



EMMAN Ltd

Publication Scheme

Version 0.4
November 2003

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1 Preliminary Details

1.1 Contact information

Postal Address	EMMAN Ltd c/o The Nottingham Trent University Communications & IT Burton Street, Nottingham, NG1 4BU
Telephone	0115 848 6444
Fax	0115 848 4757
Email	enquiries@emman.net

1.2 Document control

Version	History
Draft Version 0.1	Original by Paul Kentish, based on UKERNA document
Draft Version 0.2	Incorporates amendments to classes suggested at UK MANs Group 9 th July 2003
Draft Version 0.3	Initial EMMAN version by Ian Griffiths based on UKMANs version produced by KentMAN Ltd. Presented to Board 9 October 2003.
Draft Version 0.4	Prepared for Board 1 December 2003

1.3 Definitions

Term	Meaning
FEC	College of Further Education
HEFCE	Higher Education Funding Council for England
HEI	Higher Education Institution
Help Desk	EMMAN Help Desk operated by the NOC
JOD	JANET Operations Desk (operated by ULCC, http://www.ulcc.ac.uk)
EMMAN	The regional network connecting East Midlands's education institutions
EMMAN Ltd	The company limited by guarantee responsible for operating the Kentish MAN
MAN	Metropolitan Area Network (now referred to as a Regional Network)
NOC	EMMAN Ltd Network Operations Centre
RNO	Regional Network Operator (i.e. EMMAN Ltd)
RPAN	Regional Partner Academic Network (i.e. EMMAN)
SJ4	SuperJANET4 – the national academic and research backbone
UKERNA	UK Education and Research Networking Association (http://www.ja.net/)

1.4 Copyright

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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. EMMAN Ltd 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 the East Midlands.

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 EMMAN Ltd otherwise publishes outside the scheme.

This document constitutes the publication scheme of EMMAN Ltd.

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 EMMAN Ltd 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 EMMAN Ltd, 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, details of its management structure and staff.
3	Company Finances	The financial position of the company.
4	EMMAN	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 EMMAN network service.
6	Communicating with EMMAN Ltd	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 EMMAN Ltd 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. Given the nature of the company's business, EMMAN Ltd seeks to make the majority of the information that it disseminates available on its website:

<http://www.emman.net>

Documentation available on the web site can normally be made available in printed format.

3.4 Charges

At present, EMMAN Ltd does not generally charge for its printed material, although charges may be levied on a case by case basis, based on recovering the costs of printing. Charges are likely to be levied where multiple copies of a document are requested. 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.

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

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

4 Further Information

The Executive Director is responsible for the company's compliance with the Freedom of Information Act and for the maintenance of the publication scheme

In circumstances where a particular piece 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:

EMMAN Ltd,
c/o The Nottingham Trent University
Communications & IT
Burton Street
Nottingham
NG1 4BU
Email: enquiries@emman.net

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.emman.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

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	Company Office	current

6.2 Class 2

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

Ref	Format	Title	EMMAN Ltd	Location	Retention
2.01	PD	Membership of the Board of Management		Website	current
2.02	PD	Membership and Terms of Reference of Management Board		Website	current
2.03	PD	Minutes of Board Meetings		Website	last 2 years
2.04	PD	Minutes of Management Board		Website	last 2 years
2.05	PD	EMMAN Managing Agents		Website	current

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*	VAT records (last year)	Company Office	current
3.03	PD*	Purchasing Procedures	Company Office	current

6.4 Class 4

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

Ref	Format	Title	Location	Retention
4.01		Network schematic overlaid on map of East Midlands	Website	current

6.5 Class 5

Policy: Information relating to policies for connection to and use of the EMMAN.

Ref	Format	Title	Location	Retention
5.01	PD	EMMAN Ltd Connection Policy	Website	current
5.02	PD	EMMAN Acceptable Use Policy	Website	current

6.6 Class 6

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

Ref	Format	Title	Location	Retention
6.01	PD	EMMAN Reporting Procedure	Website	current