

System Level Integration Limited

Publication Scheme under section 23 (1) of the Freedom of Information (Scotland) Act 2002

PART ONE

1. INTRODUCTION

1.1 Welcome to the Publication Scheme for System Level Integration Limited (the Institute for System Level Integration), hereby known as ‘the Company’. This is a guide to the information made available by the Company as required under section 23 of the Freedom on Information (Scotland) Act 2002 (the Act).

1.2 The Act 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.

1.3 Under Section 23 of the Act, the Company must adopt and maintain a publication scheme setting out the information we routinely make publicly available. In addition, we have to review the 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.

1.4 Our publication scheme must:

- set out the classes of information which we publish or intend to publish;
- say how we will publish the information in each class; and
- say if we will provide the information free or charge for it.

The purpose of our publication scheme is to let you know what information is readily available from us. By ‘readily available’ we mean that the information can be obtained from us on request.

2. ABOUT THIS SCHEME

2.1 This publication scheme is based on the Model Publication Scheme for Publicly Owned (Active) Companies and has been developed by the Scottish Information Commissioner. The Scottish Information Commissioner is responsible for the promotion and enforcement of the Act.

2.2 Section 23 of the Act states that in adopting or reviewing its publication scheme, a public authority must have regard to the public interest in allowing public access to information about:

- the services provided by the authority;
- the costs of those services;
- the standard attained by those services;
- the facts which form the basis of decisions taken by the authority which are of importance to the public; and
- the publication of reasons for decisions made by it.

We have therefore included, as far as possible, information about these matters in this scheme.

3. ABOUT THE COMPANY

3.1 System Level Integration Limited (operating as the Institute for System Level Integration) is a company incorporated under the Companies Acts. It is owned by the University of Edinburgh, the University of Glasgow, Heriot-Watt University, the University of Strathclyde and Scottish Enterprise. It is therefore a publicly-owned company under Section 6 of the Act and is fully subject to the Act's requirements.

3.2. The Company's functions and responsibilities are to provide postgraduate education, professional training, research and design services in system level integration and system-on-chip technologies. The Institute aims to support the development of electronics systems design worldwide and to encourage the exploration of new technologies through research.

3.3 The Institute is located in Heriot-Watt University Research Park, Research Avenue North, Edinburgh EH14 4AP, Scotland.

4. RESPONSIBILITY FOR THE PUBLICATION SCHEME

4.1 The following person has overall responsibility for this scheme:

Name: Dr Mark Begbie
 Title: Director
 Address: Heriot-Watt University Research Park
 Research Avenue North
 Edinburgh EH14 4AP
 Telephone: 0131 510 0670
 Email: mark.begbie@sli-institute.ac.uk

4.2 The following person is responsible for maintaining the scheme on a daily basis:

Name: Siân Williams
 Job title: EngD Centre Manager
 Address: Heriot-Watt University Research Park
 Research Avenue North
 Edinburgh EH14 4AP
 Telephone: 0131 510 0670
 Email: sian.williams@sli-institute.ac.uk

5. EXEMPTIONS

- 5.1 All information included in this Scheme must be provided promptly on request (subject to the exemptions discussed below). From 1 January 2005, the general entitlement to information under section 1 of the Freedom of Information (Scotland) Act 2002 will enable any member of the public to make a request for information that is not in this Scheme.
- 5.2 The company's aim is to be as open as possible. However, information may be withheld from any of the classes of information listed below where we consider that the disclosure may fall within one of the exemptions contained in the Act. For example, we may withhold information if its disclosure would breach the law of confidentiality or seriously prejudice the commercial interests of any person or organisation. We may also withhold information which is personal data under the Data Protection Act 1998.
- 5.3 In these cases, we will withhold the information and indicate why the information is being withheld. Even where an exemption exists, it may nevertheless be possible to provide copies with the exempted information edited out.
- 5.4 If you wish to complain about information which is being withheld from you, please read the 'complaints' section below at paragraph 10.

6. ARCHIVING POLICY

- 6.1 The Company recognises the importance of records management and archiving. We aim to comply with relevant standards in order to ensure the effective management of records throughout their lifecycle.
- 6.2 The Institute is currently undergoing a review of its records management systems, retention policies and archiving policies. We are currently developing schedules to ensure that all records are managed effectively and ensure compliance with the Code of Practice for Records Management and the Model Action Plan for Records Management issued by the Scottish Executive.
- 6.3 Agendas, reports and minutes of Board meetings and other meetings are retained permanently.

7. COPYRIGHT

- 7.1 Unless otherwise stated, the Company reserves copyright in all information available under this publication scheme, whether that information is in electronic or hard copy format, text or graphics, and regardless of whether the copyright (©) symbol appears. The right to information under this scheme does not include permission to reproduce that information. Such use may infringe copyright, and consent of the copyright holder should always be sought.

8. ACCESSING INFORMATION UNDER THE PUBLICATION SCHEME

8.1 You may access information under the publication scheme in a number of ways. The information may be accessed as follows:

8.1.1 Online

Where possible, information listed in the publication scheme is available from www.sli-institute.ac.uk. A link will take you to the relevant page or document.

8.1.2 By email

If the information you request is not available on our website, but is listed in our publication scheme, we will send it to you by email, wherever practicable. You may send your request to sian.williams@sli-institute.ac.uk. When requesting information, please include a telephone number, so that we can telephone to clarify any details, if necessary.

8.1.3 By phone

Information can be requested by telephoning 0131 510 0670. Please provide full contact details, including a telephone number, so that we can telephone to clarify any details, if necessary.

8.1.4 By post

Information is also available in hard copy (paper) form. Please address your request to:

Siân Williams
EngD Centre Manager
Heriot-Watt University Research Park
Research Avenue North
Edinburgh EH14 4AP

When requesting information, please include the following details: your name and address, the information or documents you want to see. Please include a telephone number, so that we can telephone to clarify any details, if necessary.

8.1.5 In Person

For some classes of information, you will need to make an appointment to view the information. Please contact:

Siân Williams
EngD Centre Manager
Heriot-Watt University Research Park
Research Avenue North
Edinburgh EH14 4AP

Tel: 0131 650 0670
Fax: 0131 449 3141
Email: sian.williams@sli-institute.ac.uk

8.2 If you have difficulty determining the information you want to see, please contact Sian Williams, EngD Centre Manager, who will be happy to help.

9. CHARGING POLICY

9.1 Information made available through the Company's publication scheme is charged at the rates below, unless otherwise stated in the publication scheme itself. Prices may be adjusted in future to reflect increases in costs.

9.1.1 Website

Information shown in our publication scheme on the Company's website at www.sli-institute.ac.uk is provided free of charge, although, by viewing material online, you may incur costs from an Internet service provider.

9.1.2 Hard Copy (Printouts & Photocopies)

Black and white photocopies and black and white printouts are available at 5 pence per A4 sheet plus postage. Where applicable, colour printouts are available at 20 pence per A4 sheet plus postage. The Company does not have the facility to provide colour photocopies.

Printouts and photocopies are available from the Information Officer, unless another contact is stated in the publication scheme. We will let you know the full cost before completing your request.

9.1.3 Email

There is no charge for emailing copies of electronic documents.

9.1.4 Inspection

There is no charge for viewing documents at the Company's offices.

9.1.5 Other Formats

Unless you have a disability and require information in an alternative format, information will normally be provided electronically via email or paper. Requests for other formats will be considered and charged at cost, where it is possible to meet the request.

9.1.6 Postage

Postage is charged at cost. Information will be sent by Royal Mail first class post.

9.1.7 Disability Discrimination Act

If you have a disability and require information to be presented in a particular format, the information will be charged at the rate for standard A4 printouts plus postage and packing.

9.1.8 Waiving Fees

The Company may waive fees totalling less than £5.

9.1.9 **Paying**

We will not dispatch copies until the appropriate fee has been received. You may pay for requests with cash in person, by credit card (Visa or Mastercard only) or by cheque made payable to "System Level Integration Ltd."

10. COMPLAINTS

10.1 If you are unhappy with any aspect of this publication scheme, you can complain to:

Dr Mark Begbie
Director
System Level Integration Limited
Heriot-Watt University Research Park
Research Avenue North
Edinburgh EH14 4AP

Tel: 0131 510 0670
Fax: 0131 449 3141
Email: sian.williams@sl-i-institute.ac.uk

10.2 If we are unable to resolve any complaint, you can complain to the Scottish Information Commissioner who oversees the Act and whose contact details are below. From 1 January 2005, when the general right of access comes into force, there will be a formal appeal mechanism when information is withheld. Further details on this will be available on the Commissioner's website at www.itspublicknowledge.info before this date.

10.3 The contact details for the Commissioner are:

The Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife KY16 9DS

Tel: 01334 464610
Fax: 01334 464611
Email: enquiries@itspublicknowledge.info

11. FEEDBACK

11.1 As part of our duty under the Act, we are required to review our publication scheme periodically. We welcome feedback on how we can develop our scheme further. If you would like to make any comments about the publication scheme or if you require any assistance please contact:

Siân Williams
EngD Centre Manager

Heriot-Watt University Research Park
Research Avenue North
Edinburgh EH14 4AP

Tel: 0131 510 0670

Fax: 0131 449 3141

Email: sian.williams@sli-institute.ac.uk

11.2 Comments may include the following:

- What you liked or disliked about this scheme?
- What else would you like to see in this scheme?
- Did you find the information you wanted easily?
- Do you have any suggestions on how to make the Company more open and transparent in the provision of information?

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PART TWO

The following classes set out the information which System Level Integration Limited is making available under this publication scheme.

Class 1: Legal Framework

The Company's certificate of incorporation, memorandum of association, articles of association, and address of the registered office.

Formats

Available in paper form for inspection at Heriot-Watt University Research Park, Research Avenue North, Edinburgh EH14 4AP. Photocopies are available from the same address.

Timescale of availability

Inspection is available by appointment. Photocopies are available on request.

Fee

There is no charge for inspection. Black and white photocopies and black and white printouts are available at 5 pence per A4 sheet plus postage.

Class 2: Financial Resources

The Company's annual accounts and auditors' report.

Formats

Available in paper form for inspection at Heriot-Watt University Research Park, Research Avenue North, Edinburgh EH14 4AP. Photocopies are available from the same address.

Timescale of availability

Inspection is available by appointment. Photocopies are available on request.

Fee

There is no charge for inspection. Black and white photocopies and black and white printouts are available at 5 pence per A4 sheet plus postage.

Class 3: Company Board Meetings

Minutes, agendas and papers of Company Board meetings.

Formats

Available in paper form for inspection at Heriot-Watt University Research Park, Research Avenue North, Edinburgh EH14 4AP. Photocopies are available from the same address. Electronic copies are available from sian.williams@sl-i-institute.ac.uk.

Timescale of availability

Minutes of meetings are available four weeks after approval. Inspection is available by appointment. Photocopies and electronic copies are available on request.

Fee

There is no charge for inspection or for copies delivered electronically. Black and white photocopies and black and white printouts are available at 5 pence per A4 sheet plus postage.

Class 4: Directors

Names, roles and responsibilities of current Directors of the Company.

Formats

Available in paper form for inspection at Heriot-Watt University Research Park, Research Avenue North, Edinburgh EH14 4AP. Photocopies are available from the same address. Electronic copies are available from sian.williams@sl-i-institute.ac.uk.

Timescale of availability

Minutes of are available four weeks after approval. Inspection is available by appointment. Photocopies and electronic copies are available on request.

Fee

There is no charge for inspection or for copies delivered electronically. Black and white photocopies and black and white printouts are available at 5 pence per A4 sheet plus postage.