

Description: Statutory Rules (often referred to as secondary, delegated or subordinate legislation) are a form of legislation that is made under powers conferred by or under an Act of the UK Parliament or an Act of the Northern Ireland Assembly. These will include regulations, rules and orders.

Availability: Statutory Rules are published on the Internet simultaneously with the print version. Print and Braille copies are available from our contractor (contact details in Section 3).

Cost: Details of charges for print and Braille copies are available from our contractor.

5.3.17 Draft Statutory Rules of Northern Ireland

Description: These are draft Statutory Rules which have been prepared for approval by the UK Parliament and/or the Northern Ireland Assembly before they are 'made'.

Availability: Draft Statutory Rules are published on the Internet simultaneously with the print version. Print and Braille copies are available from our contractor (contact details in Section 3).

Cost: Details of charges for print and Braille copies are available from our contractor.

5.3.18 Explanatory Memoranda to Statutory Rules of Northern Ireland

Description: An Explanatory Memorandum, setting out a brief statement of the purpose of an instrument and providing information about its policy objective and policy implications, is produced to accompany any Statutory Rule of Northern Ireland which is required to be laid before the UK Parliament or the Northern Ireland Assembly.

Availability: Published alongside the Statutory Rules to which they refer on the OPSI website only.

Cost: Free of charge.

5.3.19 Northern Ireland Orders in Council

Description: These are United Kingdom Statutory Instruments made by Her Majesty by and with the advice of her Privy Council and with the endorsement of the UK Parliament, in exercise of powers conferred by Schedule 1 of the Northern Ireland Act 1974 and s.85 of the Northern Ireland Act 1998. These Orders in Council equate to primary legislation which might have been enacted by the previous Northern Ireland Parliament and Assembly or for which powers were not devolved to the new Northern Ireland Assembly in 1999. During a period of suspension of devolved government in Northern Ireland, legislation that would normally be passed by the Northern Ireland Assembly may, under powers conferred by the Schedule to the Northern Ireland Act 2000, also be made by Her Majesty by Order in Council.

Availability: Northern Ireland Orders in Council are published on the Internet simultaneously with the print version. Print and Braille copies are available from our contractor (contact details in Section 3).

Cost: Details of charges for print and Braille copies are available from our contractor.

5.3.20 Explanatory Memoranda to Northern Ireland Orders in Council

Description: All Northern Ireland Orders in Council which are in the nature of an Act of the Northern Ireland Assembly will be accompanied by an Explanatory Memorandum. The purpose of the Explanatory Memorandum, which equate to the Explanatory Notes to an Act of the Northern Ireland Assembly, is to make the Order accessible to readers who do not have specialised knowledge of the matters dealt with. They are intended to allow the reader to grasp what the Order sets out to achieve and place its effect in context.

Availability: Explanatory Memoranda are published on the Internet simultaneously with the print version. Print and Braille copies are available from our contractor (contact details in Section 3).

Cost: Details of charges for print and Braille copies are available from our contractor.

5.3.21 Annual Bound Volumes of Statutory Rules of Northern Ireland

Description: Consists of the Statutory Rules of Northern Ireland that have been made during the calendar year.

Availability: Printed copies only are available from our contractor (contact details in Section 3).

Cost: Details of charges are available from our contractor.

5.3.22 Annual Volume of the Statutes of Northern Ireland

Description: Produced by the Northern Ireland Statutory Publications Office and comprising a binder into which the user inserts individual copies of the Statutes and separate Title page, index and tables.

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Availability: Printed copies only are available from our contractor (contact details in Section 3).

Cost: Details of charges are available from our contractor.

5.3.23 Index to the Statutory Rules of Northern Ireland

Description: A loose-leaf index of the Statutory Rules of Northern Ireland, produced annually by the Northern Ireland Statutory Publications Office.

Availability: Printed copies only are available our contractor (contact details in Section 3).

Cost: Details of charges are available from our contractor.

5.3.24 Chronological Table of Statutes of Northern Ireland

Description: A table produced annually by the Northern Ireland Statutory Publications Office that lists the Statutes of Northern Ireland up to the current year and indicates whether each Statute has been repealed, amended or otherwise affected by later legislation.

Availability: Printed copies only are available our contractor (contact details in Section 3).

Cost: Details of charges are available from our contractor.

5.3.25 Cumulative Supplement to the Statutes Revised of Northern Ireland

Description: Produced annually by the Northern Ireland Statutory Publications Office and detailing revisions that have been made to the Statutes since the Statutes Revised were published.

Availability: Printed copies only are available from our contractor (contact details in Section 3).

Cost: Details of charges are available from our contractor.

5.3.26 The London, Edinburgh and Belfast Gazettes

Description: The London Edinburgh and Belfast Gazettes are the Official Journals of the United Kingdom, Scotland and Northern Ireland. The London Gazette is the most up-to-date primary source for vital business information, which is published alongside important State and official news and announcements. It is published under the superintendence of HMSO by our contractor five times a week, Monday to Friday. The Edinburgh Gazette which fulfils similar functions in respect of Scotland is published on Tuesday and Friday. The Belfast Gazette, which fulfils similar functions in respect of Northern Ireland is published every Friday. Further information about the Gazettes can be obtained from the [OPSI website](http://www.opsi.gov.uk/official-publications/gazettes.htm) at: www.opsi.gov.uk/official-publications/gazettes.htm

Availability: The Gazettes are available in print format from our contractor (contact details in Section 3), and are also published on the [internet](http://www.gazettes-online.co.uk) at: www.gazettes-online.co.uk:

Cost: Details of charges for print copies are available from our contractor. Access to the internet version is free, with the exception of financial services

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information which is available to subscribers only for the first two days, after which it is available free.

5.4 Licensing and Copyright

5.4.1 Information about the Click-Use Licence

Description: HMSO has developed on-line licences covering the re-use of Core and Value added Crown copyright material. These licences are known as Click-Use Licences.

Availability: Information about the Click-Use Scheme and application forms are published online in HTML at: www.opsi.gov.uk/click-use/index.htm. Available in paper copy from [OPSI Information Policy](#) (contact details in Section 3).

Cost: Free of charge.

5.4.2 List of Crown Bodies

Description: A list of the public bodies which have Crown status and produce works that are subject to Crown copyright protection.

Availability: Published online in HTML at: www.opsi.gov.uk/advice/crown-copyright/uk-crown-bodies.htm. Available in paper copy from [OPSI Information Policy](#) (contact details in Section 3).

Cost: Free of charge.

5.4.3 Fee Schedule

Description: A document setting out the charges for reproducing Crown copyright material.

Availability: Published online in HTML at: www.opsi.gov.uk/click-use/value-added-licence-information/index.htm. There is a separate document setting out charges for reproducing OGC material. Both documents are available in paper copy from [OPSI Information Policy](#) (contact details in Section 3).

Cost: Free of charge.

5.4.4 Copyright Infringement Process/Flowchart

Description: A document setting out the process for dealing with an alleged breach of copyright.

Availability: Published online in pdf at: www.opsi.gov.uk/advice/crown-copyright/breach-of-copyright.pdf. Available in paper copy from [OPSI Information Policy](#) (contact details in Section 3).

Cost: Free of charge.

5.4.5 Information about the Re-use of Public Sector Information Regulations (“the PSI Regulations”)

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Description: Information about the Re-use of Public Sector Information and about the obligations for most public sector bodies since the PSI Regulations implemented in the UK on 1 July 2005.

Availability: Published online in HTML at: www.opsi.gov.uk/advice/psi-regulations/index.htm. Available in paper copy from [OPSI Information Policy](#) (contact details in Section 3).

Cost: Free of charge.

5.4.6 Crown Copyright Archive material

Description: Information on earlier stages of the Government information policy including the Future Management of Crown Copyright, Crown Copyright in the Information Age, the Review of Crown Copyright and Government Information and the role of the Crown Copyright User Group.

Availability: Published online in HTML at: www.opsi.gov.uk/advice/crown-copyright/index.htm. Available in paper copy from [OPSI Information Policy](#) (contact details in Section 3).

Cost: Free of charge.

5.5 The Re-use of Public Sector Information

5.5.1 The Re-use of Public Sector Information: A Guide to the Regulations and Best Practice

Description: Practical guidance on applying the Re-use of Public Sector Information Regulations.

Availability: Published on-line at: <http://www.opsi.gov.uk/advice/psi-regulations/advice-and-guidance/guide-to-psi-regulations-and-best-practice.doc>. Available in paper copy from [OPSI Information Policy](#) (contact details in Section 3).

Cost: Free of charge

5.5.2 Regulatory Impact Assessment on the implementation of the Re-use of Public Sector Information Regulations.

Description: Describes the costs of implementing the PSI Regulations.

Availability: Published on-line at: <http://www.opsi.gov.uk/advice/psi-regulations/consultations/regulation/RIA-2004-12.pdf>. Available in paper copy from [OPSI Information Policy](#) (contact details in Section 3).

Cost: Free of charge

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5.5.3 Disputes Resolution Protocols

Description: Memorandum of understanding and protocols with the Office of Fair Trading, the Information Commissioner's Office and the Office of the Scottish Information Commissioner regarding guidance and the handling of complaints.

Availability: Published on-line at: <http://www.opsi.gov.uk/advice/psi-regulations/disputes-resolution/index.htm>. Available in paper copy from [OPSI Information Policy](#) (contact details in Section 3).

Cost: Free of charge

5.5.4 PSI Regulations Guidance Notes

Description: A range of guidance providing practical advice on how public sector organisations can meet their responsibilities under the PSI Regulations.

Availability: Published on-line at: <http://www.opsi.gov.uk/advice/psi-regulations/advice-and-guidance/psi-guidance-notes/index.htm>. Available in paper copy from [OPSI Information Policy](#) (contact details in Section 3).

Cost: Free of charge

5.5.5 PSI Information Leaflet

Description: A leaflet explaining how OPSI can help public sector organisations to meet their responsibilities under the PSI Regulations.

Availability: Published on-line at: <http://www.opsi.gov.uk/advice/unlocking-the-potential-of-psi-opsi-can-help.pdf>. Available in paper copy from [OPSI Information Policy](#) (contact details in Section 3).

Cost: Free of charge

5.5.6 Consultancy Services Leaflet

Description: A leaflet explaining the consultancy services provided by OPSI and related charges.

Availability: Published on-line at: <http://www.opsi.gov.uk/advice/consultancy-services.pdf>. Available in paper copy from [OPSI Information Policy](#) (contact details in Section 3).

Cost: Free of charge

5.6 Ensuring Standards

5.6.1 Information Fair Trader Scheme

Description: The regulatory scheme which monitors the information trading activities of those Crown bodies with a delegation and of volunteers to the scheme.

Availability: Published online at: www.opsi.gov.uk/ifts/index.htm. Available in paper copy by contacting [OPSI Standards](#) (contact details in Section 3).

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Cost: Free of charge.

5.6.2 List of delegated bodies

Description: A list of bodies that have delegated authority to license Crown copyright information.

Availability: Published online at: www.opsi.gov.uk/ifts/ifts-members.htm. Available in paper copy by contacting [OPSI Standards](#) (contact details in Section 3).

Cost: Free of charge.

5.6.3 Information Fair Trader Scheme Complaints procedure

Description: Information about how to call upon the services of HMSO in its role as the regulator of Crown copyright information.

Availability: Published online at: <http://www.opsi.gov.uk/ifts/ifts-complaints-procedure.htm>. Available in paper copy by contacting [OPSI Standards](#) (contact details in Section 3).

Cost: Free of charge.

5.6.4 Review of IFTS Verifications

Description: A report on the review of IFTS verifications.

Availability: Published online as PDF files at www.opsi.gov.uk/ifts/review-report-2003-09.pdf and <http://www.opsi.gov.uk/ifts/first-two-years-report.pdf>. Available in paper copy by contacting [OPSI Standards](#) (contact details in Section 3).

Cost: Free of charge.

5.6.5 Verification Reports

Description: Detailed reports on the verifications on IFTS members.

Availability: Published online at : www.opsi.gov.uk/ifts/ifts-members.htm. Available in paper copy by contacting [OPSI Standards](#) (contact details in Section 3).

Cost: Free of charge.

5.6.6 Reports following investigation of complaints made under the PSI Regulations

Description: Detailed reports on the investigation of complaints under the [PSI](#) Regulations about the information trading activities of public sector information holders..

Availability: Published online at: <http://www.opsi.gov.uk/advice/psi-regulations/reports.htm>

Available in paper copy by contacting [OPSI Standards](#) (contact details in Section 3).

Cost: Free of charge.

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5.7 e-Services

5.7.1 Information Asset Register and *inforoute*

Description: *Inforoute* is a search engine for information held by UK Government bodies and recorded in the Information Asset Register (IAR). The IAR lists information held by the UK Government, concentrating on unpublished information resources. Each IAR record describes the individual asset, what it comprises and from where copies can be obtained. The *inforoute* search engine provides information about the IAR, guidelines on the creation of IAR records and the latest information about the development of the IAR.

Availability: Documents can be accessed online in HTML and PDF formats at: www.opsi.gov.uk/iar/index.htm. Documents other than the Information Asset Register are available in paper copy from the [OPSI Webmaster](#) (contact details in Section 3).

Cost: Free of charge.

5.7.2 OPSI website information

Description: Statistical information about the OPSI website.

Availability: Published online at: www.opsi.gov.uk/about/website-statistics/index.htm Available in paper copy from the [OPSI Webmaster](#) (contact details in Section 3).

Cost: Free of charge.

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Section 6 Classes identified for future addition to the Publication scheme

None identified at present.

Section 7 Feedback and Comments

We want our publication scheme to meet your needs. We welcome suggestions for additional classes of information that might be included in future together with suggestions about how the published information might be made more accessible to you.

Any feedback, and comments or complaints about this publication scheme should be addressed to:

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