



PUBLIC SECTOR INFORMATION GUIDANCE NOTE 7: CHARGING INFORMATION

This explains the need to publish information about charges for the re-use of public sector information.

Background

1. Under Regulation 16(b) of the PSI Regulations, public sector organisations have a responsibility to publish details of any standard charges for re-use. Regulation 15 (5) states that public sector organisations shall “so far as is reasonably practicable ... establish standard charges”. There is a tacit acknowledgement, therefore, that it will not be possible to present a charge for every piece of information.
2. Under Regulation 15 (2) the PSI Regulations, public sector organisations can charge sums for re-use that should not exceed:
 - the cost of collection, production, reproduction and dissemination of information; and
 - a reasonable return on investment.

Assessment of categories of information held

3. A good starting point would be to assess the various categories of information that you hold. For example, having undertaken this assessment you may break down your information holding under the following headings and develop a charging strategy accordingly:
 - information that is published on your website;
 - other published information;
 - unpublished information;
 - databases;

- training materials;
- software based information products and services.

Data Supply Issues

4. Regulation 11 (1) of the PSI Regulations makes it clear that there is no obligation on public sector organisations to make a document available in a format other than that in which it already exists. For example, if you only hold a document in paper form you are not under any obligation to convert it into a digital format to meet the requirements of a potential re-user. However, should you wish to do so you would be entitled to pass any costs incurred in converting the data from format to another.

Charging Model

5. If you decide to charge for any of the information it is suggested that you produce a charging model similar to the one OPSI uses. The link is: <http://www.opsi.gov.uk/click-use/value-added-licence-information/charging.doc>

You should make it clear what information can be re-used free of charge.