

JISC Publication Scheme January 2009

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JISC Publication Scheme Guide

JISC has reviewed its publication scheme in line with the Information Commissioner's new guidelines for 1 January 2009 and has adopted the Information Commissioner's model publication scheme. For more information about publication schemes please visit the Information Commissioner's Office web-site:

http://www.ico.gov.uk/Home/what_we_cover/freedom_of_information/publication_schemes/publication_schemes_eng.aspx

Our publication scheme guide sets out the different types of information we make available, how to obtain the information, and whether we charge for providing it.

Will all information be available?

This guide lists information which we have made a commitment to make available. Our aim is to make information available whenever we can legally do so, except where we consider release would cause significant harm. In such cases we will withhold information under an appropriate exemption in the FOI Act. We must also comply with the requirements of the Data Protection Act 1998 and respect the privacy of individuals.

If the information you require is not included in the publication scheme, you can still ask if we have it and, if so, request to see it.

Some documents on our web-site may have been edited to enable publication. The document will be clearly marked to show that information has been removed.

When will the information be updated?

Section 19(1) of the FOI Act states that it is the duty of every public authority to adopt and maintain a publication scheme, to publish information in accordance with its scheme and, from time to time, to review the scheme. Information will be added to this scheme on an ongoing basis.

Unless otherwise stated we do not charge for information provided within our publication scheme.

Who we are and what we do

Roles and responsibilities

Title	Explanation of how JISC works
Status	Open
Availability	Online
Notes	No charge Information about JISC can be seen at: http://www.jisc.ac.uk/aboutus/howweare.aspx

Title	Membership and governance
Status	Open
Availability	Online
Notes	No charge <ul style="list-style-type: none"> JISC Board membership: http://www.jisc.ac.uk/aboutus/committees/jiscboard/members.aspx JISC Board terms of reference: http://www.jisc.ac.uk/aboutus/committees/jiscboard.aspx Constitution and funding arrangement: http://www.jisc.ac.uk/aboutus/howweare/constitution.aspx

Title	Sub-committee members - roles and responsibilities
Status	Open
Availability	Online
Notes	No charge JISC members handbook: http://www.jisc.ac.uk/aboutus/committees/membershandbook.aspx outlines the roles and responsibilities associated with serving on the JISC or its sub-committees. This process is under the remit of the JISC Nominations committee: http://www.jisc.ac.uk/aboutus/committees/nominations.aspx

Organisational structure

Title	JISC Structure
Status	Open
Availability	Online
Notes	<p>No charge</p> <p>See:</p> <ul style="list-style-type: none"> • JISC committee and executive structure: http://www.jisc.ac.uk/aboutus/howeare/structure.aspx • Innovation group: http://www.jisc.ac.uk/aboutus/howeare/structure/innovationgroup.aspx • Policy and corporate services group: http://www.jisc.ac.uk/aboutus/howeare/structure/policygroup.aspx • Services and Outreach group: http://www.jisc.ac.uk/aboutus/howeare/structure/servicesoutreachgroup.aspx

Title	JISC Sub-Committee Membership and governance
Status	Open
Availability	Online
Notes	<p>No charge</p> <ul style="list-style-type: none"> • JISC Organisational Support committee: http://www.jisc.ac.uk/aboutus/committees/subcommittees/jos/members.aspx • JISC Content Services committee: http://www.jisc.ac.uk/aboutus/committees/subcommittees/jcs/members.aspx • JISC Integrated Information Environment committee: http://www.jisc.ac.uk/aboutus/committees/subcommittees/jie/members.aspx • JISC Learning & Teaching committee: http://www.jisc.ac.uk/aboutus/committees/subcommittees/jlt/members.aspx • JISC Networking committee: http://www.jisc.ac.uk/aboutus/committees/subcommittees/jcn/members.aspx • JISC Support of Research committee: http://www.jisc.ac.uk/aboutus/committees/subcommittees/jsr/members.aspx <p>There are also a number of working groups: http://www.jisc.ac.uk/aboutus/committees/workinggroups.aspx</p>

Title	JISC Supporting Committee Members and governance
Status	Open
Availability	Online
Notes	<p>No charge</p> <ul style="list-style-type: none"> • JISC Audit committee: http://www.jisc.ac.uk/aboutus/committees/audit.aspx • JISC Nominations committee: http://www.jisc.ac.uk/aboutus/committees/nominations.aspx • JISC Remunerations committee: http://www.jisc.ac.uk/aboutus/committees/remuneration.aspx <p>The JISC Nomination committee is responsible for the membership of the JISC sub-committees: http://www.jisc.ac.uk/aboutus/committees/subcommittees.aspx</p>

Information relating to the legislation relevant to the authority's functions

Title	JISC History
Status	Open
Availability	Online
Notes	<p>No charge</p> <ul style="list-style-type: none"> • A brief history of JISC can be seen here: http://www.jisc.ac.uk/aboutus/whoweare/history.aspx • You can also view the establishment and principles: http://www.jisc.ac.uk/aboutus/whoweare/constitution.aspx

Lists of and information relating to organisations with which the NDPB works in partnership

Title	JISC Partnerships
Status	Open
Availability	Online
Notes	<p>No charge</p> <p>A full list of JISC partners including strategic, associate and international partners can be found here: http://www.jisc.ac.uk/aboutus/partnerships.aspx:</p> <p>Our policy on partners can be viewed here: http://www.jisc.ac.uk/aboutus/partnerships/partnerpolicy.aspx</p>

Senior staff and management board members

Title	JISC Board Members
Status	Open
Availability	Online
Notes	No charge A list of board members can be seen here: http://www.jisc.ac.uk/aboutus/committees/jiscboard/members.aspx

Title	Supporting Committee Members
Status	Open
Availability	Online
Notes	No charge A list of committee members can be seen here: <ul style="list-style-type: none"> • Steering committee: http://www.jisc.ac.uk/aboutus/committees/steering/members.aspx • Audit committee: http://www.jisc.ac.uk/aboutus/committees/audit/members.aspx • Nominations committee: http://www.jisc.ac.uk/aboutus/committees/nominations/members.aspx • Remuneration committee: http://www.jisc.ac.uk/aboutus/committees/remuneration/members.aspx

Title	JISC Senior Management Team
Status	Open
Availability	Online
Notes	No charge JISC's Senior Management Team are: <ul style="list-style-type: none"> • Malcolm Read, JISC Executive Secretary: http://www.jisc.ac.uk/contactus/staff/malcolmread.aspx • David Cook, Head of JISC Policy & Corporate Services: http://www.jisc.ac.uk/contactus/staff/davecook.aspx • Sarah Porter, Head of JISC Innovations: http://www.jisc.ac.uk/contactus/staff/sarahporter.aspx • Norman Wiseman, Head of JISC Services & Outreach: http://www.jisc.ac.uk/contactus/staff/normanwiseman.aspx

The locations and contact details for the authority

Title	Contact Information
Status	Open
Availability	Online
Notes	No charge For information on how to find and contact JISC, use the following link: http://www.jisc.ac.uk/contactus.aspx

What we spend and how we spend it

Financial statements, budgets and variance reports

Spending reviews

Financial statements for projects and events

Title	Financial Information
Status	Open
Availability	Online
Notes	No charge Receipt and distribution of JISC funds: http://www.jisc.ac.uk/aboutus/howweare/finance.aspx JISC is not a legal entity and pays its funding to projects and services via HEFCE. JISC does not produce annual accounts, information about JISC can be found in HEFCE's accounts: http://www.hefce.ac.uk/aboutus/accounts/

Capital programme

Title	Funding Opportunities
Status	Open
Availability	Online
Notes	No charge JISC's funding opportunities can be viewed here: http://www.jisc.ac.uk/fundingopportunities.aspx The capital programme falls within the remit of funding opportunities and can be viewed here: http://www.jisc.ac.uk/whatwedo/programmes/capital.aspx

Staff and board members' allowances and expenses

Title	Allowances and expenses
Status	Open
Availability	Online and paper
Notes	<p>No charge</p> <p>JISC staff follow their employing institution's own rules on allowances and claiming expenses. Further information is available from each of the JISC offices: http://www.jisc.ac.uk/contactus.aspx</p> <p>There is a guide for members on allowances and expenses in the JISC members handbook: http://www.jisc.ac.uk/aboutus/committees/membershandbook/reference.aspx#travel</p>

Pay and grading structures

Title	Pay and grading structures
Status	Open
Availability	Paper
Notes	<p>No charge</p> <p>If you would like further information regarding this section please contact our Personnel Strategy & Liaison Manager by e-mail: http://www.jisc.ac.uk/contactus/staff/stephenpimbblet.aspx</p>

Financial audit reports

Title	Audits
Status	Open
Availability	Online
Notes	<p>No charge</p> <p>As part of HEFCE's accounts, JISC is audited annually by the National Audit Office and is incorporated into their report to HEFCE. The links are as follows:</p> <ul style="list-style-type: none"> • HEFCE's accounts: http://www.hefce.ac.uk/aboutus/accounts/ • NAO: http://www.nao.org.uk/default.aspx <p>The JISC audit committee meets at least twice a year and details can be found here: http://www.jisc.ac.uk/aboutus/committees/audit.aspx</p>

Procurement and tendering procedures

Title	Funding opportunities
Status	Open
Availability	Online
Notes	<p>No charge</p> <p>JISC use HEFCE's procedure for procurement and invitations to tender, however details of funding opportunities are provided: http://www.jisc.ac.uk/fundingopportunities.aspx</p> <p>JISC provides a guide for bidders at http://www.jisc.ac.uk/fundingopportunities/bidguide.aspx this includes details of calculating the full economic costs of a bid for higher education institutions at: http://www.jisc.ac.uk/fundingopportunities/bidguide/fulleconomiccosting.aspx</p>

Lists of contracts awarded and their value

Title	Contracts
Status	Open
Availability	Paper
Notes	<p>An administrative cost may be charged for paper documents. (See "Requesting information".)</p> <p>JISC use the host institutions preferences on contracts, however this information can be made available by 'Requesting Information'</p>

Internal financial regulations

Title	JISC's internal financial regulations
Status	Open
Availability	Paper
Notes	<p>An administrative cost may be charged for paper documents. (See "Requesting information".)</p> <p>Further information is available by 'Requesting Information'. However this will be available online in the New Year, 2009.</p>

Public service agreements

This section is not applicable to JISC.

What are our priorities and how are we doing

Strategic plans

Title	JISC strategic plans & supporting publications
Status	Open
Availability	Online
Notes	<p>No charge</p> <ul style="list-style-type: none"> JISC's current strategic plan: http://www.jisc.ac.uk/aboutus/strategy/strategy0709.aspx JISC's previous strategic plan: http://www.jisc.ac.uk/aboutus/strategy/strategy0406.aspx

Title	Memorandum of Understanding
Status	Open
Availability	Online
Notes	<p>No charge</p> <p>The Memorandum of understanding between JISC and its core funding partners: http://www.hefce.ac.uk/aboutus/related/jisc.pdf</p>

Title	Programme Steering and Advisory Groups
Status	Open
Availability	Online
Notes	<p>No charge</p> <p>Groups formed to oversee the strategic direction and progress of JISC-funded development programmes: http://www.jisc.ac.uk/whatwedo/programmes.aspx</p> <ul style="list-style-type: none"> Working groups: http://www.jisc.ac.uk/aboutus/committees/workinggroups.aspx

Annual business plan

Annual report

Internal and External performance reviews

Title	Annual advice letter
Status	Open
Availability	Online
Notes	<p>No charge</p> <p>An annual advice letter is sent to JISC from its core funding partners: http://www.jisc.ac.uk/media/documents/aboutus/aboutjisc/jiscfundingadviceletter0809.pdf</p>

Title	JISC annual review
Status	Open
Availability	Online and paper
Notes	<p>No charge online</p> <ul style="list-style-type: none"> • JISC annual review: http://www.jisc.ac.uk/publications.aspx • An administrative cost may be charged for paper documents (See Requesting information)

Title	Audit committee
Status	Open
Availability	Online and paper
Notes	<p>No charge online</p> <p>The audit committee meets at least twice a year and details can be found here: http://www.jisc.ac.uk/aboutus/committees/audit.aspx</p> <p>Internal audit reports can be made available upon request. An administrative cost may be charged for paper documents (See Requesting information)</p>

Reports to Parliament

This section is not applicable to JISC.

Inspection reports where the NDPB is subject to formal inspection

Title	Audits
Status	Open
Availability	Online
Notes	No charge The National Audit Office provide formal inspection to JISC annually, there website can be seen here: http://www.nao.org.uk/default.aspx

Service standards

Statistics produced in accordance with the NDPB's requirements

Title	Services
Status	Open
Availability	Online
Notes	No charge JISC has a service strategy: http://www.jisc.ac.uk/media/documents/services/jisc-service-strategy-final.pdf The Monitoring Unit provides a quality assurance role to JISC: http://www.mu.jisc.ac.uk/

How we make decisions

Major policy proposals and decisions

Title	Policy statements relevant to members of the JISC Executive
Status	Open
Availability	Online
Notes	No charge <ul style="list-style-type: none"> • Publications policy: http://www.jisc.ac.uk/aboutus/policiesandprocedures/publicationspolicy.aspx • You can view our publications here: http://www.jisc.ac.uk/publications.aspx

Title	Current funding opportunities
Status	Open
Availability	Online
Notes	<p>No charge</p> <ul style="list-style-type: none"> Funding opportunities can be seen at: http://www.jisc.ac.uk/fundingopportunities.aspx

Background information relating to major policy proposals and decisions

Title	Guide to bidding for JISC funding
Status	Open
Availability	Online
Notes	<p>No charge</p> <ul style="list-style-type: none"> Guide to bidding: http://www.jisc.ac.uk/fundingopportunities/bidguide.aspx

Title	Bid evaluation procedure
Status	Open
Availability	Online
Notes	<p>No charge</p> <ul style="list-style-type: none"> Bid evaluation procedure: http://www.jisc.ac.uk/fundingopportunities/bidguide/bideval.aspx . Defines how JISC evaluates requests for funding received by the community

Public consultations

This section is not applicable to JISC.

Minutes of senior level meetings

Reports and papers provided for consideration at senior level meetings

Title	JISC Board Meeting dates and summaries
Status	Open
Availability	Online
Notes	<p>No charge</p> <ul style="list-style-type: none"> Dates of meetings: http://www.jisc.ac.uk/aboutus/committees/jiscboard/meetings.aspx Summary of meetings: http://www.jisc.ac.uk/aboutus/committees/jiscboard/meetings.aspx

Title	Sub-Committee Meeting dates and summaries
Status	Open
Availability	Online
Notes	<p>No charge</p> <ul style="list-style-type: none"> JISC Content Services committee: http://www.jisc.ac.uk/aboutus/committees/subcommittees/jcs/meetings.aspx JISC Integrated Information Environment committee: http://www.jisc.ac.uk/aboutus/committees/subcommittees/jiie/meetings.aspx JISC Learning & Teaching committee: http://www.jisc.ac.uk/aboutus/committees/subcommittees/jlt/meetings.aspx JISC Networking committee: http://www.jisc.ac.uk/aboutus/committees/subcommittees/jcn/meetings.aspx JISC Organisational Support committee: http://www.jisc.ac.uk/aboutus/committees/subcommittees/jos/meetings.aspx JISC Support of Research committee: http://www.jisc.ac.uk/aboutus/committees/subcommittees/jsr/meetings.aspx

Internal communications guidance and criteria used for decision making i.e. process systems and key personnel

Title	Strategy publications
Status	Open
Availability	Online
Notes	<p>No charge</p> <p>JISC's strategy reflects and supports government objectives and the needs of the education and research communities</p> <p>http://www.jisc.ac.uk/publications/browsetypes/strategy.aspx</p>

Policies and procedures

Policies and procedures for the conduct of departmental business

Policies and procedures for the provision of services

Title	Standard terms & conditions for JISC-funded projects
Status	Open
Availability	Online
Notes	<p>No charge</p> <ul style="list-style-type: none"> • Standard terms & conditions for JISC-funded projects Establishes the specific terms and conditions which institutions must agree to abide by as a standard condition of grant when running development projects: http://www.jisc.ac.uk/fundingopportunities/bidguide/proj_tocgrants.aspx • Project management guidelines Defines JISC's approach to the management of development projects, which includes both JISC's expectations of projects and what projects should expect from JISC: http://www.jisc.ac.uk/fundingopportunities/projectmanagement.aspx • Open Source software policy for JISC projects & services: http://www.jisc.ac.uk/fundingopportunities/opensourcepolicy.aspx

Policies and procedures for the recruitment and employment of staff

Title	JISC Executive staff appraisal system
Status	Open (subject to exemptions)
Availability	Paper
Notes	<p>Although JISC doesn't directly employ staff, members of the JISC Executive participate in a common staff appraisal system based on the HEFCE system, which functions in parallel to that of their employing institution.</p> <p>An administrative cost may be charged for paper documents (See Requesting information)</p>

Title	Current vacancies
Status	Open
Availability	Online
Notes	<p>No charge</p> <p>Although JISC employs no staff directly, details of all vacancies for positions currently being advertised within the JISC Executive are available on the Job vacancies section: http://www.jisc.ac.uk/aboutus/jobs.aspx</p>

Title	Sub-committee members nomination procedure
Status	Open
Availability	Online
Notes	<p>No charge</p> <ul style="list-style-type: none"> Sub-committee members nomination procedure: http://www.jisc.ac.uk/aboutus/committees/nominations/process.aspx <p>The procedure by which volunteers are sought and selected to serve on JISC sub-committees. This process is under the remit of the JISC Nominations committee: http://www.jisc.ac.uk/aboutus/committees/nominations.aspx</p>

Customer Service

Title	Operating policies defining areas of JISC activity
Status	Open
Availability	Online
Notes	<p>No charge</p> <ul style="list-style-type: none"> JISC whistleblowing policy and procedure: http://www.jisc.ac.uk/aboutus/policiesandprocedures/whistleblowing.aspx JISC complaints procedure: http://www.jisc.ac.uk/aboutus/policiesandprocedures/complaints.aspx FOI appeals policy: http://www.jisc.ac.uk/aboutus/foi/foipolicies/appeals.aspx FOI charging policy: http://www.jisc.ac.uk/aboutus/foi/foipolicies/charging.aspx FOI guidance - Handling requests for information: http://www.jisc.ac.uk/aboutus/foi/foipolicies/handling.aspx FOI guidance - Creating information under FOI: http://www.jisc.ac.uk/aboutus/foi/foipolicies/creating.aspx Full Economic Costs (fEC) – Using TRAC to identify the fully cost of activities for HEIs whilst bidding for funding: http://www.jisc.ac.uk/fundingopportunities/bidguide/fulleconomiccosting.aspx

Title	JISC Communications & Marketing toolkit
Status	Open
Availability	Online
Notes	<p>No charge</p> <ul style="list-style-type: none"> Marketing toolkit: A toolkit intended for all members of the JISC family to provide a framework within which communications may be planned, developed and delivered: http://www.jisc.ac.uk/aboutus/marketing_toolkit.aspx Style guides and logo: http://www.jisc.ac.uk/aboutus/visual_identity.aspx

Title	Advice and Guidance series
Status	Open
Availability	Online
Notes	<p>No charge</p> <ul style="list-style-type: none"> Advice and Guidance series Issues are identified and outlined for a series of specific topics, alongside information about the types of guidance and advice available with pointers to key sources. Topics include: <ul style="list-style-type: none"> ○ Accessibility ○ Communications ○ Content ○ Learning and teaching ○ Legal information ○ Networking ○ Systems ○ The future ○ Training and staff development ○ Web standards and guidelines <p>These can be viewed here: http://www.webarchive.org.uk/pan/13734/20060324/www.jisc.ac.uk/index8f38.html?name=advice</p>

Title	Briefing papers
Status	Open
Availability	Online
Notes	<p>No charge</p> <ul style="list-style-type: none"> Briefing papers: Strategic-level advice for senior management & practitioners on a range of key issues: http://www.jisc.ac.uk/publications/browsetypes/briefing.aspx

Title	JISC Inform
Status	Open
Availability	Online
Notes	<p>No charge</p> <ul style="list-style-type: none"> JISC Inform: Published three times a year: http://www.jisc.ac.uk/publications/browsetypes/jiscinform.aspx

Title	Events
Status	Open
Availability	Online
Notes	<p>No charge</p> <ul style="list-style-type: none"> Events: Information regarding current events either run by or supported by JISC, including booking information: http://www.jisc.ac.uk/events.aspx

Title	Information regarding and provided by JISC-funded services
Status	Open
Availability	Online
Notes	<p>No charge</p> <ul style="list-style-type: none"> Services: JISC funds high quality initiatives and services which support the FE/HE sector by providing the expertise, independent advice, guidance and resources to promote the effective and innovative use of information and communication technology. Links are provided to information regarding the activities of each funded service via their individual websites: http://www.jisc.ac.uk/whatwedo/services.aspx

JISC Publication Scheme

Title	Information regarding and provided by the JISC Regional Support Centres (RSCs)
Status	Open
Availability	Online
Notes	<p>No charge</p> <ul style="list-style-type: none"> JISC Regional Support Centres: JISC funds 13 RSCs within England, Scotland, Wales and Northern Ireland. They exist to support the institutions of the FE sector, including specialist colleges, to realise their ambitions in deployment of Information and Communications Technologies (ICT) to achieve their institutional mission. The network of JISC RSCs operate as a national service responsive to local needs through a strong sense of local ownership: http://www.jisc.ac.uk/whatwedo/services/as_rsc/rsc_home.aspx

Title	Information regarding and provided by JISC-funded projects
Status	Open
Availability	Online
Notes	<p>No charge</p> <ul style="list-style-type: none"> Projects: JISC funds a wide range of projects in the UK covering topics such as metadata, networking, ICT, content creation, content access, training, teaching and learning technologies. These projects are based within UK FE and HE institutions and are often grouped together to form development programmes. Links are provided to information regarding the activities of each funded project via their individual websites: http://www.jisc.ac.uk/whatwedo/projects.aspx

Title	Press releases
Status	Open
Availability	Online
Notes	<p>No charge</p> <ul style="list-style-type: none"> Press releases: Current and recent news and press releases concerning JISC and major JISC-funded initiatives: http://www.jisc.ac.uk/news/pressoffice/pressreleases.aspx

Records management and personal data policies

Title	JISC records management
Status	Open
Availability	Paper
Notes	<p>An administrative cost may be charged for paper documents.</p> <ul style="list-style-type: none"> • Further information on records management policy can be made available by ‘Requesting Information’.

Charging regimes and policies

Title	JANET network fees
Status	Open
Availability	Online
Notes	<p>No charge</p> <ul style="list-style-type: none"> • JANET network fees: This information is hosted on JISC's behalf by the JANET website. The information includes the current charge levied to each HEI for providing access to the JANET network

Title	Collection charging policy
Status	Open
Availability	Online
Notes	<p>No charge</p> <ul style="list-style-type: none"> • JISC Collections: Information regarding the basis of how JISC determines the price charged for access to collections: http://www.jisc-collections.ac.uk/jisc_banding/collections_chargingexplanation.aspx

Title	Banding information
Status	Open
Availability	Online
Notes	<p>No charge</p> <ul style="list-style-type: none"> • JISC Collections: The band each HEI has been allocated to for the purposes of determining the price charged for access to collections: http://www.jisc-collections.ac.uk/jisc_banding.aspx

Title	Charges for requesting information
Status	Open
Availability	Online
Notes	No charge Charges associated with requests for information can be viewed here: http://www.jisc.ac.uk/aboutus/foi/requestinginformation.aspx

Lists and registers

Public registers and registers held as public records

This section is not applicable to JISC.

Asset registers and Information Asset Register

This section is not applicable to JISC.

Disclosure logs

Title	Disclosure logs
Status	Open
Availability	Online and Paper
Notes	No charge online We currently hold a disclosure log: http://www.jisc.ac.uk/aboutus/foi/disclosurelog.aspx You can receive more recent logs by ' Requesting Information '

Register of gifts and hospitality provided to Board members and senior personnel

Title	Gifts, hospitality and awards
Status	Open
Availability	Online
Notes	No charge Procedure can be found here: http://www.jisc.ac.uk/aboutus/committees/membershandbook/reference.aspx#gifts

Any register of interests kept in the department

Title	Declaration of interests
Status	Open
Availability	Online
Notes	No charge A section can be found in the member's guide: http://www.jisc.ac.uk/aboutus/committees/membershandbook/reference.aspx#interests

Other lists by law

This section is not applicable to JISC.

The services we offer

Regulatory responsibilities

Services for public authorities

Services for industry

Services for other organisations

Services for members of the public

Services for which the NDPB is entitled to recover a fee together with those fees

Leaflets, booklets and newsletters

Advice and guidance

Media releases

This section is covered by the previous sections in our publication scheme and no additional information can be added here.