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1 Preliminary Details

1.1 Contact information

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1.2 Document control

Version	History
Draft Version 0.1	Original by Paul Kentish of the Kentish MAN Ltd, based on UKERNA documents
Version 1.0	Draft for approval by CEO
Version 1.1	Draft for approval by WNL Board
Version 1.2	Draft for approval by WNL Management Committee
Version 1.3	Version submitted to Information Commissioner by Company Secretary
Version 1.4	Updates to reflect change of name of UKERNA to JANET(UK)

1.3 Definitions

Term	Meaning
MAN	Metropolitan Area Network (now referred to as a Regional Network)
SWMAN	The South Wales MAN
UKERNA	UK Education and Research Networking Association (http://www.ja.net/)
JANET(UK)	As of June 7 th 2007, the new trading name of UKERNA
WNL	Welsh Networking Limited, the company who run SWMAN

1.4 Copyright

© 2003 WNL. The document on which this is based is the copyright of the Kentish MAN Ltd who have kindly agreed to the use of their document by WNL.

2 Introduction

The Freedom of Information Act received Royal Assent on 30 November 2000. The Act requires all public bodies to adopt and maintain a publication scheme. WNL is a public body for the purposes of this legislation, since it is a company wholly owned by bodies that are public authorities: viz. UK higher education institutions with campuses located in Wales.

The purpose of the scheme is to ensure that a significant amount of information is available to the general public, without the need for a specific request to be made to the company. The scheme does not limit in any way other rights that people may have to information, nor does it limit in any way the amount of information that WNL otherwise publishes outside the scheme.

This document constitutes the publication scheme of WNL.

3 Use of the Publication Scheme

3.1 Access to the scheme

This version of the scheme is published as a printed document. This document is also available on the WNL web site, details of which are set out in a subsequent section of this document.

3.2 Structure of the scheme

In order to inform the public as to what information will be automatically, or routinely, made available by WNL, the different classes of information are:

<i>Class</i>	<i>Title</i>	<i>Definition</i>
1	Company Governance	The company's corporate governance framework
2	Company Organisation	The organisation of the company and details of its management structure.
3	Company Finances	The financial position of the company.
4	Services	Details of the services provided by the company and information related to these services.
5	Policy	Information relating to policies for connection to and use of the networks run by WNL.
6	Communicating with WNL.	The procedures for reporting operational and other problems and making complaints to the Company.

The content of each class of information is separately detailed in this document. The scheme gives the title of the piece of information, details of the format in which it is available, and details of the class of information into which it is classified.

Some information provided by WNL and included within the classes in the publication scheme may not have originated from within the company. Although every attempt has been made to ensure that the current version of such information is available, in such cases readers should contact the originator of the information if in any doubt.

3.3 Requests for Information

The publication scheme and the documents to which it refers are available in English. Translations into Welsh can be made available on request although a charge will be levied based on recovering the translation cost. Given the nature of the company's business, WNL seeks to make the majority of the information that it disseminates available on its website:

<http://www.wnl.net>

Documents which are published on the web site can normally be made available in printed format.

3.4 Charges

Information available on the web site is available free of charge, although users are liable for their own costs of Internet access to the site and for any costs incurred in printing information available on the web site. Charges will be levied for printed material based on recovering the costs of printing.

The company wishes to continue to make as much information as possible available on a free of charge basis. However, this policy will be kept under review and the institution of a wider charging regime is not precluded for the future.

3.5 Copyright

It should be noted that the information made available via the publication scheme is copyright and may not be reproduced without the permission of the copyright holder.

3.6 Changes to the scheme

WNL intends to review the contents of the scheme on an annual basis.

4 Further Information

The Company Secretary is responsible for the company's compliance with the Freedom of Information Act.

The Chief Executive Officer is responsible for the maintenance of the publication scheme.

In circumstances where a particular item of information is not available on the company's web site, where there are difficulties with access to the site, or where there are other areas where particular assistance is required, application should be made to the Chief Executive Officer at the address given at the head of this document.

5 Classes of Information

5.1 Key to the classes

Unless indicated otherwise, all the information is available on the company web site <http://www.wnl.net>. Some information is additionally available in different formats, and, exceptionally, some information is available only in a different format. This key is used in each class of information to identify the format in which the information within each class is available:

- * Not available on the company web site
- PD: Printed document
- RR: Regular report

6 The information

[Note: the 'Retention column is included as an aide for document management and will not be included in the scheme sent to the Information Commissioner.]

6.1 Class 1

Company Governance: The Company's corporate governance framework

Ref	Format	Title	Location	Retention
1.01	PD *	Memorandum and Articles of Association	Company Office	current
1.02	PD *	Company Registration Details	Companies House	current

6.2 Class 2

Company Organisation: the organisation of the Company and details of its management structure.

Ref	Format	Title	Location	Retention
2.01	PD	Membership of the Board of Management	Website	current
2.02	PD	Membership and Terms of Reference of the Management Committee	Website	current
2.03	PD	Minutes of Board Meetings, AGMs and EGMs (limited to last two years)	Website	Last two years
2.04	PD	Minutes of the Management Committee (limited to last two years)	Website	Last two years
2.05	PD	Agendas and supporting papers for committee and sub-	Website	current

committee meetings-limited in each case to the previous meeting.

Exclusions – Minutes of Meetings, Agendas and Supporting Papers: All commercially sensitive information, e.g. quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair, i.e. if tender information is released to a third party prior to the end of the tender period, those who initially submitted tenders could be undercut and/or unfairly disadvantaged. Detailed information about the configuration of the network equipment is also excluded where it could be used unlawfully to affect the service being provided by the company. Personal data, which is classified as such under the Data Protection Act 1998.

6.3 Class 3

Company Finances: the financial position of the Company.

Ref	Format	Title	Location	Retention
3.01	PD	Annual Report and Accounts, including Auditors' Report	Company Office	7 years from publication
3.02	PD	Assets Register	Company Office	Current
3.03	PD*	VAT Records– limited to the last financial year	Company Office	Current
3.04	PD	Financial Standing Orders and Regulations	Company Office	Current
3.05	PD	Risk Assessment Summary	Website	Current

Exclusions – Audit and Accounts All commercially sensitive information, e.g. quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair, i.e. if tender information is released to a third party prior to the end of the tender period, those who initially submitted tenders could be undercut and/or unfairly disadvantaged.

6.4 Class 4

Services: Details of the services provided by the company and information related to these services.

Ref	Format	Title	Location	Retention
4.01	RR	Network schematic	Website	current

Exclusions – Network configuration data where this could be used unlawfully to affect the service being provided by the company.

6.5 Class 5

Policy: Information relating to policies for connection to and use of networks run by WNL.

Ref	Format	Title	Location	Retention
5.01	PD	WNL Connection, Acceptable Use and Security Policy	Website	current

6.6 Class 6

Communicating with WNL: The procedures for reporting operational and other problems and making complaints to the Company.

Ref	Format	Title	Location	Retention
6.01	PD	SWMAN Support Arrangements	Website	current

Exclusions – communicating with WNL. Some telephone numbers and other contact details are restricted for use by named contacts at sites being served by WNL. These numbers and details are not made public as their misuse by unauthorised persons may jeopardise the service being provided to the connected sites on the MAN.
