

MOREDUN RESEARCH INSTITUTE

FREEDOM OF INFORMATION GUIDE TO THE CLASSES OF INFORMATION THAT WE PUBLISH

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you may make a request to us for that information.

Notes:

The authority is required to publish the information it holds which falls within the classes of the Model Publication Scheme 2015. If the authority does not hold information within a class, please indicate this below the class description.

A hard copy printout of the required web page/s published below is available on request.

CLASS 1: ABOUT MOREDUN RESEARCH INSTITUTE

Class description:

Information about Moredun Research Institute who we are, where to find us, how to contact us, how we are managed and our external relations

The information we publish under this class	How to access it
General Information about the Institute	<p>Moredun Research Institute's mission is: "To lead in livestock health solutions for global food security"</p> <p>Moredun Research Institute is a subsidiary of the Moredun Foundation http://www.moredun.org.uk/ which consists of a group of companies collectively known as the Moredun Group. It should be noted that the Moredun Research Institute is the only part of the Moredun Group which receives Scottish Government funding and as such is the only part of the Group required to comply with Freedom of Information requests.</p> <p>Information about the Institute can be accessed at http://www.moredun.org.uk/research</p> <p>Please note that information specific to Moredun Research Institute can be accessed via the 'Research' tab on the Moredun website.</p>

Business hours	Our core business hours are 0900 – 1700
How to contact us and to make complaints	<p>Fax:+44 (0)131 445 6111</p> <p>Telephone: +44 (0)131 445 5111</p> <p>Email: info@moredun.org.uk</p> <p>You can also contact us by completing an enquiry form which can be accessed at http://www.moredun.org.uk/about-us/contact-us</p> <p>For Freedom of information requests please complete the FOI enquiry form and email it to: foi@moredun.ac.uk</p>
Business address and map	<p>The Moredun Research Institute Pentlands Science Park Bush Loan Penicuik Midlothian Scotland, UK EH26 0PZ (View a map and directions)</p> <p>Tel 0131 445 5111</p> <p>Fax 0131 445 6111</p>
Key staff (some of which have responsibility across the Moredun Group)	<p>MRI Scientific Director & Group CEO: Professor Julie Fitzpatrick</p> <p>MRI Deputy Director: Dr Colin McInnes</p> <p>Group Director of Communications: Professor Elisabeth Innes</p> <p>Group Finance Director: Colin Burnett</p> <p>Group Human Resources Manager: Lilian Haire</p> <p>Head of Business Administration and Company Secretary: Fiona Vandeppear</p> <p>Head of Bioservices: David Kennedy</p>

<p>The Institute's certificate of incorporation, articles of association, and address of the registered office.</p>	<p>The Institute is a registered charity (SC022353) and registered company (SC149440). This information is only available in hard copy and is available on request.</p> <p>The registered office of the Company is:</p> <p>Moredun Research Institute Pentlands Science Park Bush Loan Penicuik Midlothian EH26 0PZ</p> <p>Companies House holds a registry of corporate information which can be accessed at</p> <p>Companies House 4th Floor Edinburgh Quay 2 139 Fountainbridge Edinburgh EH3 9FF</p> <p>http://www.companieshouse.gov.uk/toolsToHelp/ourServices.shtml</p>
<p>Charging Schedule for published information</p>	<p>Please see our 'Guide to Information'</p> <p>http://www.moredun.org.uk/about-us/freedom-information-moredun-research-institute</p>
<p>Board Directors</p>	<p>Moredun Research Institute is governed by the Moredun Research Institute Board. The Board is independent of government and Scottish Ministers have no role in the appointment of Board members who are responsible for developing strategic and business plans, and for the employment of staff. Details of the Moredun Research Board can be accessed at</p> <p>http://www.moredun.org.uk/staff/board-members/moredun-research-institute</p>
<p>Single Model Publication Scheme and Guide to information</p>	<p>The Institute has adopted the Model Publication Scheme 2015 and further information on the scheme can be found at</p> <p>www.itspublicknowledge.info/publicationschemeguidance.</p>

CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES

Class description:

Information about our work, our strategy and policies for delivering functions and services and information for our service users.

The information we publish under this class	How to access it
Functions and Services	Moredun Research Institute conducts world class scientific research to improve farm animal health and welfare through the prevention and control of infectious diseases of livestock. Further detail can be found at http://www.moredun.org.uk/research
Mission and Science Strategy	Moredun's mission is to prevent and control infectious diseases of livestock and conducts world class scientific research to improve animal health and welfare through the prevention and control of infectious diseases. Together, scientists at Moredun work towards a greater understanding of disease pathogenesis, development of diagnostic tests and the creation of novel vaccines with the aim to reduce disease prevalence and incidence worldwide. Further information can be accessed at http://www.moredun.org.uk/research/science-strategy
Scientific Partnerships	Moredun recognises the importance of collaboration in order to encourage innovative science and therefore strives to enhance current partnerships with other research organisations both in the UK and worldwide as well as continually looking to identify new opportunities for international collaboration. Further information can be found at http://www.moredun.org.uk/research/scientific-partnerships

Scientific Papers	<p>Moredun Research Institute has a major impact on the scientific community both in UK and worldwide. One of the ways new research is communicated is through publication in peer reviewed journals and conference proceedings.</p> <p>Our scientists are very active in producing high quality, high impact papers and have won awards for the papers and articles they have produced.</p> <p>Links to this information can be found at</p> <p>http://www.moredun.org.uk/publications/scientific-papers</p>
Knowledge Exchange	<p>Moredun has a strong commitment to knowledge exchange. Further information can be accessed at</p> <p>http://www.moredun.org.uk/knowledge-exchange</p>

CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE HAVE DECIDED

Class description:

Information about the decisions we take, how we make decisions and how we involve others

The information we publish under this class	How to access it
Minutes, agendas and papers of senior management and Board meetings	This information is available in hard copy only.


CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT**Class description:**

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent.

The information we publish under this class	How to access it
The financial statements, including annual accounts	The financial statements and annual accounts of the Institute can be accessed at http://www.moredun.org.uk/research/research-funding
Research funding	<p>Details of research funding can be accessed at http://www.moredun.org.uk/research/research-funding</p> <p>The Moredun Research Institute is the only part of the Moredun Group to receive Scottish Government funding.</p> <p>Moredun Research Institute funding is sourced from two funding routes.</p> <ol style="list-style-type: none">1. Through applying for competitive grants across a variety of research funders both within the UK and internationally.2. Under Scottish Government's research portfolio (2011 -2016), through applying via a tendering process across four funding streams (Strategic Research Programme; Underpinning Capacity; Strategic Partnerships; and Centres of Expertise). <p>http://www.scotland.gov.uk/Topics/Research/About/EBAR/StrategicResearch</p>

CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES**Class description:**

Information about how we manage the human, physical and information resources of [Moredun Research Institute](#)

The information we publish under this class	How to access it
Scientific Expertise	<p>Moredun employs over 170 scientists, vets and scientific support staff who work in a number of different disciplines, allowing for the study of a wide variety of diseases and conditions. Further information can be found at:</p> <p>http://www.moredun.org.uk/research/expertise-@-moredun</p>
Human Resources policies, procedures and guidelines	<p>The Institute follows the terms and conditions set out in the BBSRC (Biological Sciences Research Council) Staff Code and has adopted its policies. These are not published separately by the Institute.</p> <p>http://www.bbsrc.ac.uk/organisation/policies/employment/code/introduction/introduction-main.aspx</p>
Health and Welfare	<p>The Institute has a silver award under Healthy Working Lives. Further details on the requirements of this award can be found at</p> <p>http://www.healthyworkinglives.com/</p>
	<p>Moredun Research Institute is proud to have achieved silver award status from Investors in People Scotland.</p>
Performance, Training and Development	<p>Moredun Research Institute is committed to being an organisation of choice for employment and training, leadership, capability and performance management, underpinned by a commitment to equality of opportunity and treatment.</p> <p>http://www.bbsrc.ac.uk/organisation/policies/employment/code/performance/performance-main.aspx</p>
Employee Relations structures and agreements with trade unions	<p>The Institute has established an Institute Negotiation and Consultative Committee (INCC) which has representation from the Management and members of the Moredun Research Institute's Scottish Research Establishments Branch of Prospect.</p>
Code of practice covering use of computer facilities and communications systems	<p>http://www.bbsrc.ac.uk/organisation/policies/employment/code/working/a2-2.aspx</p>

CLASS 6: HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS**Class description:**

Information about how we procure goods and services, and our contracts with external providers

The information we publish under this class	How to access it
Information about how we procure goods and services, and our contracts with external providers	Moredun Research Institute does not hold any information which falls within Class 6.

CLASS 7: HOW WE ARE PERFORMING**Class description:**

Information about how we perform as an organisation, and how well we deliver our functions and services

The information we publish under this class	How to access it
Annual Reports	Annual reports can be accessed at http://www.moredun.org.uk/publications/annual-reports
Annual Accounts and auditor's reports	This information can be accessed at http://www.moredun.org.uk/research/research-funding This information is also filed at Companies House http://www.companieshouse.gov.uk/tools/ToHelp/ourServices.shtml

CLASS 8: OUR COMMERCIAL PUBLICATIONS**Class description:**

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, museum or research journal.

The information we publish under this class	How to access it
Scientific Papers	<p>MoreDun Research Institute has a major impact on the scientific community both in UK and worldwide. One of the ways new research is communicated is through publication in peer reviewed journals and conference proceedings.</p> <p>Our scientists are very active in producing high quality, high impact papers and have won awards for the papers and articles they have produced.</p> <p>Links to this information can be found at:</p> <p>http://www.moredun.org.uk/publications/scientific-papers</p>