



Special EU Programmes Body
Foras Um Chláir Speisialta An AE
Boord O Owre Ocht UE Projecks

SEUPB

Freedom of Information

Publication Scheme

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1 INTRODUCTION

This publication scheme is a complete guide to the information routinely published by the Special EU Programmes Body. It is a description of the information about the SEUPB which we make publicly available. We will review the Scheme at regular intervals and monitor how it is operating.

It is important to us that this Scheme meets your needs and we have designed it to be a route map so that it will help you to find all the information which the Body publishes. Under Section 6 of the Freedom of Information Code of Practice, the SEUPB has a duty to adopt and maintain a publication scheme which details information relating to the functions of the Body, its structures, organisation and services.

The Freedom of Information Code of Practice aims to promote greater openness by public authorities and does not change the right of individuals to confidentiality in accordance with Article 8 of the Human Rights Act (1998), the Data Protection Act (1998), and at common law. Maintaining confidentiality continues to be an important commitment on our part. To help with this, we have appointed an officer who has responsibility to ensure the protection of individuals' confidentiality in accordance with your legal rights. In the SEUPB this person is the Human Resources Manager, who can be contacted at:

The Special EU Programmes Body
Clarence Street West Building
2 Clarence Street West
Belfast
BT2 7GP

Telephone:
+44 (0)28 9026 6660

Any questions or comments about this scheme, or its operation, should be sent in writing to the Chief Executive at the address given above.

2 Background to Freedom of Information

The Special EU Programmes Body, in common with the other North South Implementation Bodies, is not subject to the Freedom of Information Acts 1997 and 2003 in Ireland and to the Freedom of Information Act 2000. Instead, under the Implementation Bodies Agreement made between the British and Irish Governments on 8 March 1999, by which the Bodies were established, a Code of Practice on access to information held by the Bodies was drawn up by the Irish and Northern Ireland Ministers with responsibility for Freedom of Information, and approved by the North South Ministerial Council.

The Code facilitates access by members of the public to information held, and aims to increase greater openness, accountability and public confidence in the workings of the North South Bodies.

A copy of the Freedom of Information Code of Practice can be obtained from the SEUPB website:

https://seupb.nics.gov.uk/sites/default/files/styles/file_entity_browser_thumbnail/public/2006_CS_FOICodeOfPractice_Pol.sflb.pdf

Or by contacting the FOI Officer at:

The Special EU Programmes Body
Clarence Street West Building
2 Clarence Street West
Belfast
BT2 7GP

Telephone:

+44 (0)28 9026 6660

3 The Classes of Information That We Hold

The information is grouped into broad categories:

1	Who we are and what we do
2	What we spend and how we spend it
3	What our priorities are and how we are doing
4	How we make decisions
5	Our policies and procedures
6	Lists and registers
7	The services we offer

We will state how you can obtain the information outlined within each class. This will be either via email, on our website, or as a hard copy or other media as stated within each class. The publications are free unless otherwise indicated within each class. Where information is provided at a cost, the charges will be calculated as set out later in this section.

The Body's commitment to publish information excludes any information which can legitimately be withheld under the exemptions set out in the Freedom of Information Code of Practice. Where individual classes are subject to exemptions, the main reasons are the protection of commercial interests and personal information under the Data Protection Act 1998. This applies to most classes within the publication scheme. The publication scheme will be available both in hard copy and on our website.

What's in each class?

Class 1: Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

Class 2: What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

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

Strategy and performance information, plans, assessments, inspections and reviews.

Class 4: How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Class 5: Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Class 6: Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

Class 7: The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

Please see Section 5 for a list of bodies which monitor and audit the SEUPB.

Charges for information

For the most part, we will charge you only for the cost of reproducing and dispatching information, if it is deemed appropriate. The majority of information is available at no cost, but for some information there may be a charge. The charges will vary according to how information is made available.

1. Electronic copies are free of charge. Much of the information covered by this publication scheme is available to download from the Body's website at www.seupb.eu. Electronic copies, e.g. Microsoft Word or PDF files, can also be provided by email on application to: info@seupb.eu.

For those without email or internet access, a single printout can be made available by post, or on personal application to the FOI Officer using the address outlined on page 4 of this document.

However, requests for multiple copies, or for archived copies of documents which are no longer accessible or are not in electronic format, may attract a charge for retrieval,

photocopying, and postage. We will let you know the cost and charges that will have to be paid in advance.

2. Leaflets and brochures are free of charge for those items on, for example, services we offer to the public. These may be downloaded from our website or obtained by emailing us at info@seupb.eu or by writing to the FOI Liaison Officer at the address given above.

3. “Glossy” or other bound paper copies, or in some cases CD ROM, video or other media, may be charged for. We will let you know the cost and charges that will have to be paid in advance. The charges will be reviewed regularly.

Copyright

The material available through this publication scheme is subject to the Body’s copyright unless otherwise indicated. If you wish to reproduce SEUPB materials, please contact our Communications Manager on 028 90266660 or email john.mccandless@seupb.eu for permission. You must undertake to reproduce the information accurately and to ensure that it is not used in a misleading manner. Where any of the copyright items in this publication scheme are being re-published or copied to others, you must identify the source of the material and acknowledge the copyright status. Permission to reproduce material does not extend to any material accessed through the publication scheme that is the copyright of third parties. You must obtain authorisation to reproduce such material from the copyright holders concerned.

Useful resources

- The Information Commissioner’s Office (UK)
<https://ico.org.uk/>
- The Office of the Information Commissioner Ireland
<http://www.oic.gov.ie/en/>
- The Northern Ireland Act 1998
www.legislation.hmsso.gov.uk/acts/acts1998/19980047.htm

4 Accessing information

Rights of access to information

The Freedom of Information Code of Practice enables you to know how public services such as the North South Implementation Bodies are organised and run, how budgets are spent and how you can make complaints if you need to. You have the right to know which services are being provided, the targets that are being set, the standard of services that are expected and the results achieved.

The Freedom of Information Code of Practice also obligates the Body to respond to requests about the information which it holds and has recorded in any form and to create a right of access to that information. The rights to request and access this information are subject to exemptions which the SEUPB has to take into consideration before deciding what information can be released.

Under the Data Protection Act 1998, individuals are also entitled to access any personal information held about them (subject to certain exceptions) and you can contact the Human Resources Manager at the SEUPB to do this.

Unless otherwise specified, the version of the document(s) available will be the most recently approved by the Body.

Equality

The SEUPB has considered its statutory equality obligations for the publication scheme under Section 75 of The Northern Ireland Act 1998. The Equality Commission's screening criteria have been applied to the publication scheme and there is no evidence of significant impact on equality of opportunity within the terms of Section 75 of the Act. There is therefore no requirement to carry out an equality impact assessment on the publication scheme.

To comply with Section 75 of the Northern Ireland Act 1998, this publication scheme will be made available on request in alternative formats as appropriate.

5 Inspection and monitoring bodies

The bodies involved in the monitoring and/or auditing of the SEUPB's services include:

- Department of Finance, Northern Ireland
<https://www.finance-ni.gov.uk/>
- Department of Public Expenditure and Reform, Ireland
<http://per.gov.ie/>
- North South Ministerial Council
www.northsouthministerialcouncil.org
- EU Commission
<http://ec.europa.eu>
- Comptroller and Auditor General for Northern Ireland
www.niauditoffice.gov.uk
- Irish Comptroller and Auditor General
<http://audgen.gov.ie>

Annex A: A Guide to Published Information

We have listed the information which is available under each Class in tables on the following pages. Within each Class it states the form in which the information is available, in most instances this will be via SEUPB's website. Hard copies or other media can be obtained by writing to the FOI Officer at the following address:

Special EU Programmes Body
Clarence Street West Building
2 Clarence Street West
Belfast
BT2 7GP

Email requests should be addressed to:

info@seupb.eu

It will be the responsibility of the FOI Officer to review the guide and the operation of the scheme on an annual basis.

Class 1: Who We Are and What We Do

Document	Description	Availability	Cost £
Special EU Programmes Body Organisational Chart	Chart describing the departmental division and staff positions of the Special EU Programmes Body.	May be made available in hard copy on request	Free
Introduction to the Special EU Programmes Body	General information about the Special EU Programmes Body.	See SEUPB website: https://www.seupb.eu/	Free

Class 2: What We Spend and How We Spend It

Document	Description	Availability	Cost £
Business Plan	Annual plan for the development of services and setting of organisational targets for the year. Reports on progress made against corporate objectives.	See SEUPB website: https://www.seupb.eu/corporate-documents	Free
Corporate Plan	A strategic planning document identifying corporate objectives and priorities for the Special EU Programmes Body.	See SEUPB website: https://www.seupb.eu/corporate-documents	Free
Annual Report & Accounts	Report published annually detailing the work of the Special EU Programmes Body during the previous financial year.	See SEUPB website: https://www.seupb.eu/corporate-documents	Free

Class 3: What Our Priorities Are and How We Are Doing

Document	Description	Availability	Cost £
Annual Report & Accounts	Report published annually detailing the work of the Special EU Programmes Body during the previous financial year.	See SEUPB website: https://www.seupb.eu/corporate-documents	Free
Business Plan	Annual plan for the development of services and setting of organisational targets for the year. Reports on progress made against corporate objectives.	See SEUPB website: https://www.seupb.eu/corporate-documents	Free
Corporate Plan	A strategic planning document identifying corporate objectives and priorities for the Special EU Programmes Body	See SEUPB website: https://www.seupb.eu/corporate-documents	Free
Communication Plan	Framework identifying SEUPB practices and procedures for communicating internally and externally.	May be made available in hard copy on request	Free
Northern Ireland Audit Office Report	NIAO audit report.	May be made available in hard copy on request	Free

Audit Committee Minutes and reports	Minutes and audit reports from Audit Committee meetings.	May be made available in hard copy on request	Free
Annual Control Report	Annual audit report.	May be made available in hard copy on request	Free
Annual Opinion	Audit Authority opinion statement.	May be made available in hard copy on request	Free

Class 4: How We Make Decisions

Document	Description	Availability	Cost £
PEACE IV Programme Monitoring Committee documents	PEACE IV Programme Monitoring Committee papers and minutes.	See SEUPB website: https://seupb.nics.gov.uk/piv-monitoring-committee-papers	Free
INTERREG VA Programme Monitoring Committee documents	INTERREG VA Programme Monitoring Committee papers and minutes.	See SEUPB website: https://seupb.nics.gov.uk/iva-monitoring-committee	Free

Class 5: Our Policies and Procedures

Document	Description	Availability	Cost £
SEUPB Financial Memorandum	The Financial Memorandum is the governing document for all of the SEUPB's financial arrangements. It provides an overview of the key principles of corporate governance and more detailed operational requirements.	May be made available in hard copy on request.	Free
Equality Scheme	The Equality Scheme sets out how the SEUPB proposes to fulfil its obligation to promote equality of opportunity and good relations under Section 75 and Schedule 9 of the Northern Ireland Act 1998.	See SEUPB website: https://www.seupb.eu/equality-scheme	Free
Disability Action Plan (Section 49A of the Disability Discrimination Act)	A statement of the SEUPB commitment to fulfil the statutory obligations in compliance with Section 49A of the Disability Discrimination Act.	See SEUPB website: https://www.seupb.eu/sites/default/files/styles/SEUPB_Banner_Images/SEUPB%20Disability%20Action%20Plan%202017-2019.pdf	Free
Complaints Procedure	Explains how an individual or group can make a complaint to the SEUPB and outlines our procedure	See SEUPB website: https://www.seupb.eu/complaints-procedure	Free

	for handling complaints.		
Freedom of Information Code of Practice	The Special EU Programmes Body Code of Practice to facilitate access to information by members of the public.	See SEUPB website: https://www.seupb.eu/freedom-of-information	Free

Class 6: Lists and Registers

Document	Description	Availability	Cost £
Register of Gifts and Hospitality	A register of gifts and hospitality declared by Special EU Programmes Body staff.	May be made available in hard copy on request	Free
Register of Interests	A register of interests declared by Special EU Programmes Body staff.	May be made available in hard copy on request	Free
Freedom of Information Disclosure Log	A log of previous freedom of information requests.	See SEUPB website: https://seupb.nics.gov.uk/freedom-of-information	Free
List of Equality Screening Outcome Reports	The SEUPB monitors and records any Section 75 activities within the organisation. This information is collated into a quarterly report.	See SEUPB website: https://www.seupb.eu/equality-scheme	Free

Class 7: The Services We Offer

Document	Description	Availability	Cost £
Archive of Special EU Programmes Body Press Releases	Releases to the Press and Media.	See SEUPB website: https://www.seupb.eu/media/press-releases	Free
Your EU! Publication	Publication on Programme progress disseminated to external stakeholders on a quarterly basis.	See SEUPB website: https://www.seupb.eu/media/your-eu-magazines	Free
Project Videos	Videos about or produced by funded projects	See SEUPB website: https://www.seupb.eu/media/peace-iii-project-videos	Free

PEACE IV Programme Documents

Document	Description	Availability	Cost £
Cooperation Programme for PEACE IV Programme	Strategy document for the PEACE IV Programme	See SEUPB website: https://www.seupb.eu/piv-overview	Free
PEACE IV Citizen's Summary	Summary document of the PEACE IV Cooperation Programme	See SEUPB website: https://www.seupb.eu/piv-overview	Free
PEACE IV Citizen's Summary Irish Version	Citizen's Summary – Irish version	See SEUPB website: https://www.seupb.eu/piv-overview	Free
PEACE IV Evaluation Plan	This document sets out the proposed methods for effectively assessing how the support provided has contributed to the assessment of the objectives of the Programme.	See SEUPB website: https://seupb.nics.gov.uk/piv-evaluation-plan	Free
PEACE IV Strategic Environmental Assessment	The Strategic Environmental Assessment (SEA) is a systematic process for evaluating the environmental consequences of proposed plans or programmes to ensure to ensure environmental issues are fully integrated and addressed at the	See SEUPB website: https://seupb.nics.gov.uk/piv-strategic-environmental-assessment	Free

	earliest appropriate stage of decision making, with a view to promoting sustainable development.		
PEACE IV Funding Call Information	All documents relating to Programme funding calls are made available here.	See SEUPB website: https://seupb.nics.gov.uk/piv-funding-calls	Free
PEACE IV Programme Rules	A single document that covers all the rules and regulations that projects must adhere to.	See SEUPB website: https://seupb.nics.gov.uk/sites/default/files/styles/SEUPB_Banner_Images/PROGRAMME%20RULES_FINAL_V4_Issued_29-06-2017.pdf	Free

INTERREG VA Programme Documents

Document	Description	Availability	Cost £
Cooperation Programme for INTERREG VA Programme	Strategy document for the INTERREG VA Programme	See SEUPB website: https://www.seupb.eu/iva-overview	Free
INTERREG VA Citizen's Summary	Summary document of the INTERREG VA Cooperation Programme	See SEUPB website: https://www.seupb.eu/iva-overview	Free
INTERREG VA Citizen's Summary Irish Version	Citizen's Summary – Irish version	See SEUPB website: https://www.seupb.eu/iva-overview	Free
INTERREG VA Evaluation Plan	This document sets out the proposed methods for effectively assessing how the support provided has contributed to the assessment of the objectives of the Programme.	See SEUPB website: https://seupb.nics.gov.uk/iva-evaluation-plan	Free
INTERREG VA Strategic Environmental Assessment	The Strategic Environmental Assessment (SEA) is a systematic process for evaluating the environmental consequences of proposed plans or programmes to ensure to ensure environmental issues are fully integrated and addressed at the	See SEUPB website: https://seupb.nics.gov.uk/iva-strategic-environmental-assessment	Free

	earliest appropriate stage of decision making, with a view to promoting sustainable development.		
INTERREG VA Funding Call Information	All documents relating to Programme funding calls are made available here.	See SEUPB website: https://seupb.nics.gov.uk/iva-funding-call-information	Free
INTERREG VA Programme Rules	A single document that covers all the rules and regulations that projects must adhere to.	See SEUPB website: https://seupb.nics.gov.uk/sites/default/files/styles/SEUPB_Banner_Images/PROGRAMME%20RULES_FINAL_V4_Issued_29-06-2017.pdf	Free

INTERREG VB & VC Programme Documents

Document	Description	Availability	Cost £
INTERREG VB Transnational 2014-2020 documents	Various programme documents	See SEUPB website: https://www.seupb.eu/node/193	Free
Northern Periphery & Arctic Programme 2014-2020 documents	Various programme documents	See SEUPB website: https://www.seupb.eu/node/193	Free
North West Europe Programme 2014-2020 documents	Various programme documents	See SEUPB website: https://www.seupb.eu/node/193	Free
Atlantic Area Programme 2014-2020 documents	Various programme documents	See SEUPB website: https://www.seupb.eu/node/193	Free
INTERREG VC Interregional 2014-2020 documents	Various programme documents	See SEUPB website: https://www.seupb.eu/node/193	Free
INTERREG Europe Programme documents	Various programme documents	See SEUPB website: https://www.seupb.eu/node/193	Free