

**WILTON PARK ACADEMIC COUNCIL (WPAC)**  
**FREEDOM OF INFORMATION PUBLICATION SCHEME**

**About Wilton Park Academic Council**

The Wilton Park Academic Council is one of three Advisory Non Departmental Public Bodies (ANDPBs) whose sponsoring department is the Foreign and Commonwealth Office (FCO) and which are subject to the purview of the Commissioner for Public Appointments. The aim of the Council is to ensure the academic independence of Wilton Park. The Council currently has 21 members (4 of which are ex-officio) who meet twice a year to discuss the future programme of Wilton Park. For more information on the Wilton Park and the work of the Academic Council, please go to [www.wiltonpark.org.uk](http://www.wiltonpark.org.uk) or [www.fco.gov.uk](http://www.fco.gov.uk)

**Implementing the Freedom of Information Act 2000**

The Freedom of Information Act, passed by Parliament in November 2000, requires government departments and other publicly funded organisations to make freely available to the public a range of information about that organisation, including information that might previously have been considered confidential. People of any nationality, resident in any country, may request this information. The Act is part of the ‘Open Government’ initiative and individuals’ rights will come fully into force on 1 January 2005. In preparation for full implementation the first wave of public bodies must present a “Publication Scheme” by 30 November 2002.

A Publication Scheme details the types of information public bodies make routinely available to the public. The scheme can be a structured list, like a library catalogue. You can use the scheme to choose documents you wish to see.

Wilton Park Academic Council’s publication scheme is available on the Foreign and Commonwealth Office’s and Wilton Park’s websites at [www.fco.gov.uk](http://www.fco.gov.uk) and [www.wiltonpark.org.uk](http://www.wiltonpark.org.uk) or as a paper document. The scheme has been approved by the Information Commissioner.

Wilton Park Academic Council  
Freedom of Information Publication Scheme

**How to Request Information from the Publication Scheme**

If you do not have access to the web, copies of the scheme, and the information included in it are also available in hard copy format free of charge, in large print if requested.

To make a request please contact:

John Buck  
Head  
Public Diplomacy Policy Department  
Foreign and Commonwealth Office  
King Charles Street  
LONDON SW1A 2AH

e-mail: [John.Buck@fco.gov.uk](mailto:John.Buck@fco.gov.uk)  
telephone: 020 7 008 5925  
fax: 020 7008 5958

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**Classes of Information**

**Membership and Appointments**

This class consists of information regarding public appointments to WPAC, including start and end of term dates and announcements of recent new appointments and reappointments to the Council. This class does not include information about members of the Foreign and Commonwealth Office who provide the secretariat for WPAC.

*Document:* Wilton Park Academic Council Membership List

*Frequency:* Updated as and when required

*Availability:* Fully open

*Format:* [www.wiltonpark.org.uk/web.welcome.html](http://www.wiltonpark.org.uk/web.welcome.html) or [www.fco.gov.uk](http://www.fco.gov.uk) and in hard copy on request.

*Document:* Wilton Park Academic Council Appointments and Reappointments

*Frequency:* Updated as and when required

*Availability:* Fully open

*Format:* [www.wiltonpark.org.uk/web.welcome.html](http://www.wiltonpark.org.uk/web.welcome.html) or [www.fco.gov.uk](http://www.fco.gov.uk) and in hard copy on request.

**Annual Reports**

*Document:* Wilton Park Academic Council Annual Report

*Frequency:* Annual

*Availability:* Fully open

*Format:* [www.wiltonpark.org.uk/web/welcome.html](http://www.wiltonpark.org.uk/web/welcome.html) or [www.fco.gov.uk](http://www.fco.gov.uk) and in hard copy on request.

**Guidance and Governance**

This class refers to information on the running of WPAC, including its formulation, aims, and practices.

*Document:* FCO Memorandum of Understanding (MoU) on Wilton Park Academic Council

*Frequency:* As and when it is updated

*Availability:* Fully open

*Format:* [www.wiltonpark.org.uk/web.welcome.html](http://www.wiltonpark.org.uk/web.welcome.html) or [www.fco.gov.uk](http://www.fco.gov.uk) and in hard copy on request.

*Document:* Wilton Park Academic Council Code of Practice

*Frequency:* As and when updated

*Availability:* Fully open

*Format:* [www.wiltonpark.org.uk/web.welcome.html](http://www.wiltonpark.org.uk/web.welcome.html) or [www.fco.gov.uk](http://www.fco.gov.uk) and in hard copy on request.

### **How to Request Further Information outside of the Scheme**

The Freedom of Information Act 2000 will give individuals the right to access official information when it becomes fully operational on 1<sup>st</sup> January 2005. Until then, the Code of Practice on Access to Government Information is in place. This entitles individuals to request non-personal information they believe we may hold. For information on personal data access, please go to Personal Data.

Requests for information not available through this publication scheme will be dealt with under the Code. This is the procedure for making a request:

1. **Make your request in writing or by email to:**

John Buck  
Head  
Public Diplomacy Policy Department  
Foreign and Commonwealth Office  
King Charles Street  
LONDON SW1A 2AH

e-mail: [John.Buck@fco.gov.uk](mailto:John.Buck@fco.gov.uk)

You may be asked to define the scope of your request further to help us identify the information you want. We will inform you if a fee is payable.

2. Under both the Code of Practice and the FOI Act we are obliged to respond to your request **within 20 working days**. If for some reason this is not possible, we will inform you of our reasons and undertake to reply substantively as soon as possible.
3. When we reply to your request, we will explain in a covering letter any **exemptions** which may apply to the relevant information and that prevent us from giving you the information you seek. Each request will be considered on a case-by-case basis.

### **Personal Data**

Personal data is information relating to an identifiable living individual. You can ask to see personal data about yourself under the Data Protection Act 1998. Personal data about other people is exempt from disclosure under the FOI Act if its release would break any of the data protection principles set out in the Data Protection Act, or would be likely to cause substantial damage or distress to another person, or if the information would be exempt from disclosure under the Data Protection Act.

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If you wish to make a request for access to your personal data you should write to the address below, being as specific as possible so that we know where to look:

The Data Protection Officer  
Wilton Park Section  
Public Diplomacy Policy Department  
Foreign and Commonwealth Office  
King Charles Street  
London SW1A 2AH

**Complaints Procedure**

If you are dissatisfied with the response from WPAC concerning any request for information you may seek an internal review. A member of staff who was not involved with the original request will undertake the review.

If you remain dissatisfied, you can seek an independent review from the Information Commissioner. Requests for review should be made in writing to:

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

Tel: 01625 545 700  
Fax: 01625 524 510