



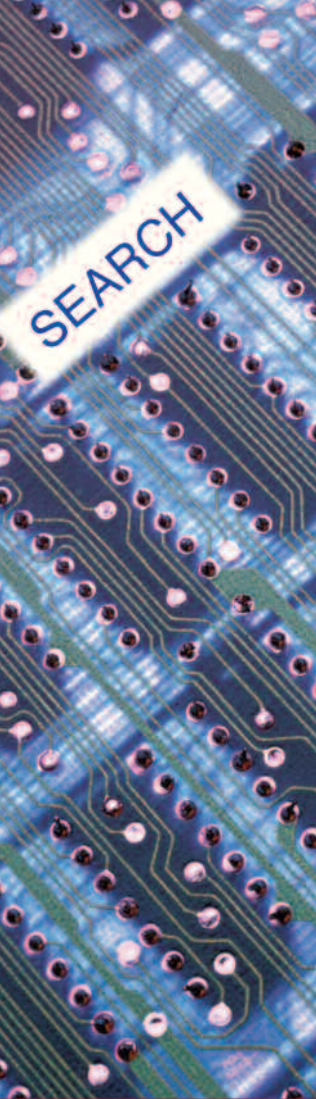
Office of

PUBLIC SECTOR INFORMATION



Unlocking the Potential of Public Sector Information

OPSI Can Help



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The Office of Public Sector Information is at the heart of information policy, setting standards, delivering access, encouraging the re-use of public sector information and sharing best practice.

We Deliver:

- Advice, guidance and support
- Click-Use Licensing
- Information Fair Trader Scheme
- Complaints and mediation services
- Dissemination of legislation and other official information
- Information Asset Register

PSI Regulations

The Regulations on the Re-use of Public Sector Information (PSI Regulations) provide a framework for people wishing to re-use information.

<http://www.opsi.gov.uk/si/si2005/20051515.htm>

Most public sector organisations are covered by the Regulations. The Regulations cover information held by:

- Central Government,
- Local Government;
- the National Health Service; and
- UK and Scottish Parliaments, the Northern Ireland Assembly and the National Assembly for Wales.

Re-use of Public Sector Information takes many forms including copying, publishing, adapting, downloading, adding value and broadcasting.

Main Responsibilities of Public Sector Organisations under the PSI Regulations

- to publish terms of re-use including details of any charges for re-use;
- to publish information asset lists;
- to deal with requests for re-use in a non-discriminatory way;
- to provide details of the means of redress;
- to state whether information is owned by a third party and to identify them where known.

OPSI can help public sector organisations meet these responsibilities.



PSI Health Check

- Free, online health check to help public sector organisations meet their responsibilities under the PSI Regulations.
- Applicants receive a report identifying areas which are working well and areas for improvement.

The Information Fair Trader Scheme (IFTS)

The Information Fair Trader Scheme sets and assesses standards for public sector organisations. It requires them to encourage the re-use of information and reach a standard of fairness and transparency.

There are two IFTS levels, Full IFTS Accreditation and IFTS Online Assessment:

IFTS Accredited

IFTS Accreditation is aimed at significant public sector information traders and trading funds. It is based on a full verification of information trading activities measuring standards of openness, fairness and transparency.

It involves:

- Onsite audit including interviews with key personnel,
- Review of case files
- Intranet review
- Website review
- Review of licence terms and conditions.

OPSI's findings and its decision on whether to accredit the organisation are presented in a report which highlights good practice and makes recommendations for change. Public sector organisations (except trading funds who are obliged to join) are charged for IFTS Accredited.

IFTS Online

IFTS Online is an easy to use online assessment system measuring compliance with the PSI Regulations and good information management practices. IFTS Online is low cost, and reassures both you and your customers that you are trading fairly in information.

In addition to the applicant completing an online questionnaire, OPSI will look at your website, policies and standard terms and conditions for re-use.

There is a small charge for IFTS Online and details can be found on our website.



OPSI Can Help

Benefits of IFTS and IFTS Online

- Practical help and advice on PSI and information management
- Tailored reports with individual recommendations
- Low cost and easy to use
- Use of IFTS logo to demonstrate a public commitment
- Raising your standards helps reduce complaints and queries

Click-Use licensing

Click-Use is the Government's online licensing system, through which customers can obtain licences to re-use most Crown or Parliamentary copyright material.

To assist public sector organisations meet their responsibilities under the PSI Regulations, public sector bodies can allow their information to be licensed under the Click-Use Licence.



The benefits are:

- A quick, easy and cost free means of complying with the PSI Regulations
- Re-users do not need to apply for multiple licences from different public sector organisations
- Public sector organisations do not need to draft and publish their own licence terms
- It encourages consistency across the public sector
- It reduces unnecessary administration and increases transparency and efficiency

To arrange for their information to be covered by the Click-Use Licence, public sector organisations will need to:

- identify the categories of information they would like to be covered;
- mandate HMSO to license the information on its behalf;
- notify potential re-users.

Information Asset Lists

The first step to re-using public sector information is to know what information is available for re-use. Public sector organisations should produce information asset lists that provide details of what is available and how the information can be obtained. It should be published on the organisation's website.

To avoid duplication of effort, and to provide re-users with a one-stop shop in terms of finding out what information is available, publication schemes can be adapted to meet the requirements of the PSI Regulations.

Consultancy Services

OPSI provide a range of tailored solutions to assist public sector bodies with their information trading activities. These include:

- Workshops and seminars
- Case studies
- Drafting help for your policies and guidance
- Identifying key issues and developing strategies
- Providing tailored advice and guidance

Please contact us to discuss your requirements.

Handling Complaints

OPSI will investigate complaints from re-users who feel that a public sector organisation has not treated their request fairly and are not happy with the outcome of the organisations' own complaints process. Appeals against OPSI's decision can be made by either party to the Advisory Panel on Public Sector Information (APPSI). For further information on APPSI visit www.appsi.gov.uk

OPSI also provides a mediation service for resolving disputes. Please contact us for further information on the complaints process and mediation services under the PSI Regulations.



Further Information

If you would like guidance on the PSI Regulations, IFTS, information asset lists, Click-Use licensing and our consultancy service then please:

visit our website: www.opsi.gov.uk
or contact us at info@opsi.gov.uk

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