BBSRC

FREEDOM OF INFORMATION PUBLICATION SCHEME

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BBSRC
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CONTENTS

Part 1: Introduction

1.1. Biotechnology and Biological Sciences Research Council
1.2. Freedom of Information Act 2000
1.3. Publication Scheme
1.4. Responsibility for the Publication Scheme
1.5. Charging for publications
1.6. Copyright
1.7. Requests for non-personal information: the Freedom of Information Act 2000 and Environmental Information Regulations 2004
1.8. Requests for personal information: the Data Protection Act 1988
1.9. Comments about this Publication Scheme
1.10. Review of the Publication Scheme

Part 2: Classes of Information

2.1. Who we are and what we do
2.2. What we spend and how much we spend it
2.3. What are our priorities and how are we doing?
2.4. How we make decisions
2.5. Our policies and procedures
2.6. Lists and registers
2.7. The services we offer

FREEDOM OF INFORMATION ACT:

PUBLICATION SCHEME FOR THE BIOTECHNOLOGY AND BIOLOGICAL SCIENCES RESEARCH COUNCIL

PART 1: INTRODUCTION

1.1. Biotechnology and Biological Sciences Research Council

The Biotechnology and Biological Sciences Research Council (BBSRC) was established by Royal Charter in 1994 by the incorporation of the former Agricultural and Food Research Council with the biotechnology and biological sciences programmes of the former Science and Engineering Research Council. It is a Non-Departmental Public Body (NDPB) principally funded through the Science Budget by the Department for Business, Innovation and Skills.

The Council's mission is:

> to promote and support, by any means, high-quality basic, strategic and applied research and related postgraduate training relating to the understanding and exploitation of biological systems;
>
> to advance knowledge and technology (including the promotion and support of the exploitation of research outcomes), and provide trained scientists and engineers, which meet the needs of users and beneficiaries (including the agriculture, bioprocessing, chemical, food, healthcare, pharmaceutical and other biotechnological-related industries), thereby contributing to the economic competitiveness of the United Kingdom and the quality of life;
>
> in relation to the Council's activities and, as the Council may see fit, to:
>
> - generate public awareness
> - communicate research outcomes
> - encourage public engagement and dialogue
> - disseminate knowledge

1.2. Freedom of Information Act 2000

The Freedom of Information (FoI) Act 2000 received Royal Assent on 30 November 2000. It establishes a general right of access to all types of recorded information held by public authorities. The FoI Act applies to a large number of public authorities, including Government Departments and NDPBs.

1.3. Publication Scheme

All public authorities designated within the FoI Act are obliged to adopt and maintain a Publication Scheme. The aim of the Publication Scheme is to set out:

- the classes of information that public authorities publish or intend to publish as a matter of course;
- how the information is, or is intended to be, published;
- whether the material is, or is intended to be, made available to the public free of charge or on payment

The purpose of BBSRC's Publication Scheme is to ensure that as much information as possible is readily available to members of the public (i.e. without the need for specific consideration under the FoI Act) and to inform the public of the extent of material that is available. The term "readily available" means that the information is available on BBSRC's website, may be purchased from Her Majesty's Stationery Office (HMSO), may be obtained from a public library, or will be supplied promptly on receipt of BBSRC by letter, e-mail or telephone call.

Full details of the FoI Act 2000 can be found at:
http://www.bbsrc.ac.uk/organisation/policies/position/foi/bbsrc_and_foi.html

Part 2 of this document sets out the classes of information that BBSRC publishes or intends to publish.

1.4. Responsibility for the Publication Scheme

The Officer with overall responsibility for BBSRC's Publication Scheme is the Chief Executive.

The Officer with responsibility for day-to-day maintenance of the Scheme is the Freedom of Information Officer:

Freedom of Information Officer
BBSRC
Polaris House
North Star Avenue
Swindon
SN2 1UH

E-mail: sofoi@bbsrc.ac.uk

1.5. Charging for publications

Whether a class includes chargeable information is indicated in **Part 2**. The following categories could apply:

- **free of charge on website** – there is no charge by BBSRC for information taken from its website, although the user would of course have to meet any charges by their Internet service provider, printing costs, etc. For those without internet access, a print-out from the BBSRC website provided by BBSRC would be available by post (see paragraph 1.8 for contact details). However, requests for multiple printouts or for archived copies of documents, which are no longer available on the website, may attract a charge (in advance) for the cost of retrieval, photocopy, postage, etc. This will be made clear at the time of the request;

- **free of charge hard copy** – an existing copy of a leaflet or book held by BBSRC would be free of charge although, depending on size and weight, a charge for copying and posting (if relevant) may be made. This will be made clear at the time of the request;

- **chargeable hard copy** – e.g. "glossy" or other bound paper copies, or in some cases CD-ROM, video or other media, are chargeable as per **Part 2** of the Publication Scheme. Again a charge for posting and packing may be made. This will be made clear at the time of request

- **free of charge to view** – viewing documents at the Council's offices is possible, but a charge for photocopying will be made. The relevant charge will be notified at the time and will be payable in advance;

- **access to further information** – where summary information only is available on the website, a charge would have to be paid before the main part of the information could be accessed. This may arise, for example, where the website is used to deliver a value-added customised service, particularly where the basic data are also available to private sector users who may provide their own value-added service. Where this applies, the reason for the charge and the level of charge would be advertised.

Information described as being available electronically can be supplied by e-mail or in hard copy.

- **Charging Schedule** – the schedule below indicates standard postal and printing/photocopying charges which may apply.

Postal Charges

Special Delivery	**Courier**	**1st class postage**	**2nd class postage**
A small packet £5.26	To receive by midday £10.00	Large £0.79	Large £0.65
	24hr delivery £6.00	Small £0.39	Small £0.28

Printing/Photocopying Charges in black and white

A4 Printing/Copying
Single sided 3p
Double sided 5.5p

1.6. Copyright

The material available through BBSRC's Publication Scheme is subject to copyright protection unless otherwise indicated. BBSRC material protected by copyright may be reproduced free of charge in any format or medium provided it is reproduced accurately and not used in a misleading context. Where any copyright items on this scheme are being republished or copied to others, the source of the material must be identified and the copyright status acknowledged.

Permission to reproduce copyright protected material does not extend to any material accessed through the Publication Scheme that is the property of third parties. Permission to reproduce such material must be obtained from the copyright holders concerned.

1.7. Requests for non-personal information: the Freedom of Information Act 2000 and Environmental Information Regulations 2004

If the information you require is not in the BBSRC Publication Scheme, a request may be made for the information under the **Freedom of Information Act 2000** or the **Environmental Information Regulations 2004** to the Freedom of Information Officer:

Freedom of Information Officer

BBSRC
Polaris House
North Star Avenue
Swindon
SN2 1UH

E-mail: sofoi@bbsrc.ac.uk

Since access rights under the FoI Act came into force in January 2005, upon making a request for information to BBSRC, a person is entitled to:

- be informed in writing by BBSRC whether it holds information of the description specified in the request; and
- if that is the case, to have that information communicated to them.

A fee may be charged for processing requests for information under the FoI Act. The FoI Act provides a time limit for dealing with a request for information – that is, within 20 working days. The FoI Act also provides for an appeal mechanism, whereby an individual may apply to the Information Commissioner for a decision as to whether a specified request was dealt with in accordance with the Act.

1.8. Requests for personal information: the Data Protection Act 1988

The Data Protection Act 1998 sets out the rules for how organisations process personal data about individuals, and gives individuals the right to find out what personal data is held about them by an organisation, as well as to see and correct any personal data held, and to be advised for what purposes the data are processed. As a 'data controller' BBSRC is committed to the principles of the Data Protection Act.

Any individual wishing to apply for access to their personal data held by BBSRC, should apply **in writing** using the address below:

Data Protection Officer
BBSRC
Polaris House
North Star Avenue
Swindon
SN2 1UH

Requests for access to personal data will be dealt with promptly and, in any event, within 40 working days of receipt of the request.

If an individual considers that a request by them for access to their personal data was not dealt with in accordance with the Data Protection Act 1988, they may take further action as follows:

- They may request an internal review by contacting:

  Complaints Officer
  Communications and Information Management Group
  BBSRC
  Polaris House
  North Star Avenue
  Swindon
  SN2 1UH

- They may write to the Information Commissioner, who may do one of the following:

  - make an assessment as to whether it is likely or unlikely that the Council has complied with the Act;
  - issue enforcement proceedings if satisfied that the Council has contravened one of the Data Protection Principles;
  - recommend that the individual applies to court alleging a failure to comply with the subject access provisions of the Act.

- They may apply to the court alleging a failure to comply with the subject access provisions of the Act. The court may make an order requiring compliance with those provisions and may also award compensation for any damage suffered as a result, and any associated distress

1.9. Comments about this Publication Scheme

If you have any comments or complaints about BBSRC's Publication Scheme, or if you think BBSRC has not supplied information in accordance with its Scheme, you should write in the first instance to the contact below.

Freedom of Information Officer
BBSRC
Polaris House
North Star Avenue
Swindon
SN2 1UH

E-mail: sofoi@bbsrc.ac.uk

If, after the investigation of your complaint, you remain dissatisfied then you may ask for the matter to be reviewed internally by the BBSRC Complaints Officer (complaints.officer@bbsrc.ac.uk). If you are still dissatisfied then you may refer your complaint to the Information Commissioner.

BBSRC aims to deal with the investigation of complaints within 20 working days. BBSRC's Complaints Procedure is published on the BBSRC website: http://www.bbsrc.ac.uk/organisation/policies/position/foi/complaints.html

BBSRC will give due consideration to all complaints or concerns it receives. An acknowledgement will be sent within 5 working days and a written response normally within 20 working days of a complaint being received.

FREEDOM OF INFORMATION ACT 2000:

PUBLICATION SCHEME FOR THE BIOTECHNOLOGY AND BIOLOGICAL SCIENCES RESEARCH COUNCIL (BBSRC)

PART 2: CLASSES OF INFORMATION

The Publication Scheme contains broad topic areas to help individuals find the information they are looking for. Within each topic area, there are identifiable classes of information that the BBSRC publishes or intends to publish:

- Who we are and what we do
- What we spend and how we spend it
- What are our priorities and how are we doing?
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

Information that falls into the classes above will be retained in line with BBSRC's retention and disposal schedules, in accordance with Public Record Office guidelines.

2.1 Who we are and what we do

Information about BBSRC's organisation, locations, contacts, constitutional and legal governance.

Class	Information and Format available
Roles and responsibilities	BBSRC Royal Charter or photocopy available upon request from the Council Secretariat BBSRC's mission BBSRC's remit BBSRC Strategic Overview BBSRC Executive
Organisational structure	BBSRC's Organisational Structures **BBSRC Council:** BBSRC Council Handbook for Council, Board, Panel and Committee Members Code of Practice for Council Members or hard copy available upon request

Class	Information and Format available
	from the Council Secretariat (a charge may be applied) **BBSRC Boards:** Appointments Board Audit BoardRemuneration Board **BBSRC Strategy Panels:** ***Research*** Basic bioscience underpinning health Exploiting new ways of working Food security Industrial biotechnology *Research Strategy Panels are not yet available on the BBSRC website, but will be made available in due course* ***Innovation and Impact*** Bioscience for Industry Bioscience Skills and Careers ***Society*** Bioscience for Society **BBSRC Committees:** Research Committees Training Awards Committee **BBSRC Institutes:** BBSRC Institutes
Legislation and guidance relevant to BBSRC's functions	Financial Reporting Manual Managing Public Money Green Book
BBSRC's partners	**Government Departments and Agencies:** Department for Business, Innovation and Skills Department for Environment, Food and Rural Affairs Department for International Development Department of Health

Class	Information and Format available
	Food Standards Agency Parliamentary Office for Science and Technology Scottish Executive UK Space Agency Research Development Agencies **Research Councils:** Research Councils UK (RCUK) Arts and Humanities Research Council Economic and Social Research Council Engineering and Physical Sciences Research Council Medical Research Council Natural Environment Research Council Science and Technology Facilities Council RCUK Shared Services Centre Ltd UK Research Office (UKRO) **Non-Departmental Public Bodies:** Technology Strategy Board Higher Education Funding Council for England United Kingdom Atomic Energy Authority **BBSRC Institutes and Centres:** Babraham Institute BBSRC Sustainable Bioenergy Centre Bioscience IT Services Institute for Animal Health Institute of Biological, Environmental and Rural Sciences Institute of Food Research John Innes Centre Rothamsted Research Systems Biology Centres The Genome Analysis Centre The Roslin Institute of the University of Edinburgh

Class	Information and Format available
	UK Collaborative on Development Sciences BBSRC and Strategically funded Institutes Concordat **Research Technology Clubs and Partnerships:** Bioprocessing Research Industry Club (BRIC) Diet and Health Research Industry Club (DRINC) Integrated Biorefinery Technologies Initiative Research and Technology Club (IBTI Club) Healthy Ageing Research and Technology Club Crop Improvement Research and Technology Club Animal Health Research and Technology Club Integrative Mamalian Biology Horticulture and Potato Collaborative Research Club **Independent Organisations:** British Science Association British Council Knowledge Transfer Partnerships Technology Strategy Board National Centre for the Replacement, Refinement and Reduction of Animals in Research Rainbow Seed Fund Royal Society Royal Society of Edinburgh **International Organisations:** European Molecular Biology Organisation European Science Foundation Human Frontier Science Program **Universities, Research Institutions and Companies:** BBSRC funds research and training in UK universities and research institutions. Information on funding awarded can be found in the BBSRC Portfolio Analyser
Senior staff and management	BBSRC Executive BBSRC Council

Class	Information and Format available
boards	Appointments Board Audit Board BBSRC Strategy Panels BBSRC Research Committees Training Awards Committee
Contact details for BBSRC	BBSRC Swindon Office

2.2 What we spend and how we spend it

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

Class	Information and Format Available
Financial statements	BBSRC Annual Reports and Accounts or hard copy available upon request from the External Relations Unit (a charge may be applied) Research Councils' Pension Schemes Annual Reports and Accounts
Spending Reviews	BBSRC Delivery Plan 2011-2015 BBSRC Scorecards: Deliverables and Targets BBSRC Annual Delivery Reports
Financial audit reports	BBSRC Annual Reports and Accounts or hard copy available upon request from the External Relations Unit (a charge may be applied)
Allowances and expenses	Allowances for BBSRC Staff BBSRC Travel Policy: hard copy available upon request from the Finance Group BBSRC Travel and Subsistence Guidelines for Council, Boards, Panels and Committees: hard copy available upon request from the Finance Group or Human Resources and Corporate Services Group Allowances and expenses paid to senior staff and Board Members: hard copy summary data available upon request from the Council Secretariat
Pay and grading structures	BBSRC Pay and Allowances BBSRC Salary Bands BBSRC Transparency of Salaries Senior staff salaries are available in BBSRC Annual Reports and Accounts

Class	Information and Format Available
Procurement and tendering processes	From 1 May 2008, procurement procedures and contract tendering processes are handled by the RCUK Shared Services Centre Ltd, a company set up and wholly-owned by the seven UK Research Councils. The RCUK Shared Services Centre Ltd has taken over the role of the former Research Councils' Procurement Office.
Transparency of Spend	Data of BBSRC's expenditure above £25,000 from April 2010 Data of BBSRC's Government Procurement Card expenditure over £500 from April 2011
Contracts awarded by BBSRC and their value	**Research and Training Funded by BBSRC:** BBSRC Portfolio Analyser BBSRC Remit Some information on commercialisation and innovation projects is available upon request from the Business and Innovation Unit. **Applying for BBSRC Funding:** BBSRC Remit How to apply for research funding BBSRC Schemes for Collaborative R&D BBSRC Schemes for Commercialisation BBSRC Schemes for People and Information Flows BBSRC Schemes for Collaborative Training BBSRC Fellowship Schemes BBSRC Studentship Schemes International Research Opportunities BBSRC Public Engagement Awards **Research Technology Clubs and Partnerships:** Bioprocessing Research Industry Club Projects Diet and Health Research Industry Club Projects Integrated Biorefinery Technologies Initiative Research and Technology Club (IBTI Club) Crop Improvement Research and Technology Club Animal Health Research and Technology Club Integrative Mamalian Biology

Class	Information and Format Available
	Horticulture and Potato Collaborative Research Club
Projects and events	Events
BBSRC's internal financial regulations	**Management Statement and Financial Memorandum:** The Combined Management Statement and Financial Memorandum between BBSRC and BIS is included in the Code of Practice for Council Members **Financial Memoranda with BBSRC Institutes:** Agreement between BBSRC and Babraham Institute Agreement between BBSRC and Institute for Animal Health Agreement between BBSRC and Institute of Food Research Agreement between BBSRC and John Innes Centre Agreement between BBSRC and Rothamsted Research

2.3 What are our priorities and how we are doing

Information about BBSRC's strategy and performance, plans, assessments, inspections and reviews.

Class	Information and Format Available
Strategic Plans	BBSRC Ten-Year Vision or hard copy available upon request from the External Relations Unit (a charge may be applied) BBSRC Strategic Plan 2010-2015 or hard copy available upon request from the External Relations Unit (a charge may be applied) BBSRC Research with Industry Strategy BBSRC International Strategy BBSRC Evaluation Strategy for Research Programmes and Schemes BBSRC High-Level Food Research Strategy 2007-2012 BBSRC Human Resources Strategic Priorities
Annual business plan	BBSRC Delivery Plan 2011-2015 or hard copy available upon request from the External Relations Unit (a charge may be applied) BBSRC Scorecards: Deliverables and Targets BBSRC Annual Delivery Reports BBSRC Performance Management Framework

Class	Information and Format Available
Annual Reports and Accounts	BBSRC Annual Reports and Accounts or hard copy available upon request from the External Relations Unit (a charge may be applied) Research Councils' Pension Schemes Annual Reports and Accounts
Internal and external performance reviews	BBSRC Operational Reviews Review of Institute Governance Review of Committee Structure Reviews of Scientific Areas Reviews of Working with Business Activities Research Evaluation Institute Assessment Exercise 2005-2006 Economic Impact Reporting Framework
Reports to Parliament	Evidence to Inquiries and Consultations
Service standards	BBSRC Service First Statement BBSRC Complaints Procedure
Statistics	Information on BBSRC Spending Analysis, Top-funded Universities, Funding to Institutes, Efficiency Savings can be found in the Annual Report Funding to Regions
Public service agreements	BBSRC Service First Statement BBSRC Complaints Procedure

2.4 How we make decisions

Information about BBSRC's policy proposals and decisions, decision-making processes, internal criteria and procedures, and consultations.

Class	Information and Format Available
Major policy proposals and decisions	Policy and Position Statements Employment Policies
Background information relating to major policy proposals	Reviews and Consultations

Class	Information and Format Available
and decisions	
Public consultations	BBSRC Guidance on the Process of Consultation Open Consultations and Reviews from Previous Consultations
Minutes of senior-level meetings	**BBSRC Council minutes and papers for previous 3 years are available through the link below. Beyond that they are available upon request from Council Secreatiat (a charge may apply):** Minutes of BBSRC Council **BBSRC Strategy Panels:** ***Research*** Basic bioscience underpinning health Exploiting new ways of working Food security Industrial biotechnology *Research Strategy Panels are not yet available on the BBSRC website, but will be made available in due course* ***Innovation and Impact*** Minutes of Bioscience for Industry Strategy Panel Minutes of Bioscience Skills and Careers Strategy Panel ***Society*** Minutes of Bioscience for Society Strategy Panel **BBSRC Research Committees:** The minutes of Research Committee meetings are not currently made publicly available but information on applications awarded funding can be found via the following links: BBSRC Portfolio Analyser Funding news Application Success Rates Minutes of Training Awards Committee
Reports and papers provided for consideration at senior-level	**BBSRC Council:** BBSRC Council: Agendas and Papers

Class	Information and Format Available
meetings	
Internal BBSRC communications guidance and criteria used for decision-making	**Applications for BBSRC Research Grants:** Application to Committee Meeting Flowchart Committee Meeting Onwards Flowchart Information for referees **Applications for BBSRC Fellowships:** BBSRC Industrial Impact Fellowships BBS RC Enterprise Fellowships Information for referees **Applications for BBSRC Studentships:** Quota Studentships CASE Studentships Targeted Priority Studentships Industrial CASE Awards Strategic Skills Awards Masters Training Grants Dorothy Hodgkin Postgraduate Awards Research Experience Placements Doctoral Training Partnerships **Expressions of Interest for memberships BBSRC the Pool of Experts Strategy Panels and Training Awards Committee** BBSRC Appointments Board: Appointment Guidelines **Peer Review** Information for referees

2.5 Our Policies and procedures

Information about BBSRC's current written protocols for delivering its functions and responsibilities.

Class	Information and Format Available
Policies and procedures for the conduct of	**BBSRC Research Funding:** BBSRC Research Grants Guide

Class	Information and Format Available
BBSRC business	BBSRC Statement on Safeguarding Good Scientific Practice BBSRC Data Sharing Policy Responsibility in the Use of Animals in Bioscience Research or hard copy available upon request from the External Relations Unit (a charge may be applied) **BBSRC Fellowships and Studentships:** BBSRC Research Fellowships Handbook BBSRC Postgraduate Studentships Guide Information for Referees **Intellectual Property:** BBSRC Impact BBSRC Knowledge Exchange and Commercialisation Policy **Operational Policies:** BBSRC Environmental Policy BBSRC Energy Policy BBSRC Policy for Implementing the Freedom of Information Act 2000 and Environmental Information Regulations 2004 BBSRC Privacy Policy Guidelines for Dealing with Alleged Plagiarism of Applications to BBSRC BBSRC Ethical Review Process
Policies and procedures for the provision of services	BBSRC Service First Statement BBSRC Complaints Procedure
Policies and procedures for the recruitment and employment of staff	**Working for BBSRC:** BBSRC Employment Code Annual Employment Statistics **Recruitment:** Current Vacancies Effective Recruitment and Selection Guide: Guide to Effective Recruitment and Selection (hard copy available upon request from the Human Resources and Corporate Services Group) (a charge may be applied)

Class	Information and Format Available
	BBSRC Human Resources Strategic Priorities **Diversity and Equal Opportunities:** BBSRC Equal Opportunities Monitoring Code of Practice BBSRC Equality Duty Action Plan BBSRC Equality Scheme BBSRC Diversity Strategy Employing People with Disabilities: Guidance on Employing People with Disabilities (hard copy available upon request from the Human Resources and Corporate Services Group) (a charge may be applied) BBSRC Diversity Strategy 2010-13
Policies and procedures for handling information requests	BBSRC Policy for Implementing the Freedom of Information Act 2000 and Environmental Information Regulations 2004 BBSRC Privacy Policy BBSRC Peer Review and Freedom of Information BBSRC Information Request Template
Customer service	BBSRC Service First Statement BBSRC Complaints Procedure
Records management and personal data policies	BBSRC Privacy Policy BBSRC Records Management Policy: available upon request BBSRC Data Protection Policy: details to follow
Charging regimes and policies	**BBSRC's Publication Scheme:** As stated in the BBSRC Policy for Implementing the Freedom of Information Act 2000 and Environmental Information Regulations 2004, information in BBSRC's Publication Scheme is either free of charge or made available for a reasonable charge in line with HM Treasury Guidelines. **Freedom of Information Requests:** For information requested under the Freedom of Information Act 2000, BBSRC will follow the Department for Constitutional Affairs Guidance on the application of the appropriate limit and fees. If BBSRC makes a charge for information, a fees notice will be issued to the applicant. The fee must be paid to BBSRC within a period of three months, beginning with the day on which the notice is issued.

Class	Information and Format Available
	Data Protection Subject Access Requests: As stated in the BBSRC Privacy Policy, BBSRC may charge a fee for a copy of the information it holds about a living individual.

2.6 Lists and registers

Information held by BBSRC in registers required by law and other lists and registers relating to BBSRC's functions.

Class	Information and Format Available
Asset registers and information asset register	Capital Asset Register: hard copy available upon request from Finance Group Information Asset Register: details to follow
Register of gifts and material hospitality	Register of gifts and material hospitality for BBSRC staff: hard copy available upon request from the Council Secretariat BBSRC Guidance on Gifts and Material Hospitality
Registers of declared interests	**BBSRC Council:** BBSRC Council: Register of Members' Declared Interests **BBSRC Senior Staff:** BBSRC Senior Staff: Register of Members' Declared of Interests **BBSRC Boards:** Appointments Board: Register of Members' Declared Interests Audit Board: Register of Members' Declared Interests **BBSRC Strategy Panels:** ***Research*** Basic bioscience underpinning health Exploiting new ways of working Food security Industrial biotechnology *Research Strategy Panels are not yet available on the BBSRC website, but will be made available in due course* ***Innovation and Impact*** Bioscience for Industry Strategy Panel: Register of Members' Declared

Class	Information and Format Available
	Interests Bioscience Skills and Careers Strategy Panel Register of Members' Declared Interests ***Society*** Bioscience for Society Strategy Panel: Register of Members' Declared Interests **BBSRC Research Committees:** Research Committee A: Register of Members' Declared Interests Research Committee B: Register of Members' Declared Interests Research Committee C: Register of Members' Declared Interests Research Committee D: Register of Members' Declared Interests Training Awards Committee: Register of Members' Declared Interests **Other Boards/Panels/Committees:** Registers of Declared Interests for *ad hoc* Boards, Panels and Committees: hard copy available upon request from the Council Secretariat

2.7 The services we offer

Information on advice and guidance provided by BBSRC, booklets and leaflets, transactions and media releases and a description of services offered by BBSRC.

Class	Information and Format Available
Regulatory responsibilities	Office for National Statistics
Services for public authorities	Joint Building and Office Services (JBOS), hosted by BBSRC, provides efficient, cost-effective and timely services to meet the agreed needs of the seven Swindon-based Research Councils. Joint Superannuation Services (JSS), hosted by BBSRC, administers the Research Councils' Pension Scheme. Research Councils' Internal Audit Service (RCIAS), hosted by BBSRC, provides independent, objective audit and consulting services to the Research Councils.
Services for	Working with Business

Class	Information and Format Available
industry	Flyers, leaflets, books and posters on a number of schemes for partnership with industry are available upon request from the Business and Innovation Unit
Services for other organisations	**Schools:** Schools and Young People **Applying for BBSRC Funding:** How to apply for research funding BBSRC Grants Guide BBSRC's Portfolio BBSRC Schemes for Collaborative R&D BBSRC Schemes for Commercialisation BBSRC Schemes for People and Information Flows BBSRC Schemes for Collaborative Training BBSRC Fellowship Schemes BBSRC Studentship Schemes International Research Opportunities BBSRC Public Engagement Awards
Services for members of the public	**Impact of BBSRC-funded Research:** BBSRC Impact **Public Engagement:** Public engagement strategy and funding BBSRC Public Exhibitions and Discussion Meetings BBSRC Attitude Studies BBSRC Dialogue Activities Public accountability BBSRC Institutes: Bioscience in Society Events
Services for which BBSRC is entitled to recover a fee	The Genome Analysis Centre UK Research Office (UKRO) is hosted by BBSRC and provides advice and information about EU funding for research and higher education

Class	Information and Format Available
Leaflets, booklets and newsletters	BBSRC Business and Corporate Brochures or hard copy available upon request from the External Relations Unit (a charge may be applied) BBSRC News BBSRC Bioscience and Innovation or hard copy available upon request from the External Relations Unit (a charge may be applied) BBSRC People: Training and Development or hard copy available upon request from the External Relations Unit (a charge may be applied) Training email bulletin
Advice and guidance	BBSRC Research Grants Guide BBSRC Bioscience Exploitation Guide BBSRC Research Fellowships Handbook BBSRC Guide to Studentship Eligibility BBSRC Postgraduate Studentships Guide
Media releases	News, features and events