

THE VPC PUBLICATION SCHEME

What is the publication scheme?

We have published this scheme in line with section 19 of the Freedom of Information Act 2000. The purpose of the Act is to promote greater openness by public authorities (i.e. government and other public sector organisations). This publication scheme is a guide to key information routinely published by or made available from the VPC. It focuses on the work we've done and the advice we've given.

The scheme is structured according to broad classes that reflect the range of our work.

These are:

1. Who we are and what we do
2. What we've done and the advice we've given
3. Our costs
5. Logs and registers

Within these classes the information subjects that form our publication scheme are defined.

How much do publications cost?

Each subject gives information about charges. Most information is free.

How are they published?

Published information is available on our corporate page on Gov.UK. Most publications are also available in paper copy and can be obtained unless otherwise indicated, via a request to vpc@vmd.defra.gsi.gov.uk.

Feedback

It is important that the scheme meets users' needs. We welcome suggestions for additional classes of information that could be included. We also welcome suggestions as to how the information products and publications themselves might be improved. Any questions, comments or complaints about this scheme should be sent to vpc@vmd.defra.gsi.gov.uk.

Freedom of Information, Open Government and Individual Rights

The VPC is committed to promoting and actively developing a culture of openness, transparency and accountability embodied in the Access to Information (ATI) legislation. This refers to the general right of access that the public have to the information held by the VPC and other public authorities. Rights of access to environmental information exist under the Environmental Information Regulations 2004. Requests for other types of information are dealt with under the Freedom of Information Act 2000. If the information you want to see is not held within our Publication Scheme you can contact vpc@vmd.defra.gsi.gov.uk requesting the information and, providing it is not covered by one of the exemptions in the legislation, we will endeavour to provide you with that information in line with our Service Standards.

Under the Data Protection Act 1998, individuals may also request a copy of any personal data that the VPC holds about them. These requests should be made to vpc@vmd.defra.gsi.gov.uk or The Secretary, Veterinary Products Committee,

Veterinary Medicines Directorate, Woodham Lane, New Haw, Addlestone, Surrey KT15 3LS.

Copyright

All our information, in whatever format or medium, is subject to copyright protection under the Copyright Designs and Patents Act 1988. You may re-use this information (not including logos) free of charge in any format or medium for the purposes of research for non-commercial purposes, private study, criticism, review and news reporting. You must re-use it accurately and not in a misleading context. The material must be acknowledged as VPC copyright and you must give the title of the source information/publication. However, if you wish to re-use all or part of this information for commercial purposes, including publishing, you will need to apply for a licence by contacting postmaster@vmd.defra.gsi.gov.uk.

Information Subjects

Each information subject contains the following information:

Subject

Name of information

Description

A brief description of the nature of the information

Availability

Availability and contact points, including any information within the class that may not be publicly available

Classes

We have four classes of information in our Publication Scheme:

1. Who we are and what we do

Organisational information such as: Committee structure, membership and procedures. Refer to the corporate page.

2. What we've done and the advice we've given

Summary minutes of meetings, annual and other reports.

3. Our costs

Cost of meetings including: members' travel and subsistence, preparation and attendance, and other costs incurred.

4. Lists and registers

Information held such as disclosure logs.

Subject: Declarations of interest

Description: Code of practice for declaring interests, Guidance at meetings and members interests in the pharmaceutical industry.

Availability: contact vpc@vmd.defra.gsi.gov.uk

Subject: Medical and Scientific Panel.

Description: VPC sub Committee, terms of reference, membership and summary minutes of meetings.

Availability: Members list and last minutes available on the VPC corporate page.

What we've done and the advice we've given

Subject: VPC regular meetings

Description: Dates, draft agenda for the next meeting, summary minutes, Open Meetings and a list of applications considered by the Committee.

Availability: VPC corporate page

Subject: VPC summary minutes

Description: Published minutes of VPC meetings

Availability: VPC corporate entry under 'Membership'

Subject: Reports published by the VPC

Description: VPC Annual reports and OP sheep dip reports

Availability: VPC corporate entry

Our costs

Subject: Annual Cost of the VPC and its sub-committees

Description: Cost of meetings including; members' travel and subsistence, preparation and attendance, and other costs incurred in running meetings.

Availability: Included as an Annex of the VPC annual report

Lists and registers

Subject: Access to information guidance on the disclosure of types of human and veterinary medicines information held by the human and veterinary regulatory authorities

Description: The VMD's policies, guidance and responsibilities under:

- Data Protection Act 1998
- Freedom of Information Act 2000
- Environmental Information Regulations 2004 in relation to the disclosure of types of human and veterinary medicines information held by the human and veterinary regulatory authorities.

Availability: VPC corporate entry 'Make an FOI request'