

FOI Publication Scheme

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1. Introduction

The Freedom of Information Act 2000 (FOIA) received Royal Assent on 30 November 2000. Under the FOIA, every public authority is required to adopt and maintain a Publication Scheme setting out the classes of information it holds, the manner in which it intends to publish that information, and whether a charge will be made for the information. This document details MAIB's Publication Scheme.

2. Publication Scheme

The Publication Scheme specifies the categories of information that the MAIB publishes now and will publish in the future, and explains how to obtain that information (which may be available directly through the MAIB or elsewhere). It also makes clear whether the information is available free of charge or on payment. For people who need information in alternative formats, we will take all reasonable steps to make the material available.

3. Purpose and aim of Scheme

This Publication Scheme has been developed under the requirements of the Freedom of Information Act 2000 and has been agreed by the Information Commissioner. It provides a guide to the information MAIB publishes or has agreed to make available in the light of the provisions of the Freedom of Information Act 2000. It is not a list of the actual publications, since this may change as other items are published but rather it is a description of the classes or types of information published.

Information included in the Scheme will be made available, either on the MAIB website, or through the MAIB contact points. The MAIB website also includes information that is not routinely published and not covered by this Scheme but is made available nonetheless. If you cannot find what you want either on the website or through this Scheme you may consider whether you wish to make a subject access request under the Data Protection Act 1998 or a request for information under the provisions of the Environmental Information Regulations 2004 or the Freedom of Information Act 2000. Please provide as much detail as possible to help us identify the information you require.

Information that carries a charge will be identified. Payment will be required in advance.

3.1 Is information free of charge or on payment?

There may be a charge for information published under the Scheme, depending on how you obtain it. We set out in the Charges Section at 3.4.8 of this Scheme our general charging policy which explains the circumstances in which charges may be made for information which is normally free (for example, if more than one print out from the website is requested).

There is no charge by us if you print off information that appears on the website (although you may of course have to meet any charges by your Internet Service Provider, personal printing costs etc). If you do not have internet access, single printouts as on the website will be available from the MAIB free of charge. However, requests for multiple printouts, or for archived copies of documents that are no longer available on the web, may attract a charge for the cost of retrieval, photocopy, postage etc. We will let you know at the time of your request the charge which will be required in advance of supplying the information;

Current publications issued by the MAIB will be available from us free of charge;

More details of the Government's policy on where charges are made and on determining the level of charges is available in "Charges for Information: When and How - Guidance for Government Departments and other Crown Bodies" at www.hm-treasury.gov.uk/about/open_government/opengov_charging.cfm.

3.2 What is included within the Scheme?

The Department for Transport (DfT) Scheme (with which the MAIB is compliant) provides for a consistent approach across the DfT business areas and agencies by setting out the classes of information that we will proactively release and readily make available to the public. Not all the information held by the Department is, however, included in the Scheme. Information that the Department considers is sensitive is excluded. For example, information will not be released if, in the Department's view, it is commercially sensitive, relates to security matters, comprises legal advice or its disclosure would amount to an unwarranted invasion of privacy.

3.3 Feedback and complaints with the Scheme

Our policy is to be as open as possible and supply the information you have requested, but we may withhold information if we consider its release would cause significant harm. If information within a document made available under this Publication Scheme is withheld, the document will be clearly marked to show where information has been removed and the exemption we have used.

If we refuse to supply all or part of any other information you have asked for we will write to you giving our reasons for refusal. The reasons will be based on the exempted categories in the Freedom of Information Act 2000 or the Environmental Information Regulations 2004.

If you are unhappy with the way the MAIB handles your request or with any decision made in relation to your Freedom of Information request, you may complain within two calendar months of the date your response is provided by the MAIB. You can do so by writing to the Department for Transport's Information Rights Unit at:

Zone D/04
Ashdown House
Sedlescombe Road North
Hastings
East Sussex TN37 7GA
E-mail: FOI-Advice-Team-DFT@dft.gsi.gov.uk

Details on your right to complain will be supplied with our response to your Freedom of Information request.

3.4 Classes of information

The classes of information in the Publication Scheme are as follows:

3.4.1 Who we are and what we do

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

3.4.2 What we spend and how we spend it

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

3.4.3 What our priorities are and how we are doing

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

3.4.4 How we make decisions

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

3.4.5 Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

3.4.6 Lists and registers

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

3.4.7 The services we offer

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

3.4.8 Charges which may be made for information published under this scheme

Charges may be made for information subject to a charging regime specified by Parliament. Charges may be for actual disbursements incurred such as:

- o photocopying
- o postage & packaging
- o the costs directly incurred as a result of viewing information

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

3.4.9 Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act. You can submit a request via the Department for Transport's online facility at <http://www.dft.gov.uk/foi/whatyouneedtoknow/foirequest/form> or alternatively you can email via the MAIB website at http://www.maib.gov.uk/about_us/contact_us.cfm. You can see our responses to previous requests at: <http://www.dft.gov.uk/foi/responses/>.

4. About the MAIB

The Marine Accident Investigation Branch examines and investigates all types of marine accidents to or on board UK ships worldwide, and other ships in UK territorial waters. We are a separate branch within the Department for Transport.

We are interested in establishing the root causes of any accident by determining its circumstances and cause, with the aim of improving the safety of life at sea, and avoiding accidents in the future.

Our job is to work out what has happened when things go wrong. We do not apportion liability, nor, except so far as is necessary to complete our objective, do we apportion blame. We do not enforce laws or carry out prosecutions.

We issue safety recommendations to those involved in accidents, and we publish a Safety Digest so that our recommendations reach a wider audience. We also play a full part in international developments in maritime safety.

A copy of [MAIB's organisation](#) chart is available on our website. If you are unable to download this copy, please contact the MAIB directly.

4.1 Publications

The MAIB publishes a large amount of its investigation work and safety recommendations. These include the Investigation Reports, Safety Digests, Safety Bulletins, and other information leaflets. Most of this information is available on our website. It is all currently provided free of charge on request.

Investigation Reports

Investigation reports are always published, with an aim to having these available within 9 months of the investigation beginning. Some investigations take longer. As well as hard copies, these are available on the MAIB website.

Safety Digests

Safety Digest publications are issued twice yearly, in April and November. The Digest is intended to be easy to read, and each edition contains a brief summary of over 20 accidents, each with detailed lessons to be learned. 3200 copies are currently distributed to approximately 1550 addressees world-wide (many companies get multiple copies which they distribute to their ships).

Safety Digests are available on the MAIB website. To be added to the Safety Digest distribution list, please contact the MAIB Publications Department.

Safety Bulletins

Safety Bulletins are issued where major safety issues likely to recur before a report can be printed, arise during an investigation. Bulletins are distributed as widely as possible within the industry in the quickest time possible.

Safety Bulletins are also made available on the MAIB website.

Other Publications/Information Leaflets

MAIB distributes a large number of information leaflets and flyers on an ongoing basis. These cover a range of issues from abbreviated accident reports for fishermen, to guidance for witnesses and next of kin. Annual Reports and Business Plans are also published on an annual basis.

4.2 Research and Statistics

All research studies will be made available free of charge, on the website upon completion.

Should you require additional statistical information, please contact the MAIB with a request for information.

Available research studies:

[Bridge Watchkeeping Safety Study](#)

[Review of Lifeboat and Launching Systems Accidents](#)

[Analysis of Fishing Vessel Accident Data \(1992 – 2000\)](#)

[Timber Deck Cargo Study](#)

[Fishing Vessel Safety Study \(1992 to 2006\)](#)

5. Exemptions

MAIB's policy is to be as open as possible; however, not all information can be made available to the public. Our aim is to make information available where the law and our Regulations allow us to do so, save where we consider that release would cause significant harm or prejudice.

Information (including any of that listed in this Publication Scheme) will be withheld from publication in whole or in part where we consider that disclosure may harm or prejudice certain areas. Examples include our ongoing investigations; the effective management of the public service; and privacy, personal, commercial, contractual or other confidences of any person. We will not release information that has been given in confidence. Disclosure may also be prohibited by law, for example, under section 12 of the Merchant Shipping (Accident Reporting & Investigation) Regulations 2005.

In such cases we will withhold information and indicate the relevant exemption under the appropriate legislation. If you wish to complain about the information having been withheld, you are referred to the complaints procedure which will be issued with our response to your request.

6. Copyright

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If you are still unsure whether copyright restrictions apply to the document you can contact the MAIB.

7. Access to Information

Many of the publications listed in this scheme are available on our website. The website supports a search facility to help you find what you are looking for.

If you do not have access to the Internet or the information or document(s) that you want are not available on the website, or you are experiencing difficulty in identifying the information or documents you require, MAIB staff will be pleased to help you. They can be contacted at:

MAIB
Mountbatten House
Grosvenor Square
Southampton
SO15 2JU

Tel: +44 (0)23 8039 5500
Email: maib@dft.gsi.gov.uk

How long will it take?

We aim to provide information that is included in the Publication Scheme within a maximum of 15 working days. If the information you require is not specifically listed in the Publication Scheme, we will follow the target in the Freedom of Information Act, and supply the information you want within 20 working days.

8. Responsibility for the Scheme

The Head of Administration has overall responsibility for MAIB's Publication Scheme.

The person responsible for maintaining the Publication Scheme on a day-to-day basis is the Freedom of Information Officer:

Please address any queries to:

MAIB
Mountbatten House
Grosvenor Square
Southampton
SO15 2JU

Tel: +44 (0)23 8039 5500
Fax: +44 (0)23 8023 2459
Email: maib@dft.gsi.gov.uk