

AGRICULTURE AND ENVIRONMENT BIOTECHNOLOGY COMMISSION

PUBLICATION SCHEME

PREPARED IN ACCORDANCE WITH SECTION 19 OF THE
FREEDOM OF INFORMATION ACT 2000

INTRODUCTION

Responsibility for the Publication Scheme

1. This is the publication scheme for the Agriculture and Environment Biotechnology Commission (AEBC) drawn up under Section 19 of the Freedom of Information Act 2000. This publication scheme is the responsibility of the Secretary to the Commission and is maintained by the Office Manager, Emma Knox.

Freedom of Information Act 2000

2. The Freedom of Information Act 2000 (FOIA) received Royal Assent on 30 November 2000. It gives 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. This includes non-departmental public bodies such as the AEBC. The general right of access to the information held by a public authority is provided for under section 1 of the Act. Any person wishing to exercise this right, which will not come into force until January 2005, will have to make a written request to the public authority. Any person who makes such a request must be informed whether the public authority holds that information and, subject to exemptions, supplied with that information.
3. Information about the Freedom of Information Act is available from:

Open Government and Data Protection Unit
Department of Trade and Industry
Room V/LG139
1 Victoria Street
London
SW1H 0ET

Tel: 020 7215 6226
Fax: 020 7215 5712

4. Under the Act every public authority is required to adopt and maintain a publication scheme. A publication scheme is a guide detailing the types of information which are to be made routinely available. This guide should provide the public with a simpler means of obtaining information. Schemes are intended to encourage organisations to publish more information proactively and to develop a greater culture of openness.
5. The purpose of this publication scheme is to set out:
 - Classes of information we commit to public as a matter of course
 - How this information will be published
 - Whether the information is available free of charge or on payment

Purpose of the AEBC

6. The AEBC Publication Scheme has been designed to help people find out how we fulfil our remit of providing the UK Government and Devolved Administrations with independent, strategic advice on developments in biotechnology and their

implications for agriculture and the environment. We look at the broad picture taking ethical and social issues into account as well as the science.

7. The AEBC will

- offer strategic advice to Government on biotechnology issues which impact on agriculture and the environment.
- liaise closely with but not duplicate the work of the other two bodies which together with the AEBC form a new strategic advisory framework ie:

the [Human Genetics Commission](#) (HGC) which will advise on genetic technologies and their impact on humans;

and

the [Food Standards Agency](#) (FSA) which will include within its responsibilities all aspects of the safety and use of genetically modified food and animal feed;

- keep under review current and possible future developments in biotechnology with actual or potential implications for agriculture and the environment;
- advise Government on the ethical and social implications arising from these developments and their public acceptability; and
- consider and advise on any specific issues relating to relevant aspects of biotechnology as requested by the Government.

Copyright

8. The AEBC is a non-departmental public body which receives all of its funding from government therefore the information we produce is subject to Crown copyright, which is administered by Her Majesty's Stationary Office. The material listed in this publication scheme is Crown copyright unless otherwise stated. Brief extracts of any material included in this Publication Scheme 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, private study, criticism, review and news reporting.

Details of the arrangements for reusing Crown copyright material can be found on HMSO's website at: www.hmso.gov.uk/copyhome.htm or by contacting HMSO at:

HMSO Licensing Division
St Clements House
2-16 Colegate
Norwich
NR3 1BQ

Tel: 01603 621000

Fax: 01603 723000

Email: hmsolicensing@cabinet-office.x.gsi.gov.uk

Format and Foreign Languages

9. Our publication scheme will be made available in hard copy and large print as requested.
10. The AEBC has limited resources and therefore does not routinely publish any of its documents in languages other than English. However, requests for electronic format translations will be considered on a case-by-case basis.
11. In the interest of proportionality, AEBC publications are not normally published in Welsh.

AEBC PUBLICATION SCHEME

How to Access Information

12. Unless otherwise specified in this scheme:

- The classes of information we commit to publishing under this scheme are published both on the AEBC website (www.aebc.gov.uk) and in hard copy.
- Hard copy publications are available through DTI publications orderline:

DTI Publications Orderline
ADMAIL 528
LONDON
SW1W 8YT (ADMAIL + LONDON must be in capitals)

Tel: 0870 1502 500
Fax: 0870 1502 333
Minicom: 0870 1502 100

Or through the AEBC secretariat:

AEBC secretariat
1 Victoria Street
London
SW1H 0ET

Tel: 020 7215 6508
Fax: 020 7215 0313
Email: aebc.contact@dti.gsi.gov.uk

13. The information in this scheme is available free of charge from our website or for single printed hard copies of documents. Requests for larger quantities will be considered on a case-by-case basis.

14. Information held by AEBC that is not published can be requested and will be provided subject to considerations of privacy and confidentiality.

15. Request for information can be made to:

The Secretary
AEBC secretariat
1 Victoria Street
London
SW1H 0ET

16. Our scheme is available in hard copy from the AEBC secretariat.

Charges

17. We will not normally charge a fee to supply copies of information. However, we reserve the right to make a reasonable charge to cover the costs of transcription, photocopying, packaging and postage, or where a considerable amount of staff

time would be needed to identify, process and collate information. We will inform you of any charges that might apply before processing your request.

Monitoring Our Publication Scheme

18. We want our publication scheme to meet the needs of our customers and stakeholders. Suggestions for particular classes of information to which we might in future commit to publishing under the scheme will be welcomed. Any comments or complaints about the scheme should be sent to:

Emma Knox
AEBC Secretariat
1 Victoria Street
London
SW1H 0ET

Tel: 020 7215 5365
Fax: 020 7215 0313
Email: emma.knox@dti.gsi.gov.uk

Classes of Information

ABOUT US

Class: Role of the AEBC
Format available: Web format; hard copy
Hard Copy available from: AEBC secretariat
Web format available at: www.aebc.gov.uk
£ indicates that this class includes chargeable material:

Class: Terms of Reference
Format available: Web format; hard copy
Hard Copy available from: AEBC secretariat
Web format available at: www.aebc.gov.uk
£ indicates that this class includes chargeable material:

Class: AEBC Membership Details
Format available: Web format; hard copy
Hard Copy available from: AEBC secretariat
Web format available at: www.aebc.gov.uk

£ indicates that this class includes chargeable material:

Class: Register of Members' Interests
Format available: Web format; hard copy
Hard Copy available from: AEBC secretariat
Web format available at: www.aebc.gov.uk

£ indicates that this class includes chargeable material:

Class: AEBC Work Plan
Format available: Web format; hard copy
Hard Copy available from: AEBC secretariat
Web format available at: www.aebc.gov.uk

£ indicates that this class includes chargeable material:

Class: Annual Report
Format available: Web format; hard copy
Hard Copy available from: DTI Publications Orderline
Web format available at: www.aebc.gov.uk

£ indicates that this class includes chargeable material:

Class: AEBC Press Notices
Format available: Web format; hard copy
Hard Copy available from: AEBC secretariat
Web format available at: www.aebc.gov.uk

£ indicates that this class includes chargeable material:

Class: The Sources of our income and Nature of Spend
Format available: Hard copy
Hard Copy available from: AEBC secretariat

Web format available at: www.aebc.gov.uk

£ indicates that this class includes chargeable material:

Class: Information about the secretariat

Format available: Hard copy

Hard Copy available from: AEBC secretariat

Web format available at: www.aebc.gov.uk

£ indicates that this class includes chargeable material:

REPORTS

Class: AEBC Publications

Format available: Web format; hard copy

Hard Copy available from: DTI Publications Orderline or AEBC secretariat

Web format available at: www.aebc.gov.uk

£ indicates that this class includes chargeable material:

Class: Government Responses to AEBC

Format available: Web format; hard copy

Hard Copy available from: AEBC secretariat

Web format available at: www.aebc.gov.uk

£ indicates that this class includes chargeable material:

Class: Letters from Ministers to Commission

Format available: Web format; hard copy

Hard Copy available from: AEBC secretariat

Web format available at: www.aebc.gov.uk

£ indicates that this class includes chargeable material:

MEETINGS

Class: Details of Previous and Forthcoming Meetings
Format available: Web format; hard copy
Hard Copy available from: AEBC secretariat
Web format available at: www.aebc.gov.uk
£ indicates that this class includes chargeable material:

Class: Meeting Agendas, Minutes & Papers
Format available: Web format; hard copy
Hard Copy available from: AEBC secretariat
Web format available at: www.aebc.gov.uk
£ indicates that this class includes chargeable material:

Class: Sub Group Membership Details
Format available: Web format; hard copy
Hard Copy available from: AEBC secretariat
Web format available at: www.aebc.gov.uk
£ indicates that this class includes chargeable material:

Class: Sub Group Meeting Agendas, Minutes & Papers
Format available: Web format; hard copy
Hard Copy available from: AEBC secretariat
Web format available at: www.aebc.gov.uk
£ indicates that this class includes chargeable material:

CONTACT DETAILS

19. Contact the AEBC through the Secretariat :

AEBC secretariat
1 Victoria Street
London
SW1H 0ET

Tel: 020 7215 6508
Fax: 020 7215 0313
Email: aebc.contact@dti.gsi.gov.uk

20. Order publications that are available from DTI publications from:

DTI Publications Orderline
ADMAIL 528
LONDON
SW1W 8YT (ADMAIL + LONDON must be in capitals)

Tel: 0870 1502 500
Fax: 0870 1502 333
Minicom: 0870 1502 100