



**Publication Scheme**

**Of**

**The JNT Association  
Trading as JANET(UK)**

**JANET(UK)**

**Lumen House**

**Library Avenue**

**Harwell Science and Innovation Campus**

**Didcot, Oxfordshire**

**OX11 0SG**

## PUBLICATION SCHEME

### **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. JANET(UK) is a public body for the purposes of this legislation, since it is a company wholly owned by bodies that are public authorities viz. the UK education funding councils.

The purpose of the scheme is to ensure that a significant amount of information is available, 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 JANET(UK) otherwise publishes outside the scheme.

JANET(UK) holds some information that is personal and private to individuals. Such information is covered by the Data Protection Act, and will not be made public under this publication scheme.

This document constitutes JANET(UK)'s publication scheme.

## PUBLICATION SCHEME

### USE OF THE PUBLICATION SCHEME

#### Access to the scheme

The scheme is available on the JANET web site at <http://www.ja.net/services/publications/publication-scheme.pdf>

#### Structure of the scheme

The scheme relates to publications produced by JANET(UK), a current list of which can be found at <http://www.ja.net/services/publications/Publication-list-current.xls>

This list is kept up to date by one of the Technical Editors in the Communications group. The Publication List gives details of publication title, reference number, location on JANET web site and Publication Scheme classification.

The Publication Scheme classification informs the public as to what information will be automatically, or routinely, made available by JANET(UK). The different classes of information are:

<b>Class</b>	<b>Title</b>	<b>Definition</b>
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	Company Performance	The performance of the company against its defined targets.
5	JANET Connections, Services and Publications	Details of the services provided by the company and information related to these services.
6	Policy	Information relating to policies for connection to and use of JANET and the JANET(UK) Domain Naming Service.
7	Reporting Problems to JANET(UK)	The procedures for reporting operational and other problems and making complaints to the company.
8	Procurement Documentation	Documents relating to procurements.

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

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The publication scheme and the documents to which it refers are available in English. Given the nature of the company's business, JANET(UK) seeks to make the majority of the information that it disseminates available on its website: <http://www.ja.net>

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

### **Charges**

At present, JANET(UK) does not generally charge for its printed material, although charges may be levied on a case-by-case basis, if it is necessary to recover the costs of printing. 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 out information.

JANET(UK) 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.

### **Changes to the scheme**

JANET(UK) intends to review the contents of the scheme on an annual basis.

## **FURTHER INFORMATION**

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

The Head of Communications is responsible 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:

JANET Service Desk  
JANET(UK)  
Lumen House  
Library Avenue  
Harwell Science and Innovation Campus  
Didcot, Oxfordshire  
OX11 0SG

Tel: 0870 850 2212  
Fax: 0870 850 2213  
E-mail: [service@ja.net](mailto:service@ja.net)