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1 Preliminary Details

1.1 Contact information

Postal Address	London Metropolitan Network Ltd
Telephone	020 7692 1340
Fax	020 7692 1234
Email	info@lmn.net.uk

1.2 Document control

Version	History
Draft Version 0.1	Original by Mick Kahn, based on London Metropolitan Network Ltd document and informal UK MANs model publication scheme

1.3 Definitions

Term	Meaning
FEC	Further Education College
HEFCE	Higher Education Funding Council for England
HEI	Higher Education Institution
Help Desk	The LMN Operations Desk operated by Logical UK Ltd
JOD	JANET Operations Desk (operated by ULCC, http://www.ulcc.ac.uk)
London Metropolitan Network	The regional network connecting Greater London's education institutions
London Metropolitan Network Ltd	The company limited by guarantee responsible for operating the London Metropolitan Network
MAN	Metropolitan Area Network (now referred to as a Regional Network)
RNO	Regional Network Operator (i.e. London Metropolitan Network Ltd)
RPAN	Regional Partner Academic Network (i.e. the London Metropolitan Network)
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. London Metropolitan Network 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 Greater London Region.

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 London Metropolitan Network Ltd. otherwise publishes outside the scheme.

This document constitutes the publication scheme of London Metropolitan Network 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 London Metropolitan Network 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 London Metropolitan Network 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 and details of its management structure.
3	Company Finances	The financial position of the company.
4	London Metropolitan Network 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 London Metropolitan Network.
6	Communicating with London Metropolitan Network 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 London Metropolitan Network 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, London Metropolitan Network Ltd seeks to make the majority of the information that it disseminates available on its website:

<http://www.lmn.net.uk>

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

3.4 Charges

At present, London Metropolitan Network 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

London Metropolitan Network Ltd 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:

London Metropolitan Network Ltd
20 Guilford Street
London
WC1N 1DZ

Tel: 020 7692 1340

Fax: 020 7692 1234

Email: info@lmn.net.uk

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.lmn.net.uk>. 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	Company Office	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 Executive 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 Executive Committee (limited to last two years)	Website	Last two years
2.05	PD	Agendas and supporting papers for committee and sub-committee meetings-limited in each case to the previous meeting.	Website	current

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

London Metropolitan Network 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
4.02	RR	Aggregated network traffic data (limited to last two years)	Website	Two years

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 the London Metropolitan Network.

Ref	Format	Title	Location	Retention
5.01	PD	London Metropolitan Network Ltd Policies for the operation and use of the London Metropolitan Network regional network	Website	current

6.6 Class 6

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

Ref	Format	Title	Location	Retention
6.01	PD	Reporting Procedure	Website	current

Exclusions – communicating with London Metropolitan Network Ltd. Some telephone numbers and other contact details are restricted for use by named contacts at sites being served by the London Metropolitan Network. 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.