

# **Edinburgh Technology Transfer Centre Limited (Registration Number SC107460)**

## **GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2015**

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.

Edinburgh Technology Transfer Centre Limited (“the company”) has adopted the Model Publication Scheme 2015 produced by the Scottish Information Commissioner. This scheme has the Commissioner’s approval until 31 May 2019.

You can see this scheme on the Commissioner’s website at ([www.itspublicknowledge.info/PublicationSchemeGuidance](http://www.itspublicknowledge.info/PublicationSchemeGuidance)) or by contacting us at the address below.

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

### *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).

### *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 may remove or redact the information before publication but we will explain why.

## Copyright

Unless otherwise stated, Edinburgh Technology Transfer Centre Limited reserves copyright in all information available under this publication scheme. The right to information under this scheme does not include permission to reproduce the information. Such use may infringe copyright, and consent of the copyright holder should always be sought. Guidance on the use of copyright material is published on the gov.uk website, see

<https://www.gov.uk/using-somebody-elses-intellectual-property/copyright>

## 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:

<b>Size of paper</b>	<b>Pence per single sided copy (black and white)</b>	<b>Pence per single sided copy (colour)</b>
A3	20p	100p
A4	10p	50p

Information provided on CD-ROM will be charged at £1.00 per computer disc.

We will recharge any postage costs at the rate we paid to send the information to you.

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.

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:

Company Secretary  
Edinburgh Technology Transfer Centre Limited  
1-7 Roxburgh Street  
Edinburgh  
EH8 9TA

**Email** ERI.FOI@ed.ac.uk

**Telephone** +44 (0)131 650 9090

We will also be pleased to 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.

<b>CLASS 1: ABOUT EDINBURGH TECHNOLOGY TRANSFER CENTRE LIMITED</b>
Class description: Information about Edinburgh Technology Transfer Centre Limited, who we are, where to find us, how to contact us, how we are managed and our external relations.

<b><i>The information we publish under this class</i></b>	<b><i>How to access it</i></b>
<i>General information about the company</i>	<i>Format(s):</i> This information is published on the company's website: <a href="http://www.etc.co.uk">http://www.etc.co.uk</a>  A hard copy printout of the relevant information is available on request.  To request a copy of the above information please contact the person named in the "contact us" section above.  <i>Timescale of availability:</i>

	<p>This information is updated as required. Updated information is available four weeks after amendments have been approved.</p> <p><i>Fee:</i> Charges will be levied in line with the policy set out above.</p>
<p><i>How the company is run</i> List of the names of current directors, their roles and responsibilities</p>	<p><i>Format(s):</i> This information is published on the company's website: <a href="http://www.etc.co.uk">http://www.etc.co.uk</a></p> <p>A hard copy printout of the relevant information is available on request.</p> <p>To request a copy of the above information please contact the person named in the "contact us" section above.</p> <p><i>Timescale of availability:</i> This information is updated as required. Updated information is available four weeks after amendments have been approved.</p> <p><i>Fee:</i> Charges will be levied in line with the policy set out above.</p>
<p>The company's certificate of incorporation, articles of association, and address of the registered office</p>	<p><i>Format(s):</i> This information is published on the company's website: <a href="http://www.etc.co.uk">http://www.etc.co.uk</a></p> <p>A hard copy printout of the relevant information is available on request.</p> <p>To request a copy of the above information please contact the person named in the "contact us" section above.</p> <p><i>Timescale of availability:</i> This information is updated as required. Updated information is available four weeks after amendments have been approved.</p> <p><i>Fee:</i> Charges will be levied in line with the policy set out above.</p>
<p><i>Corporate plan</i></p>	<p>N/A</p>

<p>As a subsidiary company of the University of Edinburgh, the company's corporate plan/strategy determined by the University's strategic plan.</p>	
---	--

<p><b>CLASS 2: HOW EDINBURGH TECHNOLOGY TRANSFER CENTRE LIMITED DELIVERS OUR FUNCTIONS AND SERVICES</b></p>
<p>Class description:</p> <p>Information about our work, our strategy and policies for delivering functions and services and information for our service users.</p>

<p><b><i>The information we publish under this class</i></b></p>	<p><b><i>How to access it</i></b></p>
<p>Strategy and policies for delivering functions and services</p>	<p><i>Format(s):</i></p> <p>This information is published on the company's website: <a href="http://www.etc.co.uk">http://www.etc.co.uk</a></p> <p>A hard copy printout of the relevant information is available on request.</p> <p>To request a copy of the above information please contact the person named in the "contact us" section above.</p> <p><i>Timescale of availability:</i></p> <p>This information is updated as required. Updated information is available four weeks after amendments have been approved.</p> <p><i>Fee:</i></p> <p>Charges will be levied in line with the policy set out above.</p>

<p><b>CLASS 3: HOW EDINBURGH TECHNOLOGY TRANSFER CENTRE LIMITED TAKES DECISIONS AND WHAT IT HAS DECIDED</b></p>
<p>Class description:</p> <p>Information about the decisions we take, how we make decisions and how we involve others.</p>

<b><i>The information we publish under this class</i></b>	<b><i>How to access it</i></b>
Minutes, agendas and papers	<p><i>Format(s):</i></p> <p>This information is published on the company's website: <a href="http://www.ettc.co.uk">http://www.ettc.co.uk</a></p> <p>A hard copy printout of the relevant information is available on request.</p> <p>To request a copy of the above information please contact the person named in the "contact us" section above.</p> <p><i>Timescale of availability:</i></p> <p>Minutes, agendas and papers for any Board meeting are available four weeks after the minutes for the relevant meeting have been approved by the Board.</p> <p><i>Exemptions:</i></p> <p>Some information may be excluded where its disclosure would, or would be likely to substantially prejudice our commercial interests or the commercial interest of any other person, except where disclosure would be in the public interest.</p> <p>Some information may also be excluded where its disclosure would constitute a breach of confidence.</p> <p>We may also withhold information which is personal information under the Data Protection Act 1998.</p> <p><i>Fee:</i></p> <p>Charges will be levied in line with the policy set above.</p>

<b>CLASS 4: WHAT EDINBURGH TECHNOLOGY TRANSFER CENTRE LIMITED SPENDS AND HOW IT SPENDS IT</b>
<p>Class description:</p> <p>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.</p>

<b><i>The information we publish under this class</i></b>	<b><i>How to access it</i></b>
The company's annual accounts and auditors' report	<i>Format(s):</i>

	<p>This information is published on the company's website:  <a href="http://www.ettc.co.uk">http://www.ettc.co.uk</a></p> <p>This information is available in hard copy by request.</p> <p>To request a hard copy of the above information please contact the person named in the "contact us" section above.</p> <p><i>Timescale of availability:</i></p> <p>This information is updated as required. Updated information is available four weeks after amendments have been approved.</p> <p><i>Fee:</i></p> <p>Charges will be levied in line with the policy set out above.</p>
--	---

<b>CLASS 5: HOW EDINBURGH TECHNOLOGY TRANSFER CENTRE LIMITED MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES</b>
<p>Class description:</p> <p>Information about how we manage the human, physical and information resources.</p>

<b><i>The information we publish under this class</i></b>	<b><i>How to access it</i></b>
<p><i>Human resources</i></p> <p>The company has no employees. The company's activities are managed by staff employed through Edinburgh Research and Innovation Limited, a subsidiary company of the University of Edinburgh.</p>	N/A
<p><i>Physical resources</i></p> <p>As a subsidiary company of the University of Edinburgh, all matters relating to the company's estates management policies and procedures are managed by the University's Estates &amp; Buildings Office.</p>	N/A
<p><i>Information resources</i></p> <p>As a subsidiary company of the University of Edinburgh, the company</p>	N/A

<p>makes use of the procedures and guidance available from the University's Records Management Section on all matters relating records management freedom of information and data protection or privacy policies.</p>	
---	--

<p><b>CLASS 6: HOW EDINBURGH TECHNOLOGY TRANSFER CENTRE LIMITED PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS</b></p>
<p>Class description: Information about how we procure goods and services, and our contracts with external providers.</p>

<b><i>The information we publish under this class</i></b>	<b><i>How to access it</i></b>
<p>As a subsidiary company of the University of Edinburgh, the company's makes use of procurement policies and procedures set by the University's Procurement Office.</p>	<p>N/A</p>

<p><b>CLASS 7: HOW EDINBURGH TECHNOLOGY TRANSFER CENTRE LIMITED IS PERFORMING</b></p>
<p>Class description: Information about how Edinburgh Technology Transfer Centre Limited performs as an organisation, and how well it delivers its functions and services.</p>

<b><i>The information we publish under this class</i></b>	<b><i>How to access it</i></b>
<p>The company's annual accounts and auditors' report</p>	<p><i>Format(s):</i> This information is published on the company's website: <a href="http://www.ettc.co.uk">http://www.ettc.co.uk</a> This information is available in hard copy by request. To request a hard copy of the above information please contact the person named in the "contact us" section above.</p>



	<p><i>Timescale of availability:</i></p> <p>This information is updated as required. Updated information is available four weeks after amendments have been approved.</p> <p><i>Fee:</i></p> <p>Charges will be levied in line with the policy set out above.</p>
--	---

<b>CLASS 8: OUR COMMERCIAL PUBLICATIONS</b>
---

<p>Class description:</p> <p>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.</p>
---

<b><i>The information we publish under this class</i></b>	<b><i>How to access it</i></b>
No relevant information to report.	N/A