**Royal Botanic Garden Edinburgh**

**GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME**

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| **Terms used** | **Explanation** |
| FOISA | The Freedom of Information (Scotland) Act 2002 |
| EIRs | The Environmental Information (Scotland) Regulations 2004 |
| Model Publication Scheme | A standard framework for authorities to publish information under FOISA, approved by the Scottish Information Commissioner |
| MPS | The Model Publication Scheme |
| Guide to Information | A guide that every public authority adopting the MPS must produce to help people access the information it makes available |
| MPS Principles | The six key principles with which all information published under the MPS must comply |
| Classes of information | Nine broad categories describing the types of information authorities must publish (if they hold it) |

## INTRODUCTION

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

* publish the classes of information that they make routinely available
* tell the public how to access the information and what it might cost.

The Royal Botanic Garden Edinburgh adopted the Model Publication Scheme. You can see this scheme by clicking on the following link: [model publication scheme](http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/TheModelPublicationScheme.aspx) or by contacting us at the address below if you prefer a copy to be provided in another format.

The purpose of this Guide to Information is to:

* allow you to see what information is available (and what is not available) in relation to each class,
* state what charges may be applied
* explain how you can find the information easily
* provide contact details for enquiries and to get help with accessing the information
* explain how to request information we hold that has not been published

The guide is split into the following six sections:

* availability and formats
* Exempt information
* Copyright
* Charges
* Contact us
* The classes of information that we publish

If you prefer you can contact us on 0131 248 2909 to ask for a hard copy of the guide to be posted to you.

## Availability and formats

The information we publish through the model scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this – see charges below).

## Exempt information

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland’s freedom of information laws (for example sensitive personal information or a trade secret), we will remove or redact the information before publication and explain why.

## Copyright

Where the Royal Botanic Garden Edinburgh holds the copyright in its published information, the information may be copied or reproduced without formal permission, provided that:

* it is copied or reproduced accurately
* it is not used in a misleading context, and
* the source of the material is identified

Where the Royal Botanic Garden Edinburgh does not hold the copyright in information we publish, we will make this clear.

## Charges

This section explains when we may make a charge for our publications and how any charge will be calculated.

There is no charge to view information on our website or at our premises.

We may charge for providing information to you e.g., photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

Our photocopying charge per sheet of paper is shown in the table below:

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| **Size of paper** | **Pence per single sided copy (black and white)** | **Pence per single sided copy (colour)** |
| A4 | 10p | 20p |

Information provided on CD-ROM will be charged at 50p per computer disc.

Postage costs will be recharged at the rate we paid to send the information to you. Our charge is for sending information by Royal Mail first class.

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run.

We do not pass on any other costs to you in relation to our published information.

Please note that this charging schedule does not apply to our commercial publications (see Class 8 below). These items are offered for sale through retail outlets such as book shops, academic journal websites or museum shops and their price reflects a ‘market value’ which may include the cost of production.

## Contact us

You can contact us for assistance with any aspect of this publication scheme:

The Royal Botanic Garden Edinburgh

20A Inverleith Row

Edinburgh

EH3 5LR

United Kingdom

Tel: 0131 248 2909

Email: [secretariat@rbge.ac.uk](mailto:secretariat@rbge.ac.uk)

We will also advise you how to ask for information that we do not publish or how to complain if you are dissatisfied with any aspect of this publication scheme.

## The classes of information that we publish

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you are welcome to make a request to us for that information.

The classes are:

* Class 1: About the authority
* Class 2: How we deliver our functions and services
* Class 3: How the authority takes decisions and what it has decided
* Class 4: What the authority spends and what it spends
* Class 5: How the authority manages its human, physical and information resources
* Class 6: how the authority procures goods and services from external providers
* Class 7: How our authority is performing
* Class 8: Our commercial publications
* Class 9: Our open data

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| **CLASS 1: ABOUT THE ROYAL BOTANIC GARDEN EDINBURGH**  **Class description:**  Information about The Royal Botanic Garden Edinburgh, who we are, where to find us, how to contact us, how we are managed and our external relations | |
| **The information we publish under this class** | **How to access it** |
| **About Us** |  |
| What we do | [What-we-do](http://www.rbge.org.uk/about-us/what-we-do) |
| History | [History](https://www.rbge.org.uk/about-us/our-history/) |
| **How we are run** |  |
| Executive Team | [Executive Team](https://www.rbge.org.uk/about-us/who-we-are/executive-team/) |
| Board of Trustees | [Rbge-board-of-trustees](https://www.rbge.org.uk/about-us/who-we-are/corporate-information/board-of-trustees/) |
| Code of conduct | [Code-of-conduct](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.rbge.org.uk%2Fmedia%2F8639%2Frbge-board-of-trustees-model-code-of-conduct-nov-2020-web-accessibility-final.docx&wdOrigin=BROWSELINK) – downloadable file |
| Register of Interests | [Register-of-Interests](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.rbge.org.uk%2Fmedia%2F8572%2Froyal-botanic-garden-edinburgh-board-of-trustees-register-of-interests-sept-2021-web-accessible-version.docx&wdOrigin=BROWSELINK) – downloadable file |
| Science advisory Committee | [Science Advisory Committee](https://www.rbge.org.uk/science-and-conservation/science-advisory-committee/) |
| **Corporate Planning** |  |
| Corporate Plan 2021-2026 | [Corporate Plan](https://www.rbge.org.uk/about-us/our-strategy-2021-2026/) |
| Corporate Policies | [Corporate policies](https://www.rbge.org.uk/about-us/who-we-are/corporate-information/corporate-policies/) |
| Strategic Objectives | [Strategic objectives](https://www.rbge.org.uk/about-us/who-we-are/corporate-information/corporate-policies/) |
| Equality, Diversity and Inclusion Strategy 2020-2025 | [Equality, Diversity and Inclusion Strategy](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.rbge.org.uk%2Fmedia%2F8009%2Fequality-diversity-and-inclusion-strategy.odt&wdOrigin=BROWSELINK) |
| **External relations** |  |
| External Audit arrangements | Contact us on details above |
| News Releases/ Contact the media team | [Press-centre](https://www.rbge.org.uk/media-centre/press-releases/) |
| Contact us/Where to find us | [Contact-us](http://www.rbge.org.uk/contact-us) |
| **General** |  |
| Complain about us | [Complain about us](https://www.rbge.org.uk/complaints-procedure/) |
| Opening times - Edinburgh | [Opening times-Edinburgh](https://www.rbge.org.uk/visit/royal-botanic-garden-edinburgh/) |
| Opening times and charges - Benmore | [Opening times-Benmore](https://www.rbge.org.uk/visit/benmore-botanic-garden/) |
| Opening times and charges - Logan | [Opening times - Logan](https://www.rbge.org.uk/visit/logan-botanic-garden/) |
| Opening times and charges - Dawyck | [Opening times - Dawyck](https://www.rbge.org.uk/visit/dawyck-botanic-garden/) |

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| CLASS 2: HOW THE ROYAL BOTANIC GARDEN EDINBURGH DELIVERS OUR FUNCTIONS AND SERVICES  Class description:  Information about our work, our strategy and policies for delivering functions and services and information for our service users. | | |
| **The information we publish under this class** | | **How to access it** |
| **Functions** | |  |
| **Science** | |  |
| Science and Biodiversity Strategy 2021 - 2030 | | [Science and Biodiversity strategy](https://www.rbge.org.uk/about-us/science-and-biodiversity-strategy-2021-2030/) |
| Herbarium | | [Herbarium](https://www.rbge.org.uk/science-and-conservation/herbarium/) |
| Accessing the collections | | [Accessing the collections](https://www.rbge.org.uk/science-and-conservation/herbarium/accessing-the-collections/) |
| Destructive sampling information and policy | | [Destructive sampling](https://www.rbge.org.uk/science-and-conservation/herbarium/accessing-the-collections/destructive-sampling/) |
| Information on Tropical Diversity | | [Tropical Diversity](https://www.rbge.org.uk/science-and-conservation/tropical-diversity/) |
| Information on Major Floras | | [Major Floras](https://www.rbge.org.uk/science-and-conservation/major-floras/) |
| Cryptogamic plants and Fungi | | [Cryptogamic plants and fungi](https://www.rbge.org.uk/science-and-conservation/cryptogamic-plants-and-fungi/) |
| Scottish Biodiversity | | [Scottish Biodiversity](https://www.rbge.org.uk/science-and-conservation/scottish-biodiversity/) |
| Genetics and Conservation | | [Genetics and Conservation](https://www.rbge.org.uk/science-and-conservation/genetics-and-conservation/) |
| Library and Archives | | [Library and Archives](https://www.rbge.org.uk/science-and-conservation/library-and-archives/) |
| Scientific and Technical Services | | [Science and Technical services](https://www.rbge.org.uk/science-and-conservation/scientific-and-technical-services/) |
| **Horticulture** | |  |
| Edinburgh Living Collection | | [Edinburgh Garden](https://www.rbge.org.uk/collections/living-collection/living-collection-at-the-royal-botanic-garden-edinburgh/) |
| Benmore Living Collection | | [Benmore Garden](https://www.rbge.org.uk/collections/living-collection/living-collection-at-benmore-botanic-garden/) |
| Dawyck Living Collection | | [Dawyck Garden](https://www.rbge.org.uk/collections/living-collection/living-collection-at-dawyck-botanic-garden/) |
| Logan Living Collection | | [Logan Garden](https://www.rbge.org.uk/collections/living-collection/living-collection-at-logan-botanic-garden/) |
| Engaging Gardens (Community Engagement Programme) | | [Engaging Gardens](https://www.rbge.org.uk/collections/living-collection/living-collection-at-the-royal-botanic-garden-edinburgh/edible-gardening-project/) |
| **Education** | |  |
| Schools | | [Schools](https://www.rbge.org.uk/learn/schools/) |
| RHS and RBGE Certificates | | [RHS and RBGE certificates](https://www.rbge.org.uk/learn/rhs-and-rbge-certificates/) |
| CLASS 2: HOW THE ROYAL BOTANIC GARDEN EDINBURGH DELIVERS OUR FUNCTIONS AND SERVICES (Continued)  Class description:  Information about our work, our strategy and policies for delivering functions and services and information for our service users. | | |
| Diploma and degree courses | [Diploma and Degree courses](https://www.rbge.org.uk/learn/diploma-and-degree-courses/) | |
| MSc Degree and postgraduate diploma | [MSc Degree and postgraduate Diploma](https://www.rbge.org.uk/learn/diploma-and-degree-courses/msc-degree-and-postgraduate-diploma/) | |
| Short Courses | [Short Courses](https://www.rbge.org.uk/learn/short-courses/) | |
| Online Courses | [Online Courses](https://onlinecourses.rbge.ac.uk/) | |
| Current Events | [What's on](https://www.rbge.org.uk/whats-on/) | |

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| CLASS 3: HOW THE ROYAL BOTANIC GARDEN EDINBURGH TAKES DECISIONS AND WHAT IT HAS DECIDED  Class description:  Information about the decisions we take, how we make decisions and how we involve others | |
| **The information we publish under this class** | **How to access it** |
| Board of Trustees Minutes | [Board of Trustees Minutes](https://www.rbge.org.uk/about-us/who-we-are/corporate-information/board-of-trustees/) |
| Annual Review Report | [Annual Report and Accounts](https://www.rbge.org.uk/about-us/who-we-are/corporate-information/accounts/) |
| Edinburgh Biomes | [Edinburgh Biomes Information](https://www.rbge.org.uk/news/edinburgh-biomes/) |
| Biodiversity Report | [Biodiversity Report](https://www.rbge.org.uk/media/7920/biodiversity-duty-report.pdf) |
| External Audit Reports | Contact us on details above |
| Environmental Impact assessment reports | Contact us on details above |

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| CLASS 4: WHAT THE ROYAL BOTANIC GARDEN EDINBURGH SPENDS AND HOW IT SPENDS IT  Class description:  Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent. | |
| **The information we publish under this class** | **How to access it** |
| How we are financed | [How we are financed](https://www.rbge.org.uk/about-us/who-we-are/corporate-information/) |
| Annual Report, accounts and Public Services Reform Act Information | [Annual report and Accounts](https://www.rbge.org.uk/about-us/who-we-are/corporate-information/accounts/) |
| Expenses policy and procedures | Contact us on details above |
| Board members expenses | See annual Accounts |
| Pay and Grading structure | Contact us on details above |

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| CLASS 5: HOW THE ROYAL BOTANIC GARDEN EDINBURGH MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES  Class description:  Information about how we manage the human, physical and information resources of the Royal Botanic Garden Edinburgh | |
| **The information we publish under this class** | **How to access it** |
| **Human Resources** |  |
| People Strategy | Contact us on details above |
| Staffing Structure | Contact us on details above |
| HR Policies and procedures | Contact us on details above |
| **Physical Resources** |  |
| Estates Strategy | Contact us on details above |
| **Information Resources** |  |
| Records Management Policy including retention schedule | Contact us on details above |

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| CLASS 6: HOW THE ROYAL BOTANIC GARDEN EDINBURGH PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS  Class description:  Information about how we procure goods and services, and our contracts with external providers | |
| **The information we publish under this class** | **How to access it** |
| Procurement policy and procedures | [Procurement Policy](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.rbge.org.uk%2Fmedia%2F6137%2Fprocurement-policy-and-procedures.docx&wdOrigin=BROWSELINK) |

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| CLASS 7: HOW THE ROYAL BOTANIC GARDEN EDINBURGH IS PERFORMING  Class description:  Information about how The Royal Botanic Garden Edinburgh performs as an organisation, and how well it delivers its functions and services | |
| **The information we publish under this class** | **How to access it** |
| Annual Report | [Annual Report](https://www.rbge.org.uk/about-us/organisational-structure/corporate-information/accounts/) |
| Corporate Plan 2021-2026 | [Corporate Plan](https://www.rbge.org.uk/about-us/our-strategy-2021-2026/) |

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| CLASS 8: OUR COMMERCIAL PUBLICATIONS  **Class description:**  Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g., bookshop, museum, or research journal. | |
| **The information we publish under this class** | **How to access it** |
| RBGE Publications | [RBGE Publications](https://rbge-publications.myshopify.com/) |

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| CLASS 9: OUR OPEN DATA  **Class description:**    The open data we make available as described by the Scottish Government’s Open Data Strategy and Resource Pack, available under an open licence. | |
| **The information we publish under this class** | **How to access it** |
| Catalogue of the Living collections | [Catalogue of the Living collection](http://elmer.rbge.org.uk/bgbase/livcol/bgbaselivcol.php) |
| Herbarium Catalogue | [Herbarium Catalogue](http://elmer.rbge.org.uk/bgbase/vherb/bgbasevherb.php) |
| Archives catalogue | [Archives catalogue](http://atom.rbge.info/) |

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| Date of last update | 23/03/2022 |
| Date of next review | 22/03/2023 |