

Royal Botanic Garden Edinburgh

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME

Terms used	Term 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](#) 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 552 7171 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:

Size of paper	Pence per single sided copy (black and white)	Pence per single sided copy (colour)
A4	10	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 552 7171

Email: 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

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
History	History
How we are run	
Organisational Structure	Organisational-structure
Board of Trustees	Rbge-board-of-trustees
Code of conduct	Code-of-conduct – downloadable file
Register of Interests	Register-of-Interests – downloadable file
Science advisory Committee	Science Advisory Committee
Corporate Planning	
Mission Statement	Mission statement
Corporate Plan 2015-2020	Corporate Plan
Corporate Policies	Corporate-policies
Corporate Objectives	Corporate-objectives
External relations	
External Audit arrangements	Contact us on details above
News Releases/ Contact the media team	Press-centre
Contact us/Where to find us	Contact-us
General	
Complain about us	Complain about us
Opening times - Edinburgh	Opening times-Edinburgh
Opening times and charges - Benmore	Opening times-Benmore
Opening times and charges - Logan	Opening times - Logan

Opening times and charges - Dawyck	Opening times - Dawyck
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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 Resources	
Herbarium	Herbarium
Herbarium Collection	Herbarium Collection
Accessing the collections	Accessing the collections
Destructive sampling information and policy	Destructive sampling
Information on Tropical Diversity	Tropical Diversity
Information on Major Floras	Major Floras
Cryptogamic plants and Fungi	Cryptogamic plants and fungi
Scottish Biodiversity	Scottish Biodiversity
Genetics and Conservation	Genetics and Conservation
Library and Archives	Library and Archives
Scientific and Technical Services	Science and Technical services
Horticulture	
Edinburgh	Edinburgh Garden
Benmore	Benmore Garden
Dawyck	Dawyck Garden
Logan	Logan Garden
The Edible Gardening Project	Edible Gardening Project
Education	

Schools	Schools
RHS and RBGE Certificates	RHS and RBGE certificates
Diploma and degree courses	Diploma and Degree courses
MSc Degree and postgraduate diploma	MSc Degree and postgraduate Diploma
Short Courses	Short Courses
Online Courses	Online Courses
How to book a course	How to book a course
Current Events	What's on

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
Annual Review Report	Annual Report and Accounts
Edinburgh Biomes	Edinburgh Biomes Information
Biodiversity Report	Biodiversity Report
External Audit Reports	Contact us on details above
Environmental Impact assessment reports	Contact us on details above

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

Annual Report, accounts and Public Services Reform Act Information	Annual report and 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
Budget allocation	Budget allocation in Corporate Plan

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

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

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
Corporate Plan	Corporate Plan 2015-2020

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

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
Herbarium Catalogue	Herbarium Catalogue
Archives catalogue	Archives catalogue

Date of last update	15/01/2019
Date of next review	15/01/2020