

**THE UNIVERSITY OF MANCHESTER INNOVATION CENTRE LIMITED
(UMIC)
FREEDOM OF INFORMATION ACT 2000
PUBLICATION SCHEME**

The UMIC Scheme follows the Model Publication Scheme for Universities laid down by the Information Commissioner in 2008

INTRODUCTION

1. Legal requirement

- 1.1 Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. This Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information available proactively, through a publication scheme.
- 1.2 'Public authorities' are defined in the Act and include universities and the act also applies to companies wholly owned by at least two public authorities. The act therefore applies to The University of Manchester Innovation Centre Limited.

2. The Publication Scheme

- 2.1 A publication scheme is a document which describes the information a public authority publishes, or intends to publish. In this context, 'publish' means to make information available, routinely. These descriptions are called 'classes of information'. The scheme is not a list of the actual publications, because this will change as new material is published or existing material revised. It is, however, the public authority's commitment to make available the information described.
- 2.2 A publication scheme must set out the classes, or categories, of information published. It must also make clear how the information described can be accessed and whether or not charges will be made.

3. Who we are

- 3.1 The University of Manchester is recognised as one of the global leaders in academic research with 65% of research activity judged to be "world leading" or "internationally excellent" (2008 Research Assessment Exercise). This prolific research activity forms part of the largest academic campus in Europe and produces world-leading breakthroughs.
- 3.2 The principal role of The University of Manchester Innovation Centre Limited is to act as a management company for the University of Manchester's incubator buildings in connection with both biotechnology and high-tech activities.

4. Accessing information covered by the publication scheme

- 4.1 The classes of information we publish are described in the second part of the scheme.
- 4.2 Next to each class we have indicated the manner in which the information described will be available. There will be no charge for information covered by the publication scheme.
- 4.3 To request information available through our publication scheme please contact:

The Company Secretary
UMIC
Incubator Building
48 Grafton Street
Manchester M13 9NT

Tel: 0161 603 7600 or Fax 0161 606 7300

5. What about information not covered by the publication scheme

- 5.1 From 1 January 2005 information not made available through the publication scheme may be requested.
- 5.2 Requests will have to be made in writing and the Company will normally have 20 working days to respond. We may charge a fee. We will not be required to release information to which an exemption in the Act legitimately applies.

6. Feedback

- 6.1 It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, please let us know. We also welcome suggestions as to how our scheme might be improved. Any questions, comments or complaints about this scheme should be sent in writing to the Company Secretary at the address in 4.3 above.

- 6.2 If we are unable to resolve any complaint, you can complain to the Information Commissioner, the independent body who oversees the Freedom of Information Act:

Office of the Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

7. Further information

- 7.1 More information about the Freedom of Information Act is available on the Information Commissioner's website at:

www.informationcommissioner.gov.uk

- 7.2 Either part or the entire Publication Scheme is available in other formats on request. Other formats include hard copy, Braille and larger print.

CLASSES OF INFORMATION INCLUDED IN THE PUBLICATION SCHEME

Class 1: Who we are and what we do

UMIC is a wholly owned subsidiary of the Manchester Technology Developments Limited which is in turn a wholly owned subsidiary of The University of Manchester. It is a private limited company registered in England and Wales, Company Registration Number: 3278630. UMIC was incorporated on 11th October 1996.

Further information on locations and contacts can be found at www.umic.co.uk.

More information on UMIC's constitutional and legal governance is contained in the Company's Memorandum and Articles of Association which are available on request by writing to:

The Company Secretary
UMIC
Incubator Building
48 Grafton Street
Manchester M13 9NT

Exemptions: Information which may damage the commercial interests of the company will be exempt from publication.

Information relating to identifiable individuals may be exempt from publication

Class 2: What we spend and how we spend it

Most information in this class can be found in the annual group statement of accounts and auditors report which are available on request by writing to:

The Company Secretary

UMIC
Incubator Building
48 Grafton Street
Manchester M13 9NT

Exemptions: Information which may damage the commercial interests of the company will be exempt from publication.

Information relating to identifiable individuals may be exempt from publication

Class 3: What our priorities are and how we are doing

Most information in this class can be found at www.umic.co.uk

Exemptions: Information which may damage the commercial interests of the company will be exempt from publication.

Information relating to identifiable individuals may be exempt from publication

Class 4: Our Policies and Procedures

Information available on request from

The Company Secretary
UMIC
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Manchester M13 9NT

Exemptions: Information which may damage the commercial interests of the company will be exempt from publication.

Information relating to identifiable individuals may be exempt from publication

Class 5: Lists and registers

Statutory registers, information available on request from

The Company Secretary
UMIC
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48 Grafton Street
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Class 6: The services we offer

Information in this class is available at www.umic.co.uk