



Publication Scheme

Contact details

If you want more information or a hard copy of the NERC Publication Scheme, contact:

Freedom of Information Office
Natural Environment Research Council
Polaris House
North Star Avenue
Swindon
Wiltshire SN2 1EU
United Kingdom

email: foi-office@nerc.ac.uk
website: foi.nerc.ac.uk
tel: +44 (0)1793 411500
fax: +44 (0)1793 411605



How to get information from us

The UK's Natural Environment Research Council (NERC) funds and carries out impartial scientific research in the sciences of the environment, and trains the next generation of independent environmental scientists.

This leaflet helps you, as a member of the public, to find out about and gain access to information we hold. Under the Freedom of Information Act 2000 all public authorities, including us, must adopt and maintain a Publication Scheme stating:

- the types (classes) of information we publish, or intend to publish
- how our information is, or will be, published
- whether the information is, or will be, made available to you free of charge or on payment.

The NERC Publication Scheme aims to make a significant amount of our information readily available to you without your needing to request it specifically under the Freedom of Information Act. We also want to inform you of the range of material that is available from NERC.

By 'readily available' we mean that you can find this information on our website, or we can supply it for free or at a reasonable charge from our Swindon office or one of our research centres. Otherwise, information may be available from The Stationery Office (TSO) or a public library. We will supply material promptly when we receive a request (phone, letter, fax or email). Some of our information is subject to 'statutory exemptions', so it is excluded from publication by law.

❖ How to search for information

You can access the NERC Publication Scheme, which lists the information available from us, by visiting our Freedom of Information website on foi.nerc.ac.uk

❖ No internet access?

A hard copy of the Publication Scheme is available from our Freedom of Information Office.

❖ How to get the information

Once you have identified the information you want, please access it on our website or contact us at the address overleaf, stating the class of information or publication and enclosing any payment requested. Payment should be by credit/debit card or crossed cheque made payable to NERC.

❖ Can't find what you want?

If the information you want is not in the Publication Scheme, you may ask for it by writing to NERC. Give your name and address, describe the information/documents you want, and state your preferred method of access (hard copy, email etc). We will tell you whether we hold the information, whether any exemptions apply and whether we will make a charge. If a charge is due, we will inform you of the costs and ask you to pay in advance. We will do our best to respond to your request within 20 working days of receiving it.

❖ The Freedom of Information Act 2000

The Freedom of Information Act 2000¹ gives you, as an individual, a general right of access to all types of recorded information held by public authorities. It sets out exemptions to that right and places obligations on public authorities such as us. Under the Act, any member of the public can apply for access to information held by public sector bodies. If you request environmental information from us, we will supply it under the Environmental Information Regulations 2004². These Regulations provide broadly similar rights to the Act but relate specifically to information about the environment.

You are entitled to get information by making a request in writing to us (unless the information is exempt under the Act). You have the right: (a) to be told by us whether we hold the information you request, and (b) if we do hold it, to have us pass it to you. We will do our best to meet the time limit laid down in the Act for dealing with a request for information – that is, within 20 working days.

You have the right to appeal to the Information Commissioner if you think we did not deal with your request in line with the Act.

Much of our information is freely available, but we may charge a fee for processing some Freedom of Information requests and these charges are explained in our Publication Scheme. We will also make a reasonable charge for providing value-added information and products. Value-added material is what we produce when we carry out more work on our data and information in order to increase its usefulness to our customers.

¹You can get a copy of the Act, for a charge, from The Stationery Office (Enquiries, PO Box 29, Norwich NR3 1GN, website www.tso.co.uk). A copy of the Act can also be viewed on the Office of Public Sector Information website at www.opsi.gov.uk

²You can get a copy of the Regulations, for a charge, from The Stationery Office (Enquiries, PO Box 29, Norwich NR3 1GN, website www.tso.co.uk). A copy of the Regulations can also be viewed on the Office of Public Sector Information website at www.opsi.gov.uk