

Preface

We are delighted to present you with the National Assembly's Publication Scheme.

We at the National Assembly are committed to increasing openness in the way we carry out our business. This Scheme represents one of the most important ways in which we are fulfilling this commitment.

The Publication Scheme is the first tangible measure to be introduced under the Freedom of Information Act 2000. The Publication Scheme outlines the information that we commit ourselves to make readily available to you.

The National Assembly publishes a great deal of information and we hope that this Scheme will help you to identify that which you require. We have included in the Scheme an explanation of the ways in which you can obtain our publications.



Lord Elis-Thomas AM
The Presiding Officer
National Assembly for Wales



Mr Carwyn Jones AM
The Minister for Open
Government



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Introduction

1. This is the Publication Scheme for the National Assembly for Wales, drawn up under Section 19 of the [Freedom of Information Act 2000](#).

What is the National Assembly for Wales?

The National Assembly for Wales

2. The National Assembly for Wales is a corporate body. It consists of 60 elected [Assembly Members](#), together with a staff of civil servants. The National Assembly was established by the [Government of Wales Act 1998](#) and took up its functions in July 1999.

3. The National Assembly is chaired by the Presiding Officer, who is the equivalent in the National Assembly for Wales of the Speaker in the House of Commons. The Presiding Officer is elected by the whole of the National Assembly and serves the National Assembly impartially. The Presiding Officer, who is supported by the Presiding Office, is responsible for plenary meetings of the National Assembly, for services to Assembly Members and for public access.

4. The Government of Wales Act 1998 requires the National Assembly to elect a First Secretary (known as the First Minister). The National Assembly may delegate executive powers, that is, the making and implementing of decisions, to the First Minister or to an Assembly Committee. The current National Assembly delegated most of the functions which it can delegate to the First Minister, who in turn appointed Assembly Ministers, to whom he delegated the responsibility for delivering those functions. Most of those functions which relate specifically to the Presiding Office have been delegated to the House Committee of the National Assembly.

What is the Welsh Assembly Government?

The Welsh Assembly Government

5. The Welsh Assembly Government encompasses the First Minister, the Assembly Ministers in the Cabinet and the Deputy Ministers. Each Cabinet Minister is responsible for particular areas, such as health, education or finance. The Welsh Assembly Government makes most executive decisions on behalf of the National Assembly and is fully accountable to the National Assembly as an elected body.

6. In this Scheme, a distinction is made between documents which are published in the name of the Welsh Assembly Government and other documents published by the National Assembly for Wales.

What subjects do the National Assembly cover?

Powers and responsibilities of the National Assembly

7. The National Assembly has powers and responsibilities (most of which are delegated to the First Minister) to make decisions within a range of areas, in particular:

- Agriculture
- Ancient monuments and historic buildings
- Culture
- Economic development
- Education and training
- Environment
- Health and health services
- Highways
- Housing
- Industry
- Local government
- Social services
- Sport and Recreation
- Tourism
- Town and country planning
- Transport
- Welsh language.

Executive agencies

8. The Welsh Assembly Government currently has two executive agencies, [Cadw](#) and the [Welsh European Funding Office](#) (WEFO). These are covered by this Publication Scheme under the headings '*Historic Environment of Wales*' and '*European Funding*' respectively.

How do I find out more about the National Assembly?

Further information

9. Further information about the National Assembly can be obtained from the information booklet, '[Your Guide to the Assembly](#)', available from our Publications Centre. The Centre's contact details can be found under 'Publications' in the 'Contact Points' section at the end of this Scheme.

What is our Publication Scheme?

The Publication Scheme

10. Our Publication Scheme sets out our commitment to make information publicly available. It sets out the information that we will make available to you, without the need for you to make a specific request.

What's the Scheme for, how's it laid out and can it ever change?

Purpose, structure and review

11. The *purpose* of this Publication Scheme is to set out:

- i) The information we undertake to publish as a matter of course.
- ii) How this information will be published.
- iii) Whether the information is available free of charge or on payment.

12. By way of *structure*, in each case the classes of information that the National Assembly for Wales or the Welsh Assembly Government commit to publishing are introduced by the words "We undertake to publish" or "We intend to publish". The expression "We undertake to publish" denotes that the information will be available from the date of the adoption of this Scheme. The expression "We intend to publish" denotes that the information will be available from the date specified in the class.

13. The classes are organised alphabetically by subject heading and are followed by a brief description of the information. Lists containing summaries of all classes, organised alphabetically, are at Annex B (information available from November 2002) and Annex C (information available from a date later than November 2002).

14. We will keep the Publication Scheme under constant *review*. One of the key factors which will be taken into account when doing so will be the information which the National Assembly discloses as a result of requests made under its [Code of Practice on Public Access to Information](#) (see under '*Requests for Information*').

How do you get more copies of this Scheme?

Additional copies

15. Bilingual copies of the Scheme are available without charge from the Publications Centre. The Centre's contact details can be found under 'Publications' in the 'Contact Points' section at the end of this Scheme.

16. Large print copies of this Scheme are also available from the Publications Centre. The Scheme will be provided in Braille and/or audio-tape formats if requested.

17. The Scheme can be viewed in hard copy at your local library and at Citizens Advice Bureaux.

18. For those with access to the internet, this Scheme is available directly from:

 www.publications.wales.gov.uk

19. For those without internet access, the Scheme can be viewed electronically at the National Assembly's regional offices and, by the end of 2002, all local libraries are

scheduled to be able to offer free internet access to the public. Details of these locations can be obtained from our Publications Centre.

What can't you have?

Exempt information

20. The National Assembly's commitment to publish information excludes any information which can properly be withheld under the exemptions set out in the National Assembly's [Code of Practice on Public Access to Information](#). 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](#).

Do you ever have to pay for anything?

Charging policy

21. Unless otherwise stated, publications which are published directly by the National Assembly for Wales or Welsh Assembly Government are available free of charge.

22. A **[£]** appears next to classes of information which contain hard-copy publications that may carry a charge. Details of the publications which carry a charge can be obtained from the Publications Centre. For those with access to the Internet, details of charges for specific publications are also clearly shown against the relevant publications in [the Statistical Publications](#), [Cadw](#) and Publications Catalogue sections of the National Assembly's website.

How do you find what you want and how do you get it?

Locating and obtaining publications

23. The information in the classes we commit to publishing under this Scheme is available in several formats. All documents are *available* in hard copy and the majority are published electronically (generally in PDF and/or HTML). In those cases where information is *published* in electronic format only, a print out of the document will be provided on request to those without internet access. Where information is not published electronically this is clearly stated under the relevant class. Both the National Assembly and the Welsh Assembly Government also occasionally produce information in other formats, e.g. videos and CD-ROMs.


Do you want a paper copy?

Hard-copy publications


24. Requests for copies of National Assembly for Wales and Welsh Assembly Government publications should be directed to our Publications Centre as shown below. If you do not

have full details of what you require, you should contact the Centre for assistance. Local libraries may also hold copies of publications.


25. Contact details for the Publications Centre are as follows:

 The Publications Centre,
The Assembly at the Pierhead,
The National Assembly for Wales,
Pierhead Street,
Cardiff Bay
CF99 1NA

 Personal callers are welcome.

 Opening times are 9.30 a.m. – 4.30 p.m. Monday – Thursday
10.00 a.m. – 4.30 p.m. Friday
The Publications Centre is closed for weekends and public holidays.

 029 2089 8688 or 029 2089 8600

 029 2089 8947

 assembly-publications@wales.gsi.gov.uk

26. For those with internet access, hard-copy publications can be identified and obtained through the Publications Catalogue at:

 www.publications.wales.gov.uk

Do you want to view on-line?

Electronic Publications

27. Electronic documents can be accessed directly from the web-site of the National Assembly. The address is:

 www.wales.gov.uk

28. To read PDF documents, you will need Adobe Acrobat Reader; this is freely available from the Adobe website:

 <http://www.adobe.com/products/acrobat/readstep.html>

29. Free internet access is provided at National Assembly regional offices and all local libraries are scheduled to offer free internet access by the end of 2002. A list of all these locations and other Information Communication Technology learning centres in Wales is available from the Publications Centre.

Are the publications available in Welsh?

The Welsh Language

30. The great majority of documents published by the National Assembly are bilingual in English and Welsh. Documents published by the Welsh Assembly Government comply with its published Welsh Language Scheme (see under '*Welsh Language*' in the alphabetical listing of the classes).

Can you copy our publications?

Copyright

31. All National Assembly publications are subject to Crown Copyright. Generally speaking, material may be reproduced for personal or in-house use without formal permission or charge. Reproduction for sale or other commercial purposes is not permitted. If you want to enquire about other use, or if you are in any doubt, further information and guidance notes on publishing and copyright is available from:



HMSO Licensing Division,
St.Clements House,
2-16 Colegate,
Norwich
NR3 1BQ



01603 621000



<http://www.hmso.gov.uk/copy.htm>



<http://www.hmso.gov.uk/guides.htm>

Classes of information we commit to publish (organised alphabetically by subject headings)

What do we promise to let you have?

Agendas, Minutes and Papers

For the agendas and records of plenary meetings of the National Assembly, see under '*Plenary Meetings of the National Assembly*'.

For the agendas, minutes and papers of meetings of the National Assembly's Committees and Sub-Committees, see under '*Committees of the National Assembly*'.

For the agendas, minutes and papers of meetings of the Cabinet and Cabinet sub-committees, see under '*Cabinet*'.

For the agendas, minutes and papers of the meetings of the Executive Board (the Management Board of the National Assembly) see under '*Executive Board*'.

Agriculture Schemes

We undertake to publish a list of [Agriculture Schemes](#) operated by the National Assembly.

We have responsibility for the administration and payment of numerous Common Agricultural Policy (CAP) subsidy schemes. The list provides brief explanations about each of these schemes.

Ancient Monuments and Historic Buildings

See under '*Historic Environment of Wales*'.

Assembly Committees

See under '*Committees of the National Assembly*'.

Assembly Members (AMs)

We undertake to publish [biographies](#) of Assembly Members, together with their public contact details.

Information about each of the National Assembly's 60 elected Members, available on our website, includes his or her political party and constituency, special responsibilities within the National Assembly, contact addresses and a photograph.

We undertake to publish the Code of Standards for Assembly Members.

Assembly Members agree to uphold a set of standards on selflessness, integrity, objectivity, accountability, openness, honesty and leadership. These standards maintain and strengthen the public trust placed in Assembly Members as elected representatives of their communities and in the integrity of the National Assembly.

We undertake to publish a [register of Members' interests](#), including directorships, remunerated employment and gifts and hospitality above a value set by the National Assembly.

Assembly Members must register any relevant interests within eight weeks of taking the oath or affirmation and any changes in interests within four weeks. The Register, maintained in the Table Office and regularly up-dated, is open for public inspection during office hours. Copies of individual entries are available on request, along with a detailed report covering all entries. We also publish details of the categories under which an interest must be declared.

We undertake to publish information for each financial year about the total of sums paid by the National Assembly to its current Members and its former Members in respect of Salaries, Allowances and Pensions.

Details of the annual sums for salaries, allowances and contributions to the pension scheme of Assembly Members are shown in the National Assembly's Resource Accounts. Details of pensions paid to former Members are included in the Annual Report and Accounts of the National Assembly for Wales Members' Pension Scheme. Information is also published annually in response to a written Assembly Question to the House Committee.

We undertake to publish determinations made by the National Assembly in respect of the amounts of salaries and allowances to be paid to Assembly Members.

We undertake to publish determinations made by the National Assembly in respect of pensions, allowances and gratuities payable to persons who have ceased to be Assembly Members

Under the Government of Wales Act 1998 and its Standing Orders, any such determination must be approved by at least a two-thirds majority of Assembly Members voting in respect of it. Different arrangements may be made for different cases. For example, different levels of salaries may be payable to Assembly members holding particular offices (e.g. the Presiding Officer, the Deputy Presiding Officer, the First Minister and Assembly Ministers).

We undertake to publish [the seating plan](#) of the Chamber of the National Assembly.

Meetings of the full National Assembly – known as Plenary meetings – are held in the Chamber twice a week. The seating is arranged in a crescent shape facing the Presiding Officer, with Cabinet members on the front row and the rest of the Members seated together in their political groups. The seat allocated to each Member is denoted by a number on the seating diagram.

We undertake to publish the Protocol on Conduct in the Chamber.

The Protocol is a set of rules which govern the behaviour of Assembly Members in the Chamber of the National Assembly.

Assembly Questions (AQs)

We undertake to publish [oral](#) and [written](#) questions tabled by Assembly Members and accepted by the Presiding Officer.

Members may table (that is, formally provide to the National Assembly's Table Office) questions for oral or written answer to any Cabinet Minister about matters relating to his or her responsibilities at least five days before they are to be answered. Lists of the questions are published.

We undertake to publish [answers](#) to oral questions.

Answers to oral questions reached in plenary meetings of the National Assembly are published as part of the 'Record of Proceedings' (see under '*Plenary meetings of the National Assembly*'). Answers to oral questions not reached in Plenary are published as a supplementary 'answers' file. This file is usually published the day after the date of the plenary meeting to which the answer relates. English questions and answers are translated into Welsh, and vice versa. The translation is provided within seven working days.

We undertake to publish [answers to written questions](#).

Answers to written questions are published in a weekly bulletin on Mondays in the language in which they were asked. English questions and answers are translated into Welsh, and vice versa. The translation is provided within ten working days.

Assembly Resolutions

See under '*Resolutions of the National Assembly*'.

Assembly Sponsored Public Bodies (ASPBs)

Assembly Sponsored Public Bodies are commonly referred to as 'quangos'.

We undertake to publish the results of five-yearly reviews of Executive and non-Executive Assembly Sponsored Public Bodies.

The aim of the reviews is to strengthen the relationship between the National Assembly and its ASPBs. The emphasis is on accountability, effectiveness and continuous improvement.

We undertake to publish the Welsh Assembly Government's annual remit letters to Executive Assembly Sponsored Public Bodies

Remit letters set out the targets and other outputs which Executive ASPBs are expected to deliver. Remit letters inform the content of the Operational Plans for the Executive ASPBs

and inform the development of their corporate plans. The information includes Executive ASPBs' performance measures and targets.

We undertake to publish Management Statements and Financial Memoranda for Executive Assembly Sponsored Public Bodies.

The Management Statement sets out the relationship between the National Assembly and its Executive ASPBs. It defines the framework within which the ASPBs will operate and, together with the Financial Memorandum, details the terms and conditions under which we provide funding. The Management Statement and Financial Memorandum also set out the limits of delegations, and other rules, regulations and guidelines relevant to the exercise of the ASPBs functions, duties and powers, and how they will be held to account for these.

Assisted Areas

We undertake to publish maps showing the [Assisted Areas in Wales](#).

The Assisted Areas are designated by Order of the Secretary of State for Trade & Industry under Section 1 of the Industrial Development Act 1982 and define the areas in which regional state aids may be provided to industry by the National Assembly under that Act.

Booklets

See under '*Occasional Publications*'.

Brochures

See under '*Occasional Publications*'.

Budgets

We undertake to publish [the budget](#) adopted by the National Assembly for each financial year, and any supplementary budgets.

The annual budget shows all our expenditure organised by Major Expenditure Groups. The budget, presented in tabular format, shows the budget allocation, amount, who the money is being allocated to and for what purpose.

Details of what was delivered and achieved from the expenditure (excluding that of the Presiding Office) are set out in the Annual Report of the First Minister (see under '*Reports*').

Business Partnership Council

See under '*Partnerships*'.

Cabinet

We undertake to publish a list of [Cabinet Ministers](#) and their responsibilities.

The Cabinet is the main decision-making body within the National Assembly. Assembly Members elect the First Minister and he or she in turn appoints the Ministers that make up the Cabinet. Individual Ministers may have responsibility and accountability for particular areas of policy such as health or agriculture. The contact details for Cabinet Ministers are published as part of the '[Members' Biographies](#)' section on the National Assembly's internet site.

See also under '*Assembly Members*'.

We undertake to publish [agendas, minutes and papers](#), excluding any information which can properly be withheld under any of the exemptions set out in the National Assembly's [Code of Practice on Public Access to Information](#), in respect of:

- (i) Cabinet meetings; and
- (ii) Cabinet sub-committee meetings.

Agendas of Cabinet meetings and Cabinet sub-committee meetings are available five weeks after the date of the meeting to which they relate. Minutes and papers are available six weeks after the date of the meeting.

We undertake to publish all [Cabinet Ministers' statements](#) to the National Assembly (e.g. the statement of proposed expenditure for the next financial year).

All oral statements which Ministers make to the National Assembly are included in the Record of Proceedings. A list is compiled of all oral and written statements made by Ministers, in date order from the present day back to the beginning of the year – with the name of the Minister and the subject of the statement.

For the facts and the analysis of facts behind major policy proposals and decisions of Ministers, see under '*Ministerial Decisions*'.

Cadw

See under '*Historic Environment of Wales*'.

Circulars

We undertake to publish circulars in the '[Welsh Assembly Government Circulars](#)' and '[Welsh Health Circulars](#)' series.

Circulars have the following broad purposes: to convey the views of Ministers on policies or priorities; to convey consents under statutory powers; to publicise and explain new legislation and regulations; to explain procedures and systems (eg for grant applications and statistical returns); and to convey other information and advice, often of a technical or operational nature.

Codes of Practice

We undertake to publish the following Codes of Practice:

- i) [Code of Practice on Public Access to Information](#) (see also under '*Requests for Information*').

- ii) [Code of Practice on Complaints](#) (see also under '*Complaints and Appeals*').
- iii) [Code of Practice for Ministerial Appointments to Public Bodies](#) (see also under '*Public Appointments*').
- iv) [Code of Practice on Funding the Voluntary Sector](#) (see also under '*Partnerships*').

We produce Codes of Practice governing the procedures by which we handle various issues.

For the Code of Standards for Assembly Members see under '*Assembly Members*'.

Committees of the National Assembly

Committees and Sub-Committees of the National Assembly are established under the [Government of Wales Act 1998](#).

We undertake to publish details of the [remit and membership of the National Assembly's various Committees](#) and any Sub-Committees formed by Committees.

Most National Assembly Committee meetings are held in public and are broadcast. Subject Committees develop policies and examine what the National Assembly does in the exercise of its functions such as education and health. Regional Committees represent the needs and interests of their localities and convey issues of local concern to the full National Assembly and to the Subject Committees. In addition there are a number of Committees covering areas such as Audit, Equal Opportunities and European Affairs. Information is available on the Committees' remit, main priorities, membership, how often they meet, when they meet, and contact details.

We undertake to publish agendas, minutes and papers to be considered in public meetings of National Assembly [Committees and Sub-Committees](#) , excluding any information which can be properly withheld under any of the exemptions set out in the National Assembly's [Code of Practice on Public Access to Information](#) or which is exempt from disclosure by virtue of the National Assembly's Standing Orders.

We aim to publish agendas and papers for Committee meetings held in public at least two working days before the meeting. We aim to publish minutes of National Assembly Committee meetings held in public within six working days after the meeting.

We undertake to publish a word-for-word record of National Assembly Committee meetings in which formal evidence is taken.

In certain circumstances a word-for-word record is taken of committee proceedings. For example, the Audit Committee may take formal evidence from witnesses regarding reports published by the National Audit Office. The evidence is published in fully bilingual format within 15 working days of the meeting.

We undertake to publish work programmes for Subject Committees of the National Assembly.

Each Subject Committee has a work programme setting out its priorities for the coming 12 to 18 months accompanied by detailed work programmes for each term.

We undertake to publish consultation papers issued by Committees of the National Assembly.

Committees of the National Assembly undertake reviews or investigations of policies, schemes or subjects areas within their portfolio and will sometimes publish consultation papers. These papers invite the views of the general public and interested parties, before the Committee publishes its final report and recommendations.

For reports submitted to plenary by Subject Committees, see under '*Reports*'.

Complaints

We undertake to publish our procedures for making and handling complaints.

The National Assembly has agreed a [Code of Practice on Complaints](#) to ensure that complaints about its actions or omissions, either orally or in writing, are acknowledged and properly investigated. A leaflet setting out the internal complaints system is available along with information on the role of the Welsh Administration Ombudsman and the Health Service Commissioner for Wales. An annual summary of complaints investigated, subject to the Code of Practice on Public Access to Information, is also available.

The National Assembly has agreed a procedure to deal with complaints about the actions of individual Assembly Members. In the light of a report from the Independent Adviser on Standards, the Presiding Officer may refer a complaint to the Committee on Standards of Conduct. The Committee's reports are laid before the National Assembly and published. The Committee has produced a guidance leaflet "How to Complain".

See also under '*Codes of Practice*'.

Concordats

We undertake to publish Concordats between the Welsh Assembly Government and [UK Government Departments](#).

Concordats are informal and flexible agreements governing the detailed administrative relationships between the Welsh Assembly Government and individual UK Government Departments, particularly on matters of mutual interest.

See also under '*Memorandum of Understanding*' and '*Powers and Responsibilities*'.

Consultation Papers and Responses

We undertake to publish [Consultation Papers](#), prepared by the National Assembly or the Welsh Assembly Government for public purposes.

We undertake to publish the responses or summaries of responses to such Consultation Papers, excluding, where requested, the identity of the author(s).

When proposing major new policies and schemes, or reviewing existing ones, the National Assembly or the Welsh Assembly Government may seek the views of interested parties and the wider public, and publish either the responses received or a summary of those responses. [Past Consultation Papers](#) are also available. Individual responses to consultations will not be included where confidentiality has been requested.

See also under '*Committees of the National Assembly*'.

Data Protection

We undertake to publish the internal general guidance provided to all National Assembly staff in relation to the Data Protection Act 1998.

Guidance is produced, and made available to all staff to ensure that the National Assembly's processing of personal data, in the exercise of its functions, complies with the requirements of the Data Protection Act 1998. Examples include an introduction to the Data Protection Act 1998, subject access requests, disclosure of third party personal data and data protection and emails.

We undertake to publish an information leaflet to assist members of the public to make a subject access request under the Data Protection Act 1998.

Under the provisions of the Data Protection Act 1998, a member of the public can request information held by the National Assembly. If you require advice or assistance in framing a request, please see the contact details given in the 'Contact Points' section of the Publication Scheme.

Decision Making

See under '*Ministerial Decisions*' '*Delegation of Functions*' and '*Guidance*'.

Delegation of Functions

We undertake to publish the Delegations Database of the National Assembly.

The Database provides details of the National Assembly's statutory functions and the way in which the National Assembly has delegated functions, either (i) through the First Minister to Cabinet Ministers and/or, where appropriate to National Assembly staff, or (ii) to the House Committee

This information is being published for the first time under this Scheme.

Employment

See under '*Recruitment*'.

Environmental Information

We undertake to publish the general guidance which staff take into account in relation to the Environmental Information Regulations 1992 (as amended) or any legislation which succeeds those regulations.

The guidance provides advice to staff to help them comply with the statutory requirements of the Environmental Information Regulations 1992 (as amended) or any legislation which succeeds those regulations. The Guidance on the current Environmental Information Regulations, published by the Department for the Environment, Food and Rural Affairs for public authorities, is available from their web-site at:

<http://www.defra.gov.uk/environment/pubaccess/guidance/index.htm>

We undertake to publish our procedures for dealing with requests for information made under the Environmental Information Regulations 1992 (as amended) or any legislation which succeeds those regulations and details of the assistance and advice we can give in formulating requests.

The current Environmental Information Regulations will be replaced by regulations to be made under the Freedom of Information Act 2000. Even though those regulations will not be made by the National Assembly, we will ensure that guidance about how we intend to comply with requests.

If you require advice or assistance in framing a request, please see the contact details given in the 'Contact Points' section of the Publication Scheme.

This information is being published for the first time under this Scheme.

We undertake to publish a list of information which we disclose under the Environmental Information Regulations 1992 (as amended) or any legislation which succeeds those regulations.

Where, in response to a request, we are obliged to disclose information under the Environmental Information Regulations 1992 (as amended) or any legislation which succeeds those regulations, details of that information will appear in the list.

This information is being published for the first time under this Scheme.

European Funding

We undertake to publish, through the [Welsh European Funding Office \(WEFO\)](#), one of our Executive Agencies, a range of advisory and informative publications, together with publicity material in respect of the European Structural Fund Programmes in Wales which we are responsible for managing.

WEFO is an Executive Agency of the Welsh Assembly Government. It manages all aspects of the European Structural Fund Programmes and Community Initiatives in Wales, along with certain areas of the Rural Development Plan and the Local Regeneration Fund. Its prime objectives are to ensure that Wales gains maximum benefit from European Programmes and other regeneration funds and to promote sustainable economic growth,

increase prosperity in all parts of Wales, reduce disparities within Wales and tackle inequality, inactivity and social exclusion. WEFO publications explain what the structural funds are, how they can be accessed and give examples of the types of projects that have been funded. Maps are also available to show each of the Objective 1,2 and 3 areas. Publications and maps, together with further information, are available from:

 Enquiries Unit,
Welsh European Funding Office
Cwm Cynon Business Park,
Mountain Ash,
CF45 4ER

 01443 471100
 01443 471120
 enquiries-wefo@wales.gsi.gov.uk
 www.wefo.wales.gov.uk

We undertake to publish the agendas, minutes and papers of the European Programme Monitoring Committees managed by the National Assembly.

There are Programme Monitoring Committees for each of the European Programmes managed by the National Assembly. These programmes are [Objective 1](#) for West Wales and the Valleys, [Objective 2](#) and [Objective 3](#) for East Wales and the European Community Initiatives: [LEADER+](#), [URBAN II](#), [INTERREG IIIA](#).

There are also other European Programmes which are not managed by the National Assembly such as INTERREG III B and C.

Executive Board

We undertake to publish details of the remit and membership of the Executive Board.

The Executive Board is the top management team of the National Assembly, chaired by the Permanent Secretary. It holds a short weekly meeting, without the Clerk to the Assembly, to consider operational issues relating to the support of Cabinet business and a full monthly meeting, with the Clerk, to consider strategic management issues concerning all parts of the National Assembly.

We undertake to publish agendas, minutes and papers, excluding any information which can properly be withheld under any of the exemptions set out in the National Assembly's [Code of Practice on Public Access to Information](#), in respect of the monthly management meetings of the Executive Board.

The Executive Board's monthly management meetings address matters such as the National Assembly's staff and employment, operational systems and practice, management resources and promoting continuous improvement. In applying the exemptions under the Code of Practice, the Board will, for example, generally not publish papers on matters relating to individual staff, matters subject to negotiation or consultation with staff, internal performance management and the internal allocation of management resources. Agendas, minutes and papers will be published six weeks after the meeting.

This information is being published for the first time under this Scheme.

Finance

We undertake to publish our annual Resource Accounts.

The annual Resource Accounts detail the assets and liabilities of the National Assembly.

We intend to publish from September 2003 the Finance Manual of the National Assembly.

The Finance Manual provides detailed best practice guidance on rules and procedures that aim to ensure the proper handling and reporting of public money for which the National Assembly is responsible.

This information will be published for the first time under this Scheme.

We intend to publish from September 2003 the Finance Handbook of the National Assembly.

The Finance Handbook contains advice and guidance for Assembly Members and officials about the systems of financial control used by the National Assembly to ensure probity in the management of public funds and conduct of public business.

This information will be published for the first time under this Scheme.

See also under '*Budgets*', '*Grants and loans and the provisions of guarantees*' and '*Procurement*'.

Freedom of Information

See under '*Requests for Information*'.

Grants, Loans and the Provisions of Guarantees

We undertake to publish information, excluding any information which can properly be withheld under any of the exemptions set out in the National Assembly's [Code of Practice on Public Access to Information](#) and in particular where publishing information would prejudice the commercial interests of a third party, in respect of our policy on awarding grants, loans and the provision of guarantees.

We undertake to publish details of all contingent liabilities in respect of guarantees, indemnities and letters of comfort given by the National Assembly which could exceed £100,000 and which fall outside the normal course of the discharge of the National Assembly's functions.

We undertake to publish details of all gifts made by the National Assembly in excess of £100,000 or which differ materially from those gifts customarily made by public bodies in the United Kingdom.

We intend to publish by the end of 2003 a reference list of grant schemes operated by the National Assembly. This class of information will be published for the first time under this Scheme.

The National Assembly has the power to make grants, loans and financial guarantees in the exercise of its functions and pursuit of its objectives. We monitor compliance with grant terms and conditions in a variety of ways. Grant payments are subject to a certificate from the grantee's auditors that the money has been spent for the purposes granted. All proposals to make loans, gifts or financial guarantees over a value of £100,000 have to be specifically notified to the National Assembly under its Standing Order procedures before being approved by the relevant Assembly Minister.

See also under '*Finance*' and '*Voluntary Sector*'.

Guidance

We undertake to publish guidance prepared by the National Assembly or the Welsh Assembly Government for public information purposes.

Both the National Assembly and the Welsh Assembly Government publish guidance on a wide range of topics.

We intend to publish by the end of 2003 a Directory of Internal Guidance on Matters Affecting the Public.

The Directory will set out the guidance for National Assembly officials on a wide range of issues that directly affect the general public.

This information will be published for the first time under this Scheme.

We intend to publish by the end of 2003 our Policy Gateway.

The Policy Gateway provides internal guidance and advice to Welsh Assembly Government officials on all aspects of policy making. It consists of easy-to-follow information on everything involved in developing policy - from having the idea to communicating the finished policy.

This information will be published for the first time under this Scheme.

Historic Environment of Wales


Cadw: Welsh Historic Monuments Executive Agency is responsible for the conservation, presentation and promotion of the built heritage of Wales on behalf of Welsh Assembly Government. This role includes securing the preservation of, and grant-aiding the repair of, ancient monuments and historic buildings, and managing 129 ancient monuments in Wales which are in direct State care.

We undertake, through Cadw (one of our Executive Agencies), to publish advisory, informative, specialist and commercial [publications in respect of the historic environment of Wales.](#) [£]


Cadw's wide range of publications caters for all levels of interest. Some of the information in this class is not published electronically.

Many of the publications produced by Cadw on behalf of the National Assembly are published on a commercial basis. Sale proceeds partly cover the costs of publication and partly support the protection, conservation and presentation of the architectural and archaeological heritage of Wales.

Publications which carry a charge are available from:


 Cadw Sales Section
National Assembly for Wales,
Cathays Park,
Cardiff
CF10 3NQ


 029 20826175 (weekdays from 10am-3pm)


 029 20826375

 cadw.sales@wales.gsi.gov.uk

All other publications are available from:

 Cadw Central Services,
National Assembly for Wales,
Cathays Park,
Cardiff
CF10 3NQ

 029 20500200

 029 20826375

 cadw@wales.gsi.gov.uk

Information Asset Register

We intend to publish by the end of 2003 an Information Asset Register.

The Information Asset Register will be a list of information held by the National Assembly. The criteria used for determining the items to be listed will be clearly stated in the Register and will reflect current best practice across the public service. The types of information to be listed will include databases, sets of files, electronic files, and collection of statistical data. While the Register concentrates on information resources that have not yet been formally published, some published items will also be included.

This information will be published for the first time under this Scheme.

Internal Guidance

See under '*Guidance*' and '*Recruitment*'.

Jobs

See under '*Recruitment*'.

Joint Reviews

We undertake to publish the [Joint Review reports](#) of the Social Service Inspectorate Wales and the Audit Commission [**£**].

Social Services Inspectorate Wales and the Audit Commission together undertake Joint Review Inspections of Social Services Authorities. Reports on these inspections are published by the Audit Commission on behalf of the National Assembly and are available at a charge directly from the Audit Commission.

Laid Documents

We undertake to publish documents 'laid' before the National Assembly.

The Government of Wales Act 1998 and the [Standing Orders of the National Assembly](#) require that certain documents – for example reports, orders, regulations - must be formally 'laid' before the National Assembly. A list of all Laid Documents past and current in date order is available.

Leaflets

See under '*Occasional Publications*'.

Legislation

Legislation is categorised as either primary legislation (Acts of Parliament or Statutes as they are also called) or subordinate legislation.

Primary legislation, made by the UK Parliament in respect of Wales, creates the legal framework. Subordinate legislation fills in the detail.

Information about primary legislation currently before the UK Parliament (known as 'Bills') affecting Wales is available from the House of Commons and the House of Lords. Contact details for the House of Commons are as follows:

 House of Commons Information Office,
House of Commons,
London,
SW1A 2TT
 020 7219 4272
 hcinfo@parliament.uk
 www.parliament.uk

Contact details for the House of Lords are as follows:

 Information Office
House of Lords
London, SW1A 0PW
 020 7219 3107 (10.00 am to 6.00 pm when the House is sitting)
 hlinfo@parliament.uk
 <http://www.publications.parliament.uk/pa/ld/ldhome.htm>

Primary legislation, once made by the UK parliament, is published by The Stationery Office Limited (TSO) on behalf of the Queen's Printer. Printed copies may be obtained from TSO's bookshop using the contact details below.

 TSO Bookshop,
18-19 High Street,
Cardiff
CF10 1PT
 029 2039 5548
 029 2038 4347
 cardiff.bookshop@tso.co.uk

Printed copies may also be obtained online from TSO's online bookshop at:

 <http://www.tso.co.uk/bookshop/bookstore.asp>

The text of primary legislation may be viewed on and downloaded from HMSO's website at:

 <http://www.hmsso.gov.uk/acts.htm>

One of the National Assembly's main roles is to make subordinate legislation. The National Assembly may also in certain circumstances be required to confirm or approve subordinate legislation proposed to be made by others, before it can be made.

Subordinate legislation means Orders in Council, orders, rules, regulations, schemes, warrants, bye-laws and other instruments made or to be made under provisions contained in primary legislation and which are legislative in effect. These instruments will frequently be made in a form known as a "statutory instrument". Whether or not the instrument is to be made as a "statutory instrument" will in most cases be provided for in the primary legislation which enables the instrument to be made. Most statutory instruments, save for the majority of so-called "local statutory instruments" (which, for example, may apply only to a specific geographical area), are required to be published for sale by the Queen's Printer under the Statutory Instruments Act 1946.

Printed copies of statutory instruments made by the National Assembly and published for sale by the Queen's Printer can be obtained by using the contact details above.

The text of the National Assembly's statutory instruments which have been published for sale may be viewed on HMSO's website at:

 <http://www.wales-legislation.hmsso.gov.uk/legislation/wales/w-stat.htm>

We undertake to publish subordinate legislation made or confirmed by the National Assembly, which is not otherwise published for sale under the Statutory Instruments Act 1946.

Subordinate legislation which falls into this class includes:

- [Local Statutory Instruments](#) - for example orders imposing speed limits on specified lengths of the trunk road in Wales;
- Orders, schemes, bylaws or statutory guidance made by the National Assembly if they contain legislation;
- Subordinate legislation submitted by a Minister of the Crown for confirmation/approval by the National Assembly if not otherwise published for sale;
- Certain bylaws which other statutory bodies or local authorities propose to make and which the National Assembly has been given the power to approve or confirm by an Act of Parliament.

We undertake to publish [draft subordinate legislation which is required to be laid before the National Assembly](#) for consideration in Plenary session.

The National Assembly's [Standing Orders](#) provide that subordinate legislation which is required to be approved by Assembly Members meeting in plenary session be formally laid before the National Assembly in draft.

We undertake to publish drafts of [local statutory instruments](#) proposed to be made by the National Assembly unless it is not reasonably practicable to do so.

The National Assembly's [Standing Orders](#) provide that local statutory instruments are made by being signed by or on behalf of the Assembly Minister. Before they are signed, the Assembly Minister normally provides Assembly Members with 10 days notice of his or her intention to make the local statutory instrument.

However, the Assembly Minister may not provide the Assembly Members with 10 days notice of his or her intention to make the local statutory instrument if the Assembly Minister considers that it is not reasonably practicable to do so. Where this is the case, the draft statutory instrument may not be published.

We undertake, so far as is reasonably practicable, to publish a [weekly bulletin](#) which identifies the statutory instruments (except for local statutory instruments) considered by the National Assembly.

We produce, so far as is reasonably practicable, a weekly bulletin of statutory instruments (except local statutory instruments) indicating the progress of that legislation through the National Assembly's procedures.

For the most part, the bulletin identifies statutory instruments, except for local statutory instruments, made by the National Assembly acting alone.

Local Government Partnership Scheme

See under '*Partnerships*'.

Maps

See under '*Assisted Areas*' and '*Welsh European Funding Office*'.

Management Board

Our management board is known as the Executive Board. For details see under '*Executive Board*'.

Memorandum of Understanding

We undertake to publish the [Memorandum of Understanding](#) made between the Cabinet of the National Assembly for Wales, Scottish Ministers, the Northern Ireland Executive and the UK Government.

The Assembly Cabinet, Scottish Ministers, the Northern Ireland Executive Committee and UK Government have agreed a Memorandum of Understanding, which sets out in broad terms how the three will work together on matters of mutual interest.

See also under '*Concordats*' and '*Powers and Responsibilities*'.

Ministerial Decisions

We intend to publish by the end of 2003 the Decision Reports which contain the facts to which Cabinet Ministers have regard in making major policy decisions, excluding any information which can be properly withheld under any of the exemptions set out in the National Assembly's [Code of Practice on Public Access to Information](#).

National Assembly officials provide Ministers with information in order to aid them in making decisions. The facts and analysis of the facts behind these decisions, together with details of the timing of decisions, are contained in the Decision Reports.

This information will be published for the first time under this Scheme.

News from the National Assembly

See under '*Press Releases and Media Briefings*'.

Non-Departmental Public Bodies

For public bodies sponsored by the National Assembly, see under '*Assembly Sponsored Public Bodies*'.

Occasional Publications

The National Assembly and the Welsh Assembly Government produce many publications of an occasional nature. These take the form of booklets, brochures, leaflets, posters, public notices etc. These publications aim to promote or explain specific policies, schemes or events. Some of these publications are not published electronically.

Oral Questions

See under '*Assembly Questions*'.

Organisational Structure of the National Assembly

See under '*Structure and Organisation*'.

Partnership Council

See under '*Partnerships*'.

Partnerships

We undertake to publish agendas, minutes and papers, excluding any information which can be properly withheld under any of the exemptions set out in the National Assembly's [Code of Practice on Public Access to Information](#), in respect of the [Business Partnership Council](#).

The Business Partnership Council is a forum which fosters good relationships between the National Assembly and business and trade union organisations (the 'Social Partners'). The Council is chaired by the First Minister and meets three times a year. Meetings are open to the public.

We undertake to publish the [Local Government Partnership Scheme](#).

The National Assembly has a duty to make a scheme setting out how it proposes to sustain and promote local government in Wales. Under the National Assembly's Scheme, the National Assembly and local government in Wales have set up the Local Government Partnership Council.

We undertake to publish the [Protocol](#) for the handling of Local Government Partnership Council business.

This Protocol outlines how officials of the National Assembly and officers of the Welsh Local Government Association will collaborate in the administration of the Partnership Council's business.

We undertake to publish the [agendas, minutes and papers](#) of meetings, excluding any information which can be properly withheld under any of the exemptions set out in the National Assembly's [Code of Practice on Public Access to Information](#), of the Local Government Partnership Council.

The Partnership Council is a 26-member advisory body which promotes joint working and co-operation between the National Assembly and local authorities. The Council holds quarterly meetings. Meetings are advertised in the Western Mail's Public Notices. Agendas are published on the website two weeks before meetings are held. Minutes and papers for each meeting are made available two weeks before the next meeting.

We undertake to publish the [Voluntary Sector Scheme](#).

The National Assembly has a duty to make a scheme setting out how it proposes to promote the interests of relevant voluntary organisations in Wales. Under the National Assembly's Scheme, we have established a Voluntary Sector Partnership Council.

We undertake to publish the [agendas, minutes and papers](#), excluding any information which can properly be withheld under any of the exemptions set out in the National Assembly's [Code of Practice on Public Access to Information](#), in respect of the Voluntary Sector Partnership Council.

The Voluntary Sector Scheme requires twice-yearly meetings between Welsh Assembly Government Ministers and representatives of the relevant voluntary sector networks.

Petitions to the National Assembly

We undertake to publish [details of petitions](#) addressed to the National Assembly and received in the Table Office, excluding any information which can properly be withheld under any of the exemptions set out in the National Assembly's [Code of Practice on Public Access to Information](#).

The National Assembly receives and, if it chooses, considers petitions on matters for which it has responsibility. The Presiding Officer is responsible for receiving petitions addressed to the National Assembly and informing the National Assembly of their content and the number of signatures.

Planning

We intend to publish by the end of 2003 the Land Use Planning Agreement between the National Assembly and the Welsh Local Government Association.

The Agreement on Planning Principles between the National Assembly, the Welsh Local Government Association and planning authorities will set out a framework for their commitment to continued co-operation to provide an effective planning service which is open, accessible and efficient, and facilitates sustainable development.

This information will be published for the first time under this Scheme.

We undertake to publish Land Use Planning Technical Advice Notes.

The National Assembly is responsible for the development and implementation of the planning system in Wales and ensuring it meets the needs of the people. To assist local planning authorities in the preparation of development plans, it publishes a range of Land Use Planning Technical Advice Notes to supplement the policy guidance given in the main planning document Planning Policy Wales.

Plenary Meetings of the National Assembly

We undertake to publish [agendas](#) and [records](#) of plenary meetings of the National Assembly.

A plenary meeting of the National Assembly is a meeting of all the Assembly Members, conducted in the chamber of the National Assembly. The plenary meetings occur twice weekly.

Each week, when the National Assembly is sitting, it publishes a 'Forward Look' giving a summary of the business to be debated in plenary over the following three weeks. A detailed agenda of the business for each session is published before the meeting - although late changes, for example to consider urgent business, may not be published in advance.

The verbatim record of each plenary session, called the Record of Proceedings, is the National Assembly's equivalent of Hansard and is published 24 hours after the end of the session. This record presents the proceedings in the language in which they were spoken, together with an English translation of any contributions made in Welsh. A fully bilingual version, the Official Record, is published within five working days of the meeting. This version is replaced by an archive version, incorporating any necessary minor editorial changes, within six months.

Policy Development and Implementation

See under '*Ministerial Decisions*' and '*Guidance*'.

Posters

See under '*Occasional Publications*'.

Powers and Responsibilities of the National Assembly

We undertake to publish a list of the broad fields in which the National Assembly has [powers and responsibilities](#).

The National Assembly has the power and responsibility to develop and implement policy in a range of areas. For example, we are able to:

- Fund, direct and make appointments to NHS bodies in Wales and hold them to account.
- Set the content of the National Curriculum in Wales.
- Provide financial assistance to businesses in Wales.
- Administer European structural funds.
- Promote agri-environmental schemes.

We undertake to publish a list of arrangements made under section 41 of the Government of Wales Act 1998.

Section 41 arrangements are agreements by which the National Assembly and other relevant bodies (such as Whitehall Government Departments or local authorities) agree that their functions can be exercised by each other or they can provide certain services for each other. The list contains brief details of the functions concerned and the arrangements made.

This information will be published for the first time under this Scheme.

See also under '*Concordats*' and '*Memorandum of Understanding*'.

Presiding Office

The Presiding Office serves all Assembly Members impartially to ensure the National Assembly functions successfully as a democratically-elected body. It provides clerking services for plenary sessions and committees, information and education services to the public, the Record of Proceedings, research and library services for Assembly Members, simultaneous and written translation services, and a range of other support services to Assembly Members.

See also under '*Structure and Organisation*'.

Press Releases and Media Briefings

We undertake to publish the [Press Releases and Media Briefings](#) which have been released to the media.

The Welsh Assembly Government's Press Office regularly releases information on all aspects of the Welsh Assembly Government's work to press and media journalists. There is also a weekly press conference known as the First Minister's Media Briefing where journalists are provided with information about forthcoming Ministerial engagements, major announcements, topics for debate at Plenary Sessions and are also given the opportunity to ask questions. All press releases and media briefing documents (including a record of the questions asked and explanations given) are available.

The Presiding Office's Press Office publishes Press Releases and releases information about National Assembly activities. The information provided ranges from newly launched reports to information about forthcoming events and includes issues relating to Plenary Business.

Private Finance

We undertake to publish all information and guidance prepared by the Welsh Assembly Government for the public about the [Private Finance Initiative](#) in Wales.

We run a Private Finance Unit to develop partnerships between the public and private sectors. The unit assists Ministers with the development of policies for Public Private Partnerships including the Private Finance Initiative in Wales.

Procurement

We undertake to publish information, excluding any information which can be properly withheld under any of the exemptions set out in the National Assembly's [Code of Practice on Public Access to Information](#) and in particular where publishing information would prejudice the commercial interests of a third party, in respect of the following:

Our procurement and supplier policies

These policies provide details of the purchasing framework which plays a key role in the efficient and cost-effective delivery of goods and services for the National Assembly. The information aims to simplify the process of doing business with the National Assembly as well as providing comprehensive information on purchasing procedures. Suppliers interested in winning National Assembly business can register their interest via the relevant website (<http://www.winningourbusiness.wales.gov.uk/index.htm>). The National Assembly has also published a booklet entitled "A Voluntary Code of Practice for Suppliers".

Contracts awarded by our Central Procurement Unit which are valued at over £10,000.

Lists of contracts over £10,000 awarded are available, providing details of the type of contract, its duration, to whom it was awarded and on what date, together with an explanation of the work involved.

Protocols

See under 'Assembly Members' and 'Partnerships'.

Public Appointments

We undertake to publish the general guidance to staff on Public Appointments made by Cabinet Ministers to Public Bodies in Wales.

The National Assembly recruits individuals for public appointments to Assembly Sponsored Public Bodies, Welsh NHS Executive bodies and others. Appointments are made by Assembly Ministers and all appointments are made on merit. Ministerial appointments to public bodies are made in accordance with the Code of Practice for Ministerial Appointments to Public Bodies which is based on the Commissioner for Public Appointment's Code of Practice. The general guidance to staff provides additional advice on the application of the Code.

This information is being published for the first time under this Scheme.

We undertake to publish, in accordance with the Code of Practice for Ministerial Appointments to Public Bodies, information on current vacancies in relation to Public Bodies in Wales to which Cabinet Ministers make appointments.

The Code of Practice for Ministerial Appointments to Public Bodies requires that the public is made aware of vacancies for public appointments available through some form of publicity and that the arrangements should be proportionate to the profile of the public appointment in question. For higher profile appointments (described as 'upper tier' in the Code) some form of paid publicity is usual, for example an advertisement in the press. Arrangements for lower profile posts might include writing to organisations or individuals with interests in the subject area.

We undertake to publish, in accordance with the Code of Practice for Ministerial Appointments to Public Bodies, information on appointments made to Public Bodies in

Wales by Cabinet Ministers, excluding any information which can properly be withheld under any of the exemptions set out in the National Assembly's [Code of Practice on Public Access to Information](#).

The Code of Practice for Ministerial Appointments to Public Bodies details the information which should be published in the form of a press release in respect of 'upper tier' appointments. This includes a short description of the body to which the appointment has been made and its functions; a brief summary of the appointee's career/experience; details of the appointee's response to the political activity question; the length of appointment and whether it is a paid post or not; a list of other ministerial appointments held and any related remuneration received.

We undertake to publish, in accordance with the Code of Practice for Ministerial Appointments to Public Bodies, the statistical information on new Public Appointments made to Public Bodies in Wales by Cabinet Ministers.

Under the Code of Practice information on new appointments made between 1 April and 31 March each year is provided to the Commissioner for Public Appointments. This includes the number of appointments made; gender; ethnic minority; age; disability; political activity by party (includes details about levels of political activity); number of re-appointments; and whether the appointee holds more than one appointment. In addition, these categories are divided into remuneration bands.

This information is being published for the first time under this Scheme.

See also under '*Codes of Practice*'.

Public Bodies

See under '*Assembly Sponsored Public Bodies (ASPBs)*'.

Public Notices

See under '*Occasional Publications*'.

Publication Lists

We undertake to publish both [monthly](#) and [annual](#) lists of information published by the National Assembly and the Welsh Assembly Government. These listings include publications that are published jointly with UK Government Departments or other organisations.

A list of new National Assembly and Welsh Assembly Government publications is compiled every month. The annual list of publications is compiled at the end of each calendar year. Both lists provide all the information necessary to trace and order publications. There is also an online Publications Catalogue – available at www.publications.wales.gov.uk. The Catalogue allows you to search for publications and many can be viewed online. Publications can also be ordered online. Advice is provided by return email on how to obtain priced publications and titles not published by the National Assembly or Welsh Assembly Government.

Race Equality

We undertake to publish the Race Equality Scheme of the National Assembly.

We undertake to publish the results of assessments, consultations and monitoring exercises conducted under the Race Equality Scheme for the National Assembly, excluding any information which can properly be withheld under any of the exemptions set out in the National Assembly's [Code of Practice on Public Access to Information](#).

The National Assembly is required under the Race Relations Act 1976 (as amended) and by the statutory guidance of the Commission for Racial Equality to publish a Race Equality Scheme.

Reasons for Decisions

See under '*Ministerial Decisions*'.

Record of Proceedings

See under '*Plenary meetings of the National Assembly*'.

Recruitment

We undertake to publish [vacancies and descriptions of employment opportunities](#) at the National Assembly.

We undertake to publish our [Recruitment Advertising Policy](#).

We are an Equal Opportunities employer with Investors in People (IIP) status. Full details are available of current vacancies, with guidance on how to apply. General information is also available about work placements, industrial/sandwich year placements for students, casual employment opportunities and the Windsor Fellowship scheme for black and ethnic minorities.

We undertake to publish the National Assembly's Competency Framework for staff at each grade.

The Competency Framework outlines the standards expected of National Assembly staff.

This information will be published for the first time under this Scheme.

Register of Members' Interests

See under '*Assembly Members*'.

Reports

We undertake to publish the following [Reports](#):

Annual Budget Report
Annual Progress Report on A Winning Wales - the Welsh Assembly Government's economic development strategy
Annual Report of the Chief Inspector of Social Services
Annual Report of the Committee on Standards
Annual Report of the First Minister
Annual Report of the Local Government Scheme
Annual Report of the National Assembly for Wales
Annual Report of the Sustainable Development Scheme
Annual Report of the Voluntary Sector Scheme
Annual Report of the Welsh Administration Ombudsman
Annual Report of the Welsh Committee for the Professional Development of Pharmacy
Annual Report on Social Inclusion in Wales
Annual Report on the Equal Opportunity Arrangements
Annual Reports of the [Assembly Committees](#)
European Affairs Committee Report on the significance of European Legislation
Presiding Office Annual Report
Reports laid by the Audit Committee
Reports of the Committee on Standards of Conduct in relation to matters referred to it by the Presiding Officer
Reports of the Legislation Committee
Reports submitted by Subject Committees

We undertake to publish ad hoc reports deemed to be of public interest, excluding any information which can properly be withheld under any of the exemptions set out in the National Assembly's [Code of Practice on Public Access to Information](#).

We publish reports on a wide range of subjects. Some reports are produced on a regular basis and others are produced as occasion demands.

Requests for Information

We undertake to publish our procedures for dealing with requests for information made under the National Assembly's [Code of Practice on Public Access to Information](#), and details of the assistance and advice we can give in formulating requests.

Under the provisions of the National Assembly's Code of Practice on Public Access to Information, a member of the public can request information held by the National Assembly. This applies to information recorded in any form. The Code of Practice sets out the procedures for responding to requests.

If you require advice or assistance in framing a request, please see the contact details given in the 'Contact Points' section of the Publication Scheme.

We undertake to publish a list of information which we disclose as a result of [requests made under the Code of Practice on Public Access to Information](#).

The list will provide a description of information disclosed by the National Assembly, in response to requests made for information which is not currently published.

This information is being published for the first time under this Scheme.

Research

We intend to publish from July 2003 a directory of research projects undertaken, commissioned or funded by the National Assembly, excluding any information which can be properly withheld under any of the exemptions set out in the National Assembly's [Code of Practice on Public Access to Information](#).

The directory of research projects will aim to include details of all research, evaluation and review projects undertaken, commissioned or funded by the National Assembly. The subject areas on which projects are commissioned cover the full range of the National Assembly's responsibilities. The directory will give information on the policy area(s) which the research is designed to support, the objectives of the project, the geographical coverage and the timetable. Although the directory will concentrate on projects that are being undertaken during the (then) current financial year, some completed projects will also be included. Most individual reports listed in the directory of research projects undertaken will also be available.

This information will be published for the first time under this Scheme.

Resolutions of the National Assembly

We undertake to publish [Assembly Resolutions](#) by month.

Details are available of all the motions carried in plenary meetings - set out in date order, with the name of the political group who proposed the motion alongside each entry.

Resource Accounts

See under '*Finance*'.

Schemes

See under '*Agriculture Schemes*', '*Partnerships*', '*Race Equality*' and '*Sustainable Development*'.

Seating in the National Assembly's Chamber

See under '*Assembly Members*'.

Sponsored Public Bodies

See under '*Assembly Sponsored Public Bodies*'.

Standing Orders of the National Assembly

We undertake to publish the [Standing Orders of the National Assembly](#).

Standing Orders are the rules that govern the procedures by which the business of the National Assembly is conducted.

Statements of Opinion

We undertake to publish, by date, all [written Statements of Opinion](#) tabled by Assembly Members.

Any Assembly Member other than a Cabinet Minister may table a written statement of opinion on matters affecting Wales. The statement may be supported, opposed or commented upon by another Member. Written Statements of Opinion are published on the National Assembly's website, on the first working day following the day on which they are tabled. The written statement clearly shows where an Assembly Member has declared an interest.

Statistics

We undertake to publish [statistical information](#), issued by the National Assembly for public purposes. [£]

Five different kinds of outputs are produced:

- **Statistical Publications** - these are usually volumes of statistical information in tabular form and covering a specific subject area;
- **Statistical First Releases** – these announce new statistics or publications and serve both as press notices and short statistical publications;
- **Statistical Bulletins** – these present new analyses of data that is already in the public domain;
- **Headline Statistics Wales** - these present key statistical points in a concise format. Highlights from each of the above are also presented in Headline Statistics;
- **Statistical Reference Bulletins** – these are reference documents such as workplans, technical reports and data sources catalogues.

Information about forthcoming statistical publications is also available.

Statutory Instruments

See under '*Legislation*'.

Strategic Frameworks/Plans

We undertake to publish Strategic Frameworks and Strategic Plans, excluding any information which can properly be withheld under any of the exemptions set out in the National Assembly's [Code of Practice on Public Access to Information](#).

Strategic Frameworks and Strategic Plans set out the Welsh Assembly Government's main aims in relation to the economy, environment and society of Wales.

Structure and Organisation

We undertake to publish information on the structure and organisation of the National Assembly prepared for the use or information of the public.

The information on the structure and organisation comprises an [index](#) which gives details of the [Presiding Office](#), the [Cabinet](#), the [Office of the Counsel General](#) and of the [National Assembly's staffing structure](#), including the Executive Agencies [Cadw](#) and the [Welsh European Funding Office](#).

We undertake to publish the [senior management organisation chart](#) of the National Assembly.

The chart, in family-tree style, provides the names, roles and contact details of all the senior officials.

See also under '*Powers and Responsibilities of the National Assembly*' and '*Executive Board*'.

Subordinate Legislation

See under '*Legislation*'.

Sustainable Development

We undertake to publish the [Sustainable Development Scheme](#) for the National Assembly.

The Sustainable Development Scheme sets out how we propose, in the exercise of our functions, to promote sustainable development. We are required, following consultation, to make the Sustainable Development Scheme and to subsequently keep it under review. In the year following each ordinary election, we are required to consider whether it shall be revised or remade.

For the 'Annual Report of the Sustainable Development Scheme', see under '*Reports*'.

Votes and Proceedings of National Assembly Business

We undertake to publish details of [votes and proceedings](#) of the National Assembly.

At the end of each plenary meeting of the National Assembly, a brief, bilingual overview of proceedings is published. It records what took place during the meeting in time order and includes the number of questions asked of Ministers, the subjects on which Ministers made statements, the motions and amendments debated and the votes cast. It also contains details of any documents laid before the National Assembly and petitions received. Details of both votes and proceedings are published after the meeting of the National Assembly.

Voluntary Sector

We undertake to publish the [Voluntary Sector Grants Guide](#).

This Guide provides information about the wide range of grants that the National Assembly makes available to voluntary organisations in Wales.

See also under '*Partnerships*' and '*Codes of Practice*'.

Welsh Assembly Government

See under '*Structure and Organisation*'.

Welsh European Funding Office

See under '*European Funding*'.

Welsh Language

We undertake to publish the Welsh Language Scheme for the Welsh Assembly Government.

We intend to publish from 2004 the Annual Report on the Welsh Assembly Government's compliance with its Welsh Language Scheme.

The Welsh Language Scheme, drawn up under the Welsh Language Act 1993, sets out how the Welsh Assembly Government intends to deliver services to the public in Welsh and reflect Welsh Language considerations in policy areas.

Written Questions





See under '*Assembly Questions*'.

Contact points

How do you get copies of our publications?

Publications

Requests for copies of National Assembly publications should be directed to:

-  The Publications Centre,
The Assembly at the Pierhead,
The National Assembly for Wales,
Pierhead Street,
Cardiff Bay
CF99 1NA
-  029 2089 8688 or 029 2089 8600
-  029 2089 8947
-  assembly-publications@wales.gsi.gov.uk

If you do not have full details of what you require, you should contact the Publications Centre.

How do you...





Feedback and further information

... comment on the Scheme?

Publication Scheme

We want our Publication Scheme to meet your needs. We welcome suggestions for additional classes of information which might be included in future – also suggestions about how the published information might be made more accessible to you.

Any questions, comments or complaints about this Scheme should be sent to the Director of the Information Management Division, who has overall responsibility for this Publication Scheme. The contact details are:


-  Director of the Information Management Division
National Assembly for Wales,
Cathays Park,
Cardiff
CF10 3NQ
-  029 20825111
-  PublicationScheme@wales.gsi.gov.uk
-  www.publications.wales.gov.uk


... ask for information not covered by the Scheme?

Requests for Information (including Environmental Information)

You can also make individual requests for information not published under the Scheme.

Requests for information will be dealt with in accordance with the National Assembly's [Code of Practice on Public Access to Information](#) and/or the Environmental Information Regulations. Requests should be directed to the Director of Information Management Division at the address above. Requests for general information about Freedom of Information in the National Assembly should be sent to the Director of Open Government and Constitutional Affairs at the following address:


 Director of Open Government and Constitutional Affairs
National Assembly for Wales,
Cathays Park,
Cardiff
CF10 3NQ


 029 20825111

... ask for information covered by Data Protection?

Data Protection Requests

You can also make individual requests for personal data that the National Assembly holds about you under the provisions of the Data Protection Act 1998. Requests should be addressed to:

 The Data Protection Officer
National Assembly for Wales,
Cathays Park,
Cardiff
CF10 3NQ

 029 20823999


 029 20823084

 DataProtectionOfficer@wales.gsi.gov.uk

... complain?

Complaints

If you have a complaint about anything for which the National Assembly is responsible, we would like to know. Please contact the Complaints Officer as below:

 National Assembly Complaints Officer,
National Assembly for Wales,
Cathays Park,

Cardiff
CF10 3NQ



029 20801378



029 20823356



complaints@wales.gsi.gov.uk

... get in touch with the Information Commissioner?

The Information Commissioner

The Information Commissioner oversees both the Freedom of Information and Data Protection Acts and is responsible for the approval of Publication Schemes. If there are any issues about these items which you would like to raise with the Information Commissioner, the contact details are as follows:



Information Commissioner,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire
SK9 5AF



01625 545 745



01625 524 510



mail@dataprotection.gov.uk



www.dataprotection.gov.uk

What's new?

Information to be released for the first time under this Publication Scheme

Agendas, minutes and papers in respect of the monthly management meetings of the Executive Board.

Competency Framework for staff.

Decision Reports which contain the facts to which Cabinet Ministers have regard in making major policy decisions.

Delegations Database of the National Assembly.

Directory of Internal Guidance on Matters Affecting the Public.

Directory of research projects undertaken, commissioned or funded by the National Assembly.

Finance Handbook of the National Assembly.

Finance Manual of the National Assembly.

Guidance to staff on Public Appointments made by Cabinet Ministers to Public Bodies in Wales.

Information Asset Register.

Land Use Planning Agreement between the National Assembly and the Welsh Local Government Association.

List of arrangements made under section 41 of the Government of Wales Act 1998.

List of information which we disclose as a result of requests made under the Code of Practice on Public Access to Information.

List of information which we disclose under the Environmental Information Regulations.

Policy Gateway.

Procedures for dealing with requests for information made under the Environmental Information Regulations.

Reference list of grant schemes operated by the National Assembly.

Statistical information on new Public Appointments made to Public Bodies in Wales by Cabinet Ministers.

What can you have now?

Information available from November 2002

Ad hoc reports deemed to be of public interest.

Agendas and records of plenary meetings of the National Assembly.

Agendas, minutes and papers in respect of Cabinet meetings and Cabinet sub-committee meetings.

Agendas, minutes and papers in respect of the Business Partnership Council.

Agendas, minutes and papers in respect of the monthly management meetings of the Executive Board.

Agendas, minutes and papers in respect of the Voluntary Sector Partnership Council.

Agendas, minutes and papers of meetings of the Local Government Partnership Council.

Agendas, minutes and papers of the European Programme Monitoring Committees.

Agendas, minutes and papers to be considered in public meetings of National Assembly Committees and Sub-Committees.

Agriculture Schemes.

Annual Budget Report.

Annual Progress Report on A Winning Wales - the Welsh Assembly Government's economic development strategy.

Annual Report of the Chief Inspector of Social Services.

Annual Report of the Committee on Standards.

Annual Report of the First Minister.

Annual Report of the Local Government Scheme.

Annual Report of the National Assembly for Wales.

Annual Report of the Sustainable Development Scheme.

Annual Report of the Voluntary Sector Scheme.

Annual Report of the Welsh Administration Ombudsman.

Annual Report of the Welsh Committee for the Professional Development of Pharmacy.

Annual Report on Social Inclusion in Wales

Annual Report on the equal opportunity arrangements.

Annual Reports of the Assembly Committees.

Annual Resource Accounts.

Answers to oral Assembly Questions.

Answers to written Assembly Questions.

Assembly Resolutions by month.

Assembly Questions (oral and written) tabled by Assembly Members and accepted by the Presiding Officer.

Biographies of Assembly Members, together with contact details.

Budget adopted by the National Assembly for each financial year, and any supplementary budgets.

Cabinet Ministers' statements to the National Assembly (e.g. the statement of proposed expenditure for the next financial year).

Cadw: advisory, informative, specialist and commercial publications in respect of the historic environment of Wales.

Circulars in the 'Welsh Assembly Government Circulars' and 'Welsh Health Circulars' series.

Code of Practice for Ministerial Appointments to Public Bodies

Code of Practice on Complaints.

Code of Practice on Funding the Voluntary Sector.

Code of Practice on Public Access to Information.

Code of Standards for Assembly Members.

Competency Framework for staff.

Concordats between the Welsh Assembly Government and UK Government Departments.

Consultation papers issued by Committees of the National Assembly.

Consultation papers prepared by the National Assembly for public purposes together with either the responses to consultation or summaries of these responses.

Contingent liabilities in respect of guarantees, indemnities and letters of comfort given by the National Assembly which could exceed £100,000 and which fall outside the normal course of the discharge of the National Assembly's functions.

Contracts awarded by our Central Procurement Unit which are valued at over £10,000.

Delegations Database of the National Assembly.

Determinations made by the National Assembly in respect of pensions, allowances and gratuities payable to persons who have ceased to be Assembly Members.

Determinations made by the National Assembly in respect of the amounts of salaries and allowances to be paid to Assembly Members.

Documents 'laid' before the National Assembly.

Draft subordinate legislation which is required to be laid before the National Assembly.

Drafts of Local Statutory Instruments proposed to be made by the National Assembly unless, due to time constraints, it is not practicable to do so.

European Affairs Committee report on the significance of European Legislation.

Gifts made by the National Assembly in excess of £100,000 or which differ materially from those gifts customarily made by public bodies in the United Kingdom.

Guidance prepared by the National Assembly for public information purposes.

Guidance to staff on Public Appointments made by Cabinet Ministers to Public Bodies in Wales.

Guidance which staff take into account in relation to the Environmental Information Regulations.

Information and guidance prepared by the Welsh Assembly Government for the public about the Private Finance Initiative in Wales.

Information for each financial year about the total of sums paid by the Assembly to its current Members and its former Members in respect of Salaries, Allowances and Pensions.

Information in respect of National Assembly policy on awarding grants, loans and the provision of guarantees.

Information leaflet to assist members of the public to make a subject access request under the Data Protection Act 1998.

Information on appointments made to Public Bodies in Wales by Cabinet Ministers.

Information on current vacancies in relation to Public Bodies in Wales to which Cabinet Ministers make appointments.

Internal general guidance provided to all National Assembly staff in relation to the Data Protection Act 1998.

Joint Review reports.

Land Use Planning Technical Advice Notes.

List of arrangements made under section 41 of the Government of Wales Act 1998.

List of Cabinet Ministers and their responsibilities.

List of information which we disclose as a result of requests made under the Code of Practice on Public Access to Information.

List of information which we disclose under the Environmental Information Regulations.

List of the broad fields in which the National Assembly has powers and responsibilities.

Local Government Partnership Scheme.

Management Statements and Financial Memoranda for Executive Assembly Sponsored Public Bodies.

Maps showing the Assisted Areas in Wales.

Memorandum of Understanding made between the Cabinet of the National Assembly for Wales, Scottish Ministers, the Northern Ireland Executive and the UK Government.

Monthly and annual lists of information published by the National Assembly. These listings include publications that are published jointly with UK Government Departments or other organisations.

Petitions addressed to the National Assembly and received in the Table Office.

Presiding Office Annual Report.

Press Releases and Media Briefings which have been released to the media.

Procedure for making and handling complaints and appeals.

Procedures for dealing with requests for information made under the Environmental Information Regulations and details of the assistance and advice we can give in formulating requests.

Procedures for dealing with requests for information made under the National Assembly's Code of Practice on Public Access to Information, and details of the assistance and advice we can give in formulating requests.

Procurement and supplier policies.

Protocol for the handling of Local Government Partnership Council business.

Protocol on Conduct in the Chamber.

Race Equality Scheme of the National Assembly.

Recruitment Advertising Policy.

Register of Members' interests, including directorships, remunerated employment, gifts and hospitality.

Remit and membership of the Executive Board.

Remit and membership of the various Committees.

Reports laid by the Audit Committee.

Reports of the Committee on Standards of Conduct in relation to matters referred to it by the Presiding Officer.

Reports of the Legislation Committee.

Reports submitted by Subject Committees.

Results of five-yearly reviews of Executive and non-Executive Assembly Sponsored Public Bodies.

Seating plan of the Chamber of the National Assembly.

Senior management organisation chart of the National Assembly.

Standing Orders of the National Assembly.

Statistical information issued by the National Assembly for public purposes.

Statistical information on new Public Appointments made to Public Bodies in Wales by Cabinet Ministers.

Structure and organisation of the National Assembly.

Subordinate legislation made or confirmed by the National Assembly, which is not otherwise published.

Sustainable Development Scheme.

Vacancies and descriptions of employment opportunities at the National Assembly.

Verbatim record of National Assembly Committee meetings in which formal evidence is taken.

Voluntary Sector Grants Guide.

Voluntary Sector Scheme.

Votes and proceedings of the National Assembly.

Weekly bulletin which identifies the statutory instruments laid before or made by the National Assembly.

Welsh Assembly Government's annual remit letters to Executive Assembly Sponsored Public Bodies.

Welsh European Funding Office (WEFO) advisory and informative publications, together with publicity material in respect of the European Structural Funds in Wales which the National Assembly is responsible for managing.

Welsh Language Scheme for the Welsh Assembly Government.

Work programmes for Subject Committees of the National Assembly.

Written Statements of Opinion tabled by Assembly Members.

What's not available from the start?

Information available from a date later than November 2002

From July 2003

Directory of research projects undertaken, commissioned or funded by the National Assembly.

From September 2003

Finance Handbook of the National Assembly.

Finance Manual of the National Assembly.

By the end of 2003

Decision Reports which contain the facts to which Cabinet Ministers have regard in making major policy decisions.

Directory of Internal Guidance on Matters Affecting the Public.

Information Asset Register.

Land Use Planning Agreement between the National Assembly and the Welsh Local Government Association.

Policy Gateway.

Reference list of grant schemes operated by the National Assembly.

From 2004

Annual Report on the Welsh Assembly Government's compliance with its Welsh Language Scheme.