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**CROWN COPYRIGHT IN THE
INFORMATION AGE**

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Foreword by the Chancellor of the Duchy of Lancaster

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Foreword by the Chancellor of the Duchy of Lancaster

Access to government-produced information is a key component in the democratic process. This theme was central to the Freedom of Information White Paper, published last month.

Your Right to Know recognised the significance of Crown copyright in the context of the Freedom of Information debate and trailed this Green Paper which invites views on a range of options for the future management of Crown copyright.

The Green Paper takes more open government as its context and reflects the challenges and opportunities presented by the growth of the electronic information industry. The Government is committed to maintaining the integrity and status of works produced within government and to preserving the viability of government publishing without any additional cost for the taxpayer. At the same time, we want to establish a framework which offers both the public and the information industry a simple and straightforward means of accessing and disseminating official information.

This Green Paper will, I hope, stimulate a thorough and informed debate.

CHAPTER 1

Setting the scene

1.1 Your Right to Know, published in December 1997 [1], noted the interrelationship between Crown copyright and freedom of information (FOI) and expressly anticipated this Green Paper. "Services for which the Government charges

2.35 The government has for many years off-set the costs of some of its operations through charging commercial rates for certain tradeable information-based services (for example land registration data supplied by HM Land Registry). The total income from charging for these information services (including direct sales income, licensing revenue and income from data supply) amounted to some £180 [2] million in 1996-97.

2.36 This charging regime is underpinned by Crown Copyright which has been the subject of a review launched by the previous Government. The results of that review are being published shortly as a Green Paper which invites comments on proposals to simplify the application of Crown Copyright (e.g. more standardised and fast-track licences) and to liberalise it (eg non-enforcement of Crown Copyright for declared classes of material, such as unpublished public records, Acts of Parliament and Statutory Instruments).

2.37 We want to protect the integrity and status of Government material and to secure the revenue which Departments obtain for providing high-quality services for which the customer is willing to pay a price. At the same time, we want to provide the public and the information industry with easier and quicker access to the general run of material produced and held by government. We shall consult on options for striking this balance in the Green Paper on Crown Copyright.

2.38 We will take account of comments on the Green Paper in drafting the FOI Bill, the charging provisions of which will be drafted to exclude tradeable government information."

Crown copyright review

1.2 This review was launched in November 1996 by the then Chancellor of the Duchy of Lancaster with the following terms of reference:

"To review the management of Crown copyright with a view to facilitating the growth of new information services both in printed and electronic formats, in line with the Government's policy of maximising public access to official information, and subject to the continuing need to protect the taxpayer's interest and the integrity of Crown copyright materials." [3]

1.3 The review itself followed on from a number of initiatives taken in anticipation of the Information Age. [4] The challenge for Government is to create a modern, transparent regime for its own information that corresponds to the needs of the Information Age.

The review process

1.4 An interdepartmental team was set up towards the end of 1996 to carry out the Review. The team was made up of officials from the Office of Public Service, Department of Trade and Industry, HM Treasury, Ordnance Survey, the Lord Chancellor's Department, The Office for National Statistics, and the Health and Safety Executive. The aim of the Review was to establish a model which would encourage access to Government-produced material. The Review team recognised that the procedures for dealing with Government originated material must be liberal, transparent and simple with a coherent approach across all government departments [5] and agencies.

1.5 The Review process has involved consultation with other parts of Government not directly represented on the Review team and also with numerous private sector interests and professional bodies. This Green Paper seeks to address the views and concerns aired during consultation. The aim is to strike the right balance between protecting the integrity of government information and the interests of the taxpayer and ensuring that information is freely available. The watchwords of the Review, therefore, are coherence, transparency, access, simplification and liberalisation.

Privatisation of Her Majesty's Stationery Office

1.6 The responsibility for the administration of Crown copyright has in the past been linked with that of the Government Publisher. In the run up to the privatisation of the trading functions of Her Majesty's Stationery Office (HMSO), it was recognised that responsibility for the administration of Crown copyright should remain within Government. On completion of the sale of the trading functions to the National Publishing Group, trading as The Stationery Office Ltd., on 1 October 1996, the Copyright Unit, which had operated as an independent unit within HMSO, became part of a residuary Crown body which continues to be known as Her Majesty's Stationery Office. This residuary body operates as a Division within the Machinery of Government and Standards Group of the Cabinet Office (Office of Public Service).

The role and position of The Stationery Office Limited

1.7 As part of the privatisation and in order to ensure continuity of official and parliamentary publishing, the Controller of Her Majesty's Stationery Office let a number of Queen's Printer contracts to the privatised company covering the following categories of Crown works:

- Public General Acts and Church of England Measures;
- Private Acts and Scottish Order Confirmation Acts;
- Statutory Instruments and Statutory Rules of Northern Ireland;
- Command Papers and other Departmental Papers published in the House of Commons Papers series; and
- The London, Belfast and Edinburgh Gazettes.
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1.8 Parliament entered into similar arrangements with The Stationery Office Limited for the printing and publication of Parliamentary Bills, Hansard and other categories of Parliamentary work. The Stationery Office Limited was also granted a licence to publish works which were in print at the point of privatisation. This right only applied to existing editions and existing formats.

1.9 These various contracts were let for periods of between three and five years and will each be the subject of competitive tendering prior to their expiry. The contracts are generally non-exclusive and licences are available to other publishers to reproduce the material in a value-added context. In order to ensure the continuity of publishing services for departments post-privatisation, the Controller of Her Majesty's Stationery Office also licensed The Stationery Office Limited to continue publishing various (former) HMSO publications in their existing editions, for a period of four years from the time of sale.

1.10 Apart from these contractual arrangements, The Stationery Office Limited is in no different position from any other publisher and will generally be required to compete for work which previously may have been placed with the former HMSO automatically. Apart from the categories set out at 1.7 above, departments exercise complete freedom of choice in selecting their preferred publisher for official material.

Policy in the UK

1.11 In an announcement about the HMSO privatisation, the then Chancellor of the Duchy of Lancaster stated that:

" irrespective of the privatisation, we intend that administration of Crown copyright should be further separated from official publishing functions.

The residuary HMSO will continue to administer Crown copyright with a view to making official information as widely and readily available as possible, taking into account the need to protect the interests of the taxpayer

Where material created in Government has inherent commercial value and the interests of the taxpayer in recovering the costs of preparation and production can best be ensured by a commercial approach to copyright licensing and charging, this will be continue ". [6]

The right, on behalf of the Crown, to enforce the copyright enables guarantees to be given as to the integrity, accuracy and authenticity of the information. Crown copyright can be exercised with as deft or light a touch as is deemed necessary to protect the essential integrity of the data.

1.12 UK policy has been described as "not so much a public information access policy as a business strategy for government". [7] The issue of charged services and revenue derived from the exploitation of government information, raised is in the FOI White Paper. This key area is considered in this Green Paper (see 3.12).

Experience in other countries

1.13 The Review team has looked at experience abroad. The following section sets out brief details of the models followed in Europe, the United States of America and the Commonwealth. This does not purport to be a comprehensive analysis but it is offered as basic background.

1.14 Article 2(4) of the Berne Convention states:

"It shall be a matter for legislation in the countries of the Union to determine the protection to be granted to official texts of a legislative, administrative and legal nature, and to official translations of those texts"

In the EU [8] the text of national laws in most jurisdictions is not protected by copyright. Many European jurisdictions have FOI legislation or recognise the citizen's right of access to government information, however defined, derived from the fundamental principle of liberty of expression. The nature of legislation and the citizens' right to know the law, with which they must comply, separates out certain classes of official information for differing methods of handling.

1.15 In examining options for the appropriate future management of Crown copyright, the potential models range across a wide spectrum. Information generated by governments enjoys varying copyright protection. The management of that copyright can be waived or exercised depending upon what is appropriate for the particular class of information.

European Union approach

1.16 The European Commission itself, currently operates a policy whereby it reserves the right to charge for information which is being used in a commercial context. Its guidelines apply to all material published by the institutions of the European Communities irrespective of the use to which it is put. Harmonisation of approach is likely to be encouraged in the forthcoming European Commission Green Paper. [9]

1.17 Denmark, Germany, Greece, Italy, Luxembourg, The Netherlands, Portugal, Spain and Sweden have all excluded legal texts from copyright protection. However, to varying degrees the copyright position in non-legislative official material is not the same. In The Netherlands, Denmark and Sweden there are provisions in their national laws which allow publishers the right to exercise copyright in the official material they publish on behalf of the state. A report [10] submitted to the European Commission concluded "It appears that, by one route or another, the possibility exists in the member states for public authorities to exercise whatever copyright may exist in official material." The European information industry argue that a common approach is required if it is to benefit from the single market and grasp the economies of scale necessary in a global market. To meet that global challenge, the draft EU Green Paper supports a framework of clear common rules and a positive climate of co-operation with public sector bodies across Europe.

The US model

1.18 Section 105 of the US Copyright Act provides that "copyright protection is not available for any work of the United States Government".

Court judgments are also in the public domain. The Paperwork Reduction Act 1995 sets out policy for implementing the dissemination of federal information regardless of form or format. It also charges government agencies with "encouraging a diversity of public and private sources for information based on public information". [11]

1.19 This "diversity principle" is key to the US approach. US domestic federal information has a strong freedom of information law, no government copyright, fees limited to recouping the cost

of dissemination and no restrictions on reuse. This policy is based on the premise that government information is a national resource and that the economic benefits to society are maximised when it is available to all. Fostering the diversity of the channels through which information is disseminated is vital and this includes for-profit and not-for-profit organisations. The diversity model means that government should not try to duplicate added value products produced by the private sector. Government should, however, actively disseminate its information particularly the raw content from which value-added products are created at cost and not exert controls or other restrictions. However, American States and local government are left to decide whether their own works will have copyright protection and these are actively protected.

The Commonwealth approach

Australia

1.20 Under sections 176 to 178 of the Copyright Act 1968, copyright vests in the Crown when a work is made by, or under the direction or control of, the Commonwealth or the State. In 1980, section 182A was added as a statutory licence to enable one copy (not digital) of an Act, statutory instrument or judgment to be made "by or on behalf of a person and for a particular purpose". This was a device to facilitate public access and it mirrors the fair dealing provisions of UK legislation [12]. The protection period is from creation until 50 years after the expiration of the calendar year in which the work was first published. If the work is unpublished the Crown's rights continue as long as it remains so. The concept of "direction or control" extends to commissioned works. However, since 27 August 1993, uniquely, New South Wales has waived copyright in legislation subject to certain conditions:

- that the waiver can be varied or revoked at any time
- that the material must be "accurately reproduced in proper context and be of an appropriate standard"
- that the material must not indicate, directly or indirectly, that it is an official version

This was followed in March 1995 with an extension to court and tribunal decisions. This relaxed approach has not been followed in other States. By contrast, in Victoria, each licensing application is treated as a separate transaction with an administrative burden that the New South Wales approach avoids.

Canada

1.21 Under the Copyright Act 1985, section 12 Crown copyright vests in any work "prepared or published by or under the direction or control of Her Majesty or any government department".
New Zealand

1.22 Under section 26 of the Copyright Act 1994 the Crown is the first owner of copyright in a work when it

" is made by a person employed or engaged by the Crown under a contract of service, a contract of apprenticeship, or a contract for services."

Section 27 abolishes Crown copyright in bills, Acts, delegated legislation, judgments, Parliamentary Debates and reports of Parliamentary Select Committees, Royal Commissions and statutory enquiries. Section 27 is not yet in force.

1 Your Right to Know, The Government's proposals for a Freedom of Information Act (Cm 3818, London, The Stationery Office Ltd, 1997).

2 See now revised figures in Annex B.

3 HC Hansard, 6 November 1996, Col. 510.

4 Information Society: Agenda for Action in the UK, 5th Report, Select Committee on Science and Technology, HL77 (1995/96, London, HMSO 1996), para. 6.16; government.direct (Cm 3438, London, The Stationery Office Ltd, 1996) a Green Paper on the proposed strategy for the electronic delivery of government services.

5 Throughout this Paper "department" includes central government departments, executive agencies or other Crown bodies.

6 Written Parliamentary Question 14926, 9 February 1996, HC Hansard Col. 370/371.]

7 Electronic Publications: Rights and Restrictions for Libraries and their Users (Seminar, 17 July 1997 organised by the University of Southampton).

8 Restated at European Ministerial Conference, Global Information Networks, Bonn, 6-8 July 1997.

9 Public Sector Information in the Information Society, Considerations for a European Union Policy (draft).

10 Rules Concerning Copyright in Works of Official Authorities: A study of the law and practice relating to copyright in official material in the European Union on behalf of the European Commission (November 1995).

11 Section 3506 (d)(1)(a).

12 Copyright, Designs and Patents Act 1988, sections 28-30.]

CHAPTER 2

What is Crown copyright?

Introduction

2.1 Crown copyright can be exercised, reserved or waived in varying degrees depending upon the level of protection or control Government deems appropriate. It is recognised under current policy that there should be minimum restriction placed on the reproduction of primary and secondary legislation. There are other categories of material where the Government believes that it is appropriate to license on commercial terms. Many of these categories need to be revisited to decide the appropriate level of control and management in the light of the growth of electronic media in disseminating and accessing information. This Green Paper concludes that there is a good case for a more liberal and streamlined approach. Views are invited on a range of options set out in Chapter 5.

Historical background

2.2 The issue of copyright in official publishing aroused no interest until 1880 when a number of unauthorised reproductions of publications were published. The first notice appeared in the London Gazette on 23 November 1886:

"Printers and Publishers are reminded that anyone reprinting without due authority matter which has appeared in any Government publication renders himself liable to the same penalties as those he might under like circumstances have incurred had the copyright been in private hands."

During the 19th century the emphasis was on the protection of private rights rather than public ones, and when protests to this notice appeared, the Stationery Office explained that it was not the intention to interfere with the privileges for publishing information of public interest.

2.3 Ordnance maps, more than any other group of Government publications, have played a large part in shaping copyright policy. They have been, and still are, widely used for purposes of commercial reproduction. The extensive piracy of Ordnance maps in the 19th century meant that the issue of copyright protection needed to be addressed. Two questions had to be settled: first, policy; in what publications should the Government preserve the copyright and to what extent? Secondly, what is the legal power of the Government to protect copyright? The ensuing debate was the basis of copyright policy in Government publications until the Copyright Act 1911. The reason given for protecting copyright, namely, the protection of the general taxpayer against the commercial interests of the few who would obtain a private profit by unrestricted freedom to reproduce official matter, received considerable emphasis. Classes of government publications were produced which regarded a number of classes as suitable for direct enforcement of copyright.

2.4 Letters Patent to the Controller of HMSO as holder of all copyrights were granted in 1889, in terms substantially the same as those now in force (see 2.19). The then Controller laid down the manner in which he proposed to operate under the newly granted Letters Patent:

"What I propose doing is to treat the copyright as merely held in trust for the responsible Heads of the several departments, leaving each department to say whether it thinks it desirable that the copyright shall or shall not in any particular case be enforced."

2.5 Extensive piracy and confusion suggested an increasing awareness of the need for copyright protection. Statutory Crown copyright started with the Copyright Act 1911. Section 18 of the 1911 Act dealt specifically with copyright in Government material. It established Crown copyright in those works:

" prepared or published by or under the direction or control of His Majesty or any Government department."

The use of the new legend "Crown copyright reserved" commenced on 1 July 1912.

2.6 Acknowledgment of source and that use was by permission of the Controller was insisted upon as normal practice. In addition to its legal correctness, proper acknowledgment was seen as a valuable aid in making publishers and authors aware of the new powers which were being exercised. The bringing of non-statutory material within the ambit of Crown copyright reservation was the subject of some controversy with publishers. Publishers claimed that, because it was in the public interest, departmental administrative and interpretative circulars on the law should be widely known and that their use should be allowed free. The Stationery Office view was that the material was prepared at public expense by departmental administrators and legal experts. This work had a value for the private publisher and payment of reasonable fees involved no hardship. The various financial formulae used for calculating charges for non-statutory material in this period is uncertain and was probably not consistent. In some works the chargeable material was relatively small to the whole work, and flat rates per circular were used. Other works were largely composed of official material with additional added value and the calculation of fees was complicated by the practice of publishing supplements and consolidating new editions every few years. This led to page scale fees and royalties.

2.7 The Copyright Act 1956 defined Crown copyright as covering those works: "made by or under the direction or control of Her Majesty or a Government department" and "first published in the United Kingdom by Her Majesty or a Government department". [13]

Current legal definition

2.8 Crown copyright is now defined in section 163 of the Copyright, Designs and Patents Act 1988 as covering those works:

" made by Her Majesty or by an officer or servant of the Crown in the course of his duties".

It follows that all works originated within Government have Crown copyright protection. Databases made by Her Majesty or by an officer or servant of the Crown in the course of his duties also enjoy the protection of the new database right. [14] In addition, government departments often commission private sector individuals and organisations to produce copyright works for the Crown. In many cases, the copyright in these commissioned works is assigned to the Crown as part of the contractual process. The narrower definition in the 1988 legislation [15] required the creation of a separate and distinct copyright category, Parliamentary copyright covering works made by or under the direction or control of either House of Parliament. [16]

2.9 The specific definition of "an officer or servant of the Crown" has caused much discussion over the particular position of judges in relation to their judgments. House of Lords' judgments are subject to Parliamentary copyright. Appointed by Her Majesty, judges act independently in the best interests of the case or issue before them.

Judgments are perceived to be public property where it would be improper to enforce copyright restrictions. The protection of Crown copyright reflects those issues of integrity, authority and accuracy where the stamp of official authorship is key to that information being recognised as being authoritative. This Green Paper proposes that judgments should be reproducible without charge or restriction but that Crown copyright or Parliamentary copyright protection is maintained to ensure recognition of the official status. This proposal would remove any existing ambiguity and offers a practical solution that would give effect to the interests of all parties. While much material is accepted in printed form, once we move towards accepting electronic transmission and reproductions of official data, we will need a simple device to ensure that the material is as originally prepared and has not been altered in any way that might confuse or mislead.

Range of copyright material originated by Government

2.10 The UK Government produces a wide range of material which is subject to Crown copyright protection. A comprehensive list of Crown copyright protected works across all media is set out at Annex A. This material can be divided into the following broad categories.

2.11 Material of a legislative and judicial nature, including material which describes the process of Government

- Acts of Parliament
- Statutory Instruments, Statutory Rules and Orders
- Command Papers and other Departmental Papers published in the House of Commons Papers Series
- Court Judgments and Tribunal Reports

2.12 Material of a quasi-legislative nature which often describes how legislation is to work in practice

- Government Codes of Practice such as the Highway Code
- Published Departmental Manuals of Procedure
- Government forms
- Government posters and signs
- National Curriculum material
- Regulations which have statutory effect such as the Building Regulations Approved Documents

- Government circulars

2.13 Information which is specifically prepared by Government for public dissemination

- Press notices
- Government leaflets and brochures
- Headline statistics
- Consultation documents
- Departmental Annual Reports and Accounts

2.14 Material which is primarily aimed at a specialist audience

- Technical Standards, such as those issued by the Ministry of Defence which assist defence contractors to prepare tenders for defence contracts
- Medical classifications
- Scientific data
- Research documents
- Papers of a scientific, technical and medical nature produced by scientists and other specialists within Government.

2.15 Value-added or discretionary works produced by Government

This covers material where there is not necessarily a statutory or operational requirement for Government to produce the material. It includes:

- Value-added statistical data
- Mapping data and products
- Official histories
- Photographs
- Illustrations
- General works produced by Government on a range of subjects. For example, How to Pass your Driving Test, Guides to the Public Record Office, CCTA PRINCE Guides on development of computer systems
- Database products developed by Government, often in conjunction with a private sector partner. For example DTI Market Studies

- Computer text retrieval software

2.16 Material where there are security implications or where material could be used deliberately to mislead

- Documents bearing a security classification
- Statutory Registers and records such as Births, Marriages and Death, Land Titles and Company Registers and copies or extracts from other such Public Registers
- Standard documents such as passports, driving licences, birth, death and marriage certificates all of which are produced under security conditions to help prevent fraudulent use
- Government logos

2.17 Unpublished documents which are not the subject of any security conditions

- Public records in any media which are available to the public in the Public Record Office, the Scottish Record Office, the Public Record Office of Northern Ireland or places of deposit appointed by the Lord Chancellor
- Text of ministerial papers and speeches

2.18 Typographical arrangement of published works

Copyright subsists in the typographical arrangement of a published edition. [17] This covers the general appearance and layout of a published work. Usually this copyright would be held by the publisher of the work. Given that many Crown copyright works originated by Government are now published by private sector publishers, there is an increasing likelihood that the copyright in the typography may rest with the private sector [18] unless the originating department obtained an assignment of copyright. If the Crown does not retain the copyright in the typography, the ability to license the reproduction of Crown copyright material where the published text is to be photocopied, scanned or microfilmed will be restricted and access to the material limited.

The role and responsibilities of the Controller of Her Majesty's Stationery Office

2.19 The responsibility for control and administration of Crown copyright rests with the Controller of Her Majesty's Stationery Office who is appointed by the Queen by Royal Letters Patent to hold and exercise on behalf of Her Majesty such copyrights as if they were the Controller's own property. Day-to-day control and administration of Crown copyright is handled by the Copyright Unit of Her Majesty's Stationery Office. The Copyright Unit also administers most Parliamentary copyright by specific arrangement with senior House officials.

2.20 The Controller is also appointed by Letters Patent as Queen's Printer of Acts of Parliament. Under the Documentary Evidence Acts 1868 and 1882, only copies of Acts of Parliament, Orders, Regulations, Rules, Warrants, Gazettes or other documents which are printed by or on behalf of the Queen's Printer, or under the superintendence or authority of Her Majesty's

Stationery Office, may be cited in evidence in any court or tribunal without the need for further proof.

2.21 Other statutes also refer to the responsibility of the Queen's Printer to authorise and superintend the printing of various legal documents. It is important that there is no confusion as to the authenticity of these various statutory and other legal documents. Copyright control is a means of ensuring that official versions of such documents can be readily identified as having this legal status.

2.22 Although Her Majesty's Stationery Office retains no printing and publishing capacity of its own, the Controller has, as part of the privatisation of HMSO, let contracts to the privatised company, The Stationery Office Limited, to produce the official versions of such statutory documents (see 1.7).

Guidance

2.23 A prime function of HMSO is to provide advice to departments on copyright and publishing issues. This involves the regular issue of policy guidelines and guidance notes to departments. This guidance is also made freely available to others on request or by accessing HMSO's Web Site on:

<http://www.hmso.gov.uk>

Delegation of authority

2.24 For more than 60 years it has been the policy of HMSO's Copyright Unit to grant limited delegations of authority to departments allowing these departments to deal with the routine licensing of Crown copyright material. Such delegations are subject to the departments administering Crown copyright within general policy guidelines laid down by HMSO. Delegations of authority are only granted where there are clear administrative benefits for doing so. [19]

2.25 Prior to the privatisation of the trading operations of HMSO, a large proportion of Government originated material was published, for sale, by the Crown, either through HMSO or by the department themselves. However, it was recognised that once HMSO was privatised a larger proportion of official works would be published via the private sector. All departments have the freedom to appoint the publisher of their choice to publish the official version of a work. HMSO delegated authority to departments to license publishers to publish the official or endorsed version of government works. These became known as first publication rights. [20] This delegation was conditional on the departments not granting exclusive rights to their chosen publisher. Accordingly, HMSO's Copyright Unit reserves the right to license applicants who wish to republish the material including the right to publish in a value-added [21] context. Devising the means to navigate through vast quantities of government material has created sectors of the publishing and information industry which complement the departmental obligations and responsibilities to inform and advise. With developments in Internet technology and standard search engines for data access, routes to government information will continue to increase. Government's future role in this value-added market is an area where we would welcome suggestions and models for co-operation.

Current licensing policy

2.26 Organisations and individuals who wish to reproduce Crown copyright material apply to HMSO's Copyright Unit for an appropriate licence. The Copyright Unit processes on average 2000 licensing applications each year. Where authority has been delegated to another government department or agency, the application is forwarded to that department to handle. The policy has generally been to charge for licensing rights in those cases where Crown material is being reproduced in a commercial context. There are, however, exceptions to this, most notably in the case of Acts of Parliament and Statutory Instruments which may be reproduced freely in a value-added context or for private research and study (see 2.29). Applications to reproduce direct facsimile versions of existing official versions of Crown copyright works are generally refused. In other words, there must be some value-added aspect if a publisher wishes to reproduce substantial parts or the whole text of a Crown copyright work which is readily available.

2.27 There are currently four main types of licence in operation:

(i) Permission or Simple Licences

2.28 These cover circumstances where a modest amount of material is to be reproduced. Very often this covers brief extracts from a Crown copyright work, a photograph or illustration. Subject to an appropriate acknowledgement of copyright being given, permission will be granted. Most permissions are granted free of charge. Requests to photocopy Crown material would also normally be covered by a permission.

(ii) Reproduction under the terms of the Dear Publisher and Dear Librarian Letters

2.29 The Dear Publisher [22] and Dear Librarian [23] letters are standard documents issued by HMSO's Copyright Unit which set out the circumstances under which certain groups of Crown and Parliamentary material can be reproduced. This covers material of a legislative nature such as Acts of Parliament and Statutory Instruments. Subject to certain general conditions being observed, Acts and SIs may be reproduced freely and without specific formal licensing being necessary either for private research or study or for publication in a value-added context.

(iii) Class Licences

2.30 Since 1995 increasing use has been made of class or fast-track licensing methods. This approach involves publishers accepting a general set of published terms in relation to a particular class of Crown material, and applying for a general licence to reproduce the material. Payment of royalties is based on sales made. The benefit of this licensing approach is that once a publisher has a licence in place, it is free to use other items within that general class of material without seeking prior specific consent on an item-by-item basis. HMSO currently offers class licences covering quasi-legislative material and National Curriculum material. HMSO is also in the process of setting up a class licence covering the reproduction of papers, prepared by government employees, dealing with scientific, technical and medical matters. This approach recognises that classes of official material are spread throughout government departments and bodies and that direct negotiation with departments can be cumbersome, time-consuming and of itself a potential barrier to access. If charging arrangements vary, confusion occurs as to why there are different practices for the same types of information. Clarity and coherence across government can be achieved by the adoption of such an approach.

(iv) Bespoke Licences

2.31 These cover circumstances where a significant amount of Crown copyright material is to be reproduced and where an appropriate class licence is not yet in existence. As the name suggests, these licences are tailored to the specific needs of the applicant, although HMSO ensures that the general terms are those which are offered to all applicants to ensure consistency and fair treatment to all. HMSO has a series of standard licensing terms geared towards the particular medium in which the material is being reproduced. HMSO offers standard licensing terms in respect of publishing in electronic media such as CD-ROM, in print and for publication on the Internet.

What is the purpose of licensing?

2.32 Licensing of Crown copyright material serves the following purposes:

- it preserves the status and authority of official versions of the work by ensuring that there are no facsimile versions of works such as The Highway Code on the market, avoiding potential for confusion and misrepresentation.
- it prevents the reproduction of documents such as passports, birth, marriage and death certificates and driving licences which could otherwise be copied for potentially fraudulent purposes.
- it ensures that facsimile versions of Crown copyright works are not licensed, maintaining the financial viability of the official version of the works. Most are published by private sector publishers shouldering the commercial risk under contract from the originating government department where private know-how and investment facilitate the provision of basic information to government and value-added services to the public.
- it ensures that the integrity of Crown copyright material is maintained and that it is not used either in a derogatory manner or for endorsement of particular products or services.
- it is the ultimate test of whether information is from an official government source. With increasing electronic service delivery it provides the official stamp of "trust" in electronic transactions.
- the licensing of commercial reproduction generates an income stream for the Crown, which offsets the cost of originating and publishing the material. Why should the general taxpayer bear the costs of providing information of minority interest or where users expect to derive commercial benefit?
- it ensures that documents such as forms comply with appropriate production specifications. Submission of unauthorised forms can pose practical problems and lead to increased costs for government when completed forms are computer processed or do not comply with administrative processes. Despite technical developments including the use of electronic signatures, paper forms and processing will continue to need protection for the foreseeable future.

- it ensures a level playing field with material being licensed non-exclusively on equal terms and conditions to all.
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 - it provides a mechanism by which departmental advice can be sought to ensure that material being reproduced is still current. This is particularly important where official material is updated and amended on a regular basis.
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13 Section 39(1), (2).

14 Copyright and Rights in Databases Regulations 1997 (S.I. 1997 No. 3032), regulation 14(3).

15 A work no longer qualifies for Crown copyright protection simply by being produced under the direction or control of the Crown, or by being first published by the Crown.

16 Section 165.

17 Copyright, Patents and Design Act 1988, section 1.

18 See HMSO Guidance Note 1/1997, Copyright in Typography dated 24 October 1997.

19 Ordnance Survey has a blanket delegation of authority dating back to 1973 which enables them to deal with all licensing matters in respect of mapping products which the OS originate. The Office for National Statistics has a similar wide ranging delegation in respect of statistical data.

20 The publication in any format of Crown copyright material which has not previously been published. This extends to new editions but not reprints of an existing work (Cabinet Office Dear Establishment Officer Notice DEO(PM)(96)3 dated 23 September 1996).

21 Where value is added to raw data in many ways, e.g. indexing, commentary, retrieval software or if the material is included as part of a compilation of related data.

22 Letter dated 21 February 1997.

23 Letter dated 23 September 1996.

CHAPTER 3

How is official material published?

Background

3.1 With the exception of Acts of Parliament and Statutory Instruments, all government departments and agencies have the freedom to decide how works which they originate are published. Most departments produce a mix of free issue material, such as leaflets and brochures, which they issue as in-house departmental publications, and commercial publications, i.e. publications which are made available for sale. Over the past two years, government departments have increasingly published material on the Internet often on their own Web sites. Certain departments such as the Health and Safety Executive and the Ordnance Survey have their own commercial publishing operations. Following the privatisation of the trading functions of HMSO in 1996, most departments now place work for commercial publication with private sector publishers. HMSO's Copyright Unit has delegated authority to each department to grant the first publication rights (see 2.24) enabling departments to contract with the publisher of their choice.

Relationship between government and the private sector publisher

3.2 The relationship between the originating department and the publisher selected as the publisher of the official work is a commercial one. The terms of the specific arrangements will depend very much on the nature of the work being published and the anticipated sales. [24] Most of the publishing undertaken by private sector publishers on behalf of Government, falls within the following categories.

3.3 For those works where there is significant sales potential, a department would seek some form of financial return from the publisher. This is usually in the form of a royalty based on actual sales. This income is generally used by the department to offset the costs incurred in originating the work. In many cases, these costs are substantial, especially in those cases where the department commissions an external author to prepare the text. If it was not for the sums paid by the publisher, the whole cost would have to be borne by the taxpayer (see Annex B).

3.4 Other works, however, will not have the same commercial potential but the department has an obligation to ensure that the information is disseminated widely. For such works, the publisher will publish at its own expense and risk but retains all sales income generated. Where projected sales are so low as to be commercially unviable, a publisher may seek a subsidy from the department before agreeing to publish the work.

3.5 Underpinning these arrangements, publishers of the official version of the work require assurances that no other publisher will be permitted to publish the official or endorsed version of the work. Similarly, the publisher would not expect another commercial publisher to be permitted to publish facsimile versions of the work. Such activities, if permitted, would undermine the financial viability of the official version in that the publisher of the unofficial or facsimile version would not be subject to the same level of origination costs, risk and investment incurred by the original publisher. Crown copyright is reserved and re-use of that material is licensed non-exclusively by HMSO, currently in a value-added context.

Works commercially published by government

3.6 Some government bodies, for example the Health and Safety Executive, have established commercial publishing operations. In such cases, all editorial, design, print, publicity, marketing and distribution costs associated with the publication process are initially borne by the department. Prices are set to generate a level of sales income to fully recover these costs on behalf of the taxpayer.

Development of value-added products and services

3.7 Much of the material which Government produces is of a legislative or quasi-legislative nature. Departments are under an obligation to ensure that such material is published and available to the public. However, departments also produce a range of material which could be described as being of a discretionary or optional nature. Over the last ten years, many departments have been encouraged to operate on commercial lines in order to reduce the extent to which they rely on funding from the Exchequer and the taxpayer. This is particularly the case with Executive Agencies many of which were expected to be entirely self-financing. NHS Estates, for example, is charged under its framework document to recover its operating costs through sales and the supply of consultancy services.

3.8 Against this background, departments have increasingly looked to develop commercial publications and products of a discretionary or value-added nature. Active in this area are Ordnance Survey, the Office for National Statistics, NHS Estates, the Health and Safety Executive, Central Computer and Telecommunications Agency and the Driving Standards Agency. In many cases works produced by these bodies are produced in partnership with companies in the private sector as commercial business ventures, with the costs and other obligations being shared accordingly. The Government is keen to build on this success and realise the potential for better value for money through the use of a wide spectrum of partnerships that combine public and private sector skills. The inability to use copyright to prevent wholesale copying could inhibit a private sector publisher undertaking the commercial risk and the project may not be developed. In terms of subject matter, that these works were developed within a government department is almost incidental; they could equally have originated within the private sector but lacking the official stamp of authority.

3.9 In addition, the Government also collects a large amount of information in the course of its work, so called "grey literature" which is not necessarily published. It is possible that such information could be successfully developed by the information industry and others but it can be difficult to identify which information falls into this category. The private sector will not always be aware of its existence and Government will not necessarily have recognised its value. Views are welcomed as to whether departments should make available a listing of materials which they produce.

The Stationery Office Limited

3.10 Following the privatisation of HMSO, the United Kingdom is one of very few countries which can no longer claim to have a Government Publisher as an arm of Government. The privatised company, The Stationery Office Limited, however, continues to be the official

publisher for a wide range of material under contracts which were let as part of the privatisation process (see 1.7).

Copyright in typography

3.11 Where The Stationery Office Limited (or other private sector company) publishes works on behalf of a government department or agency, the copyright in the content of those works is retained by the Crown which remains free to license other publishers to reproduce them in a value-added context. Copyright in the typographical arrangement of a published edition, however, generally rests with the publisher of that published work. [25]

Charging

3.12 The economic principles underlying charging policy for departments are set out in guidance issued by HM Treasury. [26] Guidance on costing and pricing the services and products supplied by government departments and agencies is divided into statutory and discretionary services. Statutory services are where there is an obligation under statute to provide the service; discretionary services cover inter-departmental, intra-departmental and commercial provision of services. Costs of commercial services are, in principle, measured in terms of the "opportunity cost", i.e. the use to which they might be put were they not used in producing the service in question. Differential pricing is acknowledged as having a role both to respond to and develop demand for government originated services.

3.13 In 1983, the Department of Trade and Industry launched the Tradeable Information Initiative. As part of that initiative, the DTI issued guidelines to government departments to assist them in dealing with the private sector. These guidelines were subsequently revised in 1996. [27]

3.14 The three stated objectives of the Tradeable Information Initiative were:

- to promote growth in the UK information services market on a commercial basis
- to promote efficiency and thus improve competitiveness in the economy at large, through the use of commercial, electronic information services, and
- to make as much government-held information as possible available for the information sector to turn into electronic information services.

In keeping with the Treasury Fees and Charges Guide, departments could recoup any costs which they incurred in the provision of the data.

3.15 The Tradeable Information Initiative has, to an extent, been overtaken by the increasingly commercial approach of departments and agencies discussed at 3.7. Experience with the guidelines suggests that if a revised approach is to be effective across Government, improved mechanisms for co-ordination and policing need to be considered. This is an aspect on which views are sought.

24 See 1.7 for position of The Stationery Office Limited.

25 This is in accordance with sections 9(2)(d) and 11 of the Copyright, Designs and Patents Act 1988.

26 The Fees and Charges Guide (HM Treasury, 1992, HMSO), Annex A; as modified by the recently announced initiative to encourage departments to increase commercial activity to ensure they maximise the value from all their retained assets (HC Hansard, 24 November 1997, Col. 360).

27 Government Held Tradeable Information Guidelines for Government Departments in Dealing with the Private Sector (DTI Revised 1996).

CHAPTER 4

Is there a need for Crown copyright?

Why have Crown copyright?

4.1 If there was no copyright in government-originated works, would we invent or introduce it? The ability to retain Crown copyright ready to protect the accuracy and integrity of government information is a real strength. Crown copyright currently fulfils a range of functions. It can be used as a sword or a shield. Arguably, it is rarely the fact that Crown copyright, as such, proves a barrier. However, the management of the system can pose problems. The following paragraphs seek to summarise the most common issues raised by supporters and detractors of the current regime.

For retention of Crown copyright

4.2 Crown copyright is an essential tool to protect against and deter misuse or misrepresentation of official information.

4.3 Crown copyright provides a badge of authority proving official status. It reflects the integrity, accuracy and authenticity of the information. It is the imprimatur of Government.

4.4 The Government currently derives some £200 million from royalty income, licensing, sales income and data provision charges in relation to Crown copyright material (see Annex B). Abolishing Crown copyright could lead to a significant reduction of this sum and have a marked impact on departments' ability to meet their aims and objectives.

4.5 The income summarised at Annex B represents a significant contribution towards the cost of researching and developing various works. In the case of departments such as the Health and Safety Executive and Ordnance Survey, the research and development costs are substantial. If such departments were unable to generate income from the material which they originate, they would be faced either with restricting the scale of their operations or seeking extra funding from the Exchequer, thus placing an additional burden on the taxpayer.

4.6 Unless there was some form of copyright protection in government-originated works, the private sector publisher would find it less attractive to take the commercial risk of publishing the official version of a work for Government without some form of subsidy. This would again, place an additional burden on the taxpayer. The precise cost of publishing material in both print and non-print media is difficult to quantify, but it is estimated to be in the order of £20 million. This figure covers those titles which are published by the private sector on behalf of government departments. Copyright protection ensures that the commercial investment made by the publisher, which is at the heart of the publishing process, is adequately protected.

4.7 Departments would encounter difficulty in setting up joint venture publishing projects with private sector partners unless it could be demonstrated that there was some means to prevent others from being able to copy the works in question.

4.8 Direct sales income from works published directly by departments would be adversely affected. The shortfall in receipts, if all existing charges were removed, would have to be absorbed within departments' existing running costs and cash limits or by offsetting savings and transfers from other government departments. Would this be an appropriate diversion of resources from other priorities?

4.9 There would be less incentive for departments to develop products and services of an optional or discretionary nature derived from their internal skill and knowledge base to the greater benefit of all.

4.10 The taxpayer should not be asked to subsidise commercial users of the material.

Against the retention of Crown copyright

4.11 The taxpayer has paid for this information through taxes except, of course, where commercial or individual users have contributed towards the cost in license fees or other charges. To that extent, it is publicly owned and should be both freely available and, perhaps, free.

4.12 The removal of all restrictions on Crown copyright may lead to the growth of the information market and assist the Government's aims for the UK to be a leader in the Information Age. The private sector will be able to exploit actively the wealth of unpublished information Government holds. There would be a cost to the Government in making information freely available, but increased revenues may flow from an expanding information industry which will in turn boost Exchequer revenue and benefit the taxpayer.

4.13 Dealing with a number of government owners of information is a time-consuming and administrative barrier to access. Fragmenting the management of Crown copyright material across different departments has created an incoherent and inefficient system.

4.14 It is not the business of Government to compete in the private sector. Government publishing activity should operate in a completely even-handed, commercial environment.

4.15 Policing and enforcing Crown copyright in an electronic age, where government information is increasingly available on the Internet, is impractical.

CHAPTER 5

Options

5.1 The following options arise from the issues aired in this Green Paper. They are not mutually exclusive but are offered to prompt views on the best model for preserving the status and integrity of government information while ensuring access and availability in the taxpayers' best interests.

A Retain Crown copyright but waive it in certain defined categories where control serves no purpose

B Waive Crown copyright except for specified categories where active protection is enforced

C Retain Crown copyright under more relaxed management, extending fast track licensing procedures and removing the value-added requirement in certain categories cutting out unwanted administration

D Abolish Crown copyright, placing all material originated by government in the public domain

E Abolish Crown copyright in certain defined categories where copyright protection serves no purpose

F Replace Crown copyright with individual departmental copyright extending the exercise of delegations of authority and the ability to set charges

G Centralise the administration of Crown copyright to apply a common set of standards and scales covering all government material providing a one stop shop

CHAPTER 6

The next stage

The consultation exercise

6.1 In drawing together options to take the administration and management of Crown copyright into the Information Age with its new and evolving demands on access to official information, we invite views on the issues raised in this Paper to help formulate a practical and sensible framework for the future. The Review team thanks all those who have given of their time to air their concerns and constructive suggestions. We would now welcome views and comments in particular on the options raised in Chapter 5 and we also invite responses to the following questions:

- (a) Could the safeguards associated with Crown copyright be achieved by other means?
- (b) Should distinctions be drawn between various categories of Crown copyright material?
- (c) Is it appropriate to vary charging policy according to whether the material to be reproduced is for (i) private research, non-commercial use; or (ii) for commercial use?
- (d) Is a streamlined licensing regime required?
- (e) Has the move away from centralised publishing and copyright control to decentralised publishing decision-making within departments succeeded? How can the system be improved to ensure consistency and coherence?
- (f) Is there an opportunity to extend waiver for certain categories of Crown material?
- (g) Should court judgments be reproducible without charge or restriction?
- (h) Should copyright fees be waived for categories of Crown material?
- (i) Could the absence of copyright protection act as a deterrent to departments leading to a reduction in the range of official material available?
- (j) Could the liberalisation of Crown copyright lead to a restriction in the range of material Government publishes?
- (k) Should Government extend the provisions which allow individuals to copy Crown copyright material for private research or study?
- (l) Will the freeing up of Crown material lead to a growth in the information industry? How can this benefit be quantified?
- (m) Is there untapped potential for unpublished Government information to be exploited by the private sector?

- (n) How best could that potential be assessed and released?
- (o) If liberalisation lead to a reduced amount of officially published Government material what effect would that have on access to material of specialised or limited interest? How would commercial cherry picking of material be avoided?
- (p) To what extent does the current availability of Crown material on the Internet meet access requirements of individuals and business interests?
- (q) How can access to this information be improved or enhanced?
- (r) Given the ease with which material may be reproduced on the Internet, how can the integrity of Crown copyright material be protected?
- (s) To what extent should departments make available a listing of all materials which they produce?
- (t) Does the Tradeable Information Initiative continue to serve a useful purpose?
- (u) What information should be provided free of charge?

6.2 You are welcome to raise other related issues. Responses to this consultation paper should be sent to:

Margaret Ferre
Her Majesty's Stationery Office
St Clements House
2-16 Colegate
NORWICH, NR3 1BQ

by 31 March 1998 so that comments can be incorporated in the work proceeding on responses to the proposals in the Freedom of Information White Paper.

Ministers may wish to publish responses to the consultation paper in print and on the Internet in due course, or deposit them in the Libraries of the Houses of Parliament. Should respondents wish their comments to be treated in confidence, they should make this clear in any papers and responses they submit.

6.3 This consultation paper has also been published on the Internet. This paper can be accessed on www.hmso.gov.uk/document/cfuture.htm Electronic mail responses should be sent to margaret.ferre@cabinet-office.x.gsi.gov.uk.

After Consultation

6.4 The Government will announce its conclusions having drawn together all the responses. We hope very much that our joint initiative to place the management of Crown copyright on a simplified and sure footing will serve the citizen and user of government originated material well. The demands of the Information Age with electronic delivery substituting for print on paper in many areas requires a new approach. The Government means to provide a lead and act

as a catalyst for others, enabling effective dissemination and distribution of its own official information.

ANNEX A

Categories of Crown copyright material

The following list, which is not exhaustive, indicates the wide range of material which currently falls within the scope of Crown copyright.

CATEGORY	EXAMPLE/EXPLANATION
Acts of Parliament Annual Reports and Accounts from Departments	
Circulars from Departments	<i>Circulars issued by the Department for the Environment, Transport and the Regions.</i>
Command Papers Computer Programs Court Judgments from the following courts and tribunals: Court of Appeal (Criminal and Civil Divisions) High Court (Chancery Division, Queen's Bench Division, and Family Division) Crown Court County Courts	<i>Excluded from this class of works are House of Lords' judgments, which are subject to Parliamentary copyright. Crown copyright would also subsist, on a comparable basis, in judgments of the courts and tribunals in Scotland and Northern Ireland. The assertion that the judgments listed are Crown copyright is based on advice received from the Treasury Solicitor's office.</i>
Immigration Appeal Tribunal Lands Tribunal Social Security Commissioners Social Security Appeal Tribunal Pensions Appeal Tribunal Patents Court Copyright Court Data Protection Tribunal Privy Council Decisions and all other tribunals Databases which are produced in print and electronic form Documents which contain information relating to a particular person or persons and which, if copied, could be open to fraudulent use.	<i>Civil Service Year Book, The Diplomatic List. Birth, death and marriage certificates, driving licences, and passports, land certificates and office copies of registers or title sheets.</i>

CATEGORY**EXAMPLE/EXPLANATION**

Films and Videos

Wartime films held at film archives such as that at the Imperial War Museum. The Central Office of Information has recently contracted out its film holdings to a company in the private sector.

General works of a non-statutory nature

Your Driving Test, Guide to the Public Record Office, The History of the Ordnance Survey, series of management books produced by the Civil Service College; CCTA's PRINCE Guides to the development of computer systems.

Government Forms

Forms issued by HM Land Registry relating to the registering of land; Health and Safety forms for the reporting of accidents.

Headline Statistics

House of Commons Papers
(Departmental)

Illustrations and Drawings

These frequently feature in Government publications such as The Building Regulations.

Leaflets, Brochures and Newsletters
Logos and Designs

Usually free issue items. Most departments and agencies have their own unique logos, many of which are subject to copyright protection.

Manuals of Procedures from
Departments
Mapping Products

Manuals issued by HM Customs & Excise. Ordnance Survey, United Kingdom Hydrographic Office and Directorate of Military Survey each produce a range of mapping products.

Medical Classifications

Ministerial Papers and Speeches
National Curriculum Documents
National Occupational Standards

Standards of Assessment. Developed by the Department of Education & Employment in collaboration with private sector training bodies.

Official Histories

Pharmaceutical Data

The SOE Histories.

The British Pharmacopoeia

CATEGORY	EXAMPLE/EXPLANATION
Photographs	<i>There are thousands of photographs which have either been taken by Crown employees or commissioned by the Crown. Many of these photographs, especially wartime photographs, are held by the Imperial War Museum.</i>
Posters and Signs	<i>Health and Safety "What You Should Know" poster which must be displayed in all workplaces.</i>
Press Notices	
Regulations	<i>The Building Regulations.</i>
Royal Images	<i>Photographic images of the Crown Jewels.</i>
Security material	<i>Materials relating to national security.</i>
School Inspectors Guidance and Reports	
Scientific Data	
Software	<i>Text-retrieval software which facilitates access to electronic databases.</i>
Statistical Data about social and economic issues	<i>Household Survey, Customs Tariff, property valuation data.</i>
Statutory Codes of Practice	<i>The Highway Code and the Police and Criminal Evidence Code of Practice.</i>
Statutory Instruments	
Statutory Public Registers	<i>Extracts from HM Land Registry and Land Register of Scotland, Companies House, DVLA. Also includes birth, death and marriage certificates.</i>
Statutory Rules and Orders	
Technical Guidance	<i>Material about the design and layout of hospitals produced by the NHS Estates (an agency within the Department of Health).</i>
Technical Standards	<i>Defence Standards issued to suppliers which are tendering for defence contracts.</i>
Typographical Arrangement	<i>The typographical appearance and layout of a published work.</i>

CATEGORY

Unpublished papers from
Government Departments

EXAMPLE/EXPLANATION

Public records in any public media, which have been deposited by government departments in the Public Record Office, the Scottish Record Office, the Public Record Office of Northern Ireland or places of deposit appointed by the Lord Chancellor.

ANNEX B

Departmental revenue from Crown copyright 1996 – 97

This is a working document produced for the Crown Copyright Review Working Party. It summarises the licensing and publishing activities of individual Departments and Agencies set out in alphabetical order, showing Ministerial responsibilities. The Annex details actual sums received in the period 1996 – 1997 following individual returns from Departments.

Explanatory notes

1. The Government Department or Agency which originated the material.
2. The type of material issued by the Department or Agency.
3. This covers the medium in which the material is published; whether it is sold commercially; and who publishes the work.
4. This covers circumstances where a Department or Agency publishes material itself from which it derives an income stream.
5. This covers circumstances where a Department or Agency publishes material via a commercial publisher and derives a financial return from that publisher, usually in the form of a sales-based royalty.
6. This covers cases where a Government Department or Agency, with delegated authority from the Controller of HMSO, licenses publishers and other organisations or individuals to reproduce Crown copyright material.
7. This covers those cases where Departments or Agencies have set up arrangements for the sale of information or data, often in electronic form, to value-added publishers and information providers. The original information or data may already have been published by the Department or Agency in some cases.
8. Additional information to clarify main entries.

Dept or Agency [1]	Range of Publishing [2]	How work is published [3]	Direct sales income [4]	Royalty income [5]	Licensing income [6]	Data supply income [7]	Comments [8]
ACAS Non-Departmental Public Body The Board of Trade	Codes of practice, advisory booklets, handbooks, guides, leaflets and occasional papers.	Codes of practice published by The Stationery Office Ltd. Some work sold commercially.	£100,000	NIL	NIL	NIL	
Agriculture, Fisheries & Food (MAFF) Minister of Agriculture, Fisheries & Food The Rt Hon Dr Jack Cunningham	Books, pamphlets, leaflets, videos, maps, food data, Codes of Practice, statistics, consultation documents and posters.	40% of output is published commercially on a sales basis.	£10,000	NIL	£2,000	less than £1,000	
British Pharmacopoeia Commission The Secretary of State for Health The Rt Hon Frank Dobson	Books of pharmaceutical standards.	Pharmacopoeia published by The Stationery Office Ltd in print and CD-ROM.	NIL	£400,000 for 96/97. Guaranteed minimum of £2m over 5 years 1993-98.	NIL	NIL	There are two versions of the Pharmacopoeia, plus a book of British Approved Names.
Buying Agency The Chancellor of the Duchy of Lancaster The Rt Hon Dr David Clark	Catalogues, newsletters, promotional literature.	All published via external publishers.	NIL	NIL	NIL	NIL	

Cabinet Office The Chancellor of the Duchy of Lancaster The Rt Hon Dr David Clark	(a) Citizen's Charter Guides, leaflets, forms, booklets, checklists and information packs (consisting of video, CD-ROM, audio and printed matter). Teacher guides, Citizen's Charter logo, Command Papers.	Command Papers published commercially by The Stationery Office Ltd and ICL.	NIL	NIL	NIL	NIL	The integrity of the Charter Mark/logo must be protected
	(b) Development and Equal Opportunities Good practice guides, videos, reports, information notes.	90% sold through commercial publisher.	£25,000	NIL	NIL	NIL	
	(c) Property Advisers to Civil Estate (PACE) Annual report, publicity, guides, bulletins and information notes on property management.	Less than 5% currently published commercially, but this is likely to increase. The commercial publishing is via external publishers.	NIL	£3,500	NIL	NIL	
	(d) Historical Branch Official Histories.	Published commercially by The Stationery Office Ltd and other private sector publishers.	NIL	NIL but a royalty is anticipated in future years.	NIL	NIL	
	(e) Other divisions of Cabinet Office Range of guidance reports, Command Papers.	Only Command Papers published commercially.	NIL	NIL	NIL	NIL	
CADW (Welsh Historic Monuments) The Secretary of State for Wales The Rt Hon Ron Davies	Guide books to sites in state care and advice notes on statutory functions.	60-70% are published commercially mainly through CADW.	£350,000	£2,000	£3,000	NIL	

<p>Central Computer & Telecommunications Agency The Chancellor of the Duchy of Lancaster The Rt Hon Dr David Clark</p>	<p>(i)Advice/guidance on IT issues (300 current titles). (ii) Annual Report and Accounts and a small number of corporate documents.</p>	<p>(i)Commercially published. (ii)Published on a free issue basis.</p>	<p>£2m</p>	<p>£365,000</p>	<p>Included in royalty income</p>	<p>NIL</p>	<p>Production of CCTA titles is outsourced to publishers and related providers of intellectual property. The direct sales income of £2 million finances the development of CCTA products and titles and underpins other direct services.</p>
<p>Central Office of Information The Chancellor of the Duchy of Lancaster The Rt Hon Dr David Clark</p>	<p>Annual Report and Accounts; Information and Press Officer Directory. Government press releases, available through a subscription service, and related on-line databases and Internet services; archival films. (COI rarely publishes material in its own right. It produces publicity and public information for its clients who are the publishers of that material.)</p>	<p>Commercially through The Stationery Office Ltd.</p>	<p>£366,000</p>	<p>NIL</p>	<p>£112,000</p>	<p>NIL</p>	<p>COI holdings of films have been contracted out to a private sector company. Part of the income generated is paid to COI.</p>

Charity Commission Non-Ministerial Department	Leaflets, annual reports, loose leaf guides.	Five items commercially published, others issued free.	£10,000	NIL	£27,000	£37,000	
Civil Service College The Chancellor of the Duchy of Lancaster The Rt Hon Dr David Clark	Promotional material, annual report and accounts, publications on management topics.	Annual report and accounts published through The Stationery Office Ltd. Management books published by Pitmans.	NIL	£4,000	NIL	NIL	
Crown Prosecution Service The Attorney General The Rt Hon John Morris QC	Annual reports, inspectorate reports, journals, newsletters, publicity material, leaflets.	Published on a free issue basis.	NIL	NIL	NIL	NIL	
Culture, Media & Sport Secretary of State for Culture, Media & Sport The Rt Hon Chris Smith	Annual Reports and Command Papers.	Approximately one-third of material published commercially, through external publisher.	NIL	NIL	NIL	NIL	
Customs & Excise Non-Ministerial Department Ms Dawn Primarolo Treasury	Leaflets, forms, manuals, Customs Tariff, VAT guidance.	Only 5% sold commercially although C&E have entered into a commercial distribution agreement. C&E also supply data direct to information providers.	NIL	NIL	NIL	£212,000	
Defence (Ministry of) Secretary of State for Defence The Rt Hon George Robertson	Defence Standards, expenditure plans, statistics, photographs, manpower reviews.	Many titles published commercially by The Stationery Office Ltd.	NIL	NIL	£33,000	NIL	See separate entries for other branches of MOD.

Defence - Central Services Establishment Secretary of State for Defence The Rt Hon George Robertson	Technical publications, personnel manuals. Joint service publications, job opportunity bulletins.	5% sold commercially	£650,000	NIL	NIL	NIL	
Defence - Directorate of Standardisation Secretary of State for Defence The Rt Hon George Robertson	Defence standards and specifications.	Charges for any documents sent to non-NATO countries.	Less than £1,000	NIL	£4,000	NIL	
Defence - Evaluation & Research Agency Secretary of State for Defence The Rt Hon George Robertson	Annual reports, newssheets, databases.	Published on a free issue basis.	£8m	NIL	£1,000 plus £70,000 generated from licensing of software.	£22,000	Most of direct sales income is generated from patents and know-how.
Defence - United Kingdom Hydrographic Office Secretary of State for Defence The Rt Hon George Robertson	Navigational charts and publications	All published by United Kingdom Hydrographic Office.	£36.87m	NIL	£500,000	£40,000	Licensing income expected to be £250,000 in future years.

Defence - Meteorological Office Secretary of State for Defence The Rt Hon George Robertson	Books, brochures, software, charts.	A mixture of commercial and free issue publishing.	£17m	NIL	£750,000	£4m	The direct sales income excludes direct services to other government departments and public sector bodies.
Defence - Military Survey Secretary of State for Defence The Rt Hon George Robertson	Corporate plans, business plans (for internal dissemination only). Annual report, maps, charts and geographic products.	Most material for general publication is sold commercially. Annual report published via The Stationery Office Ltd. Mapping products by Military Survey.	£842,000	NIL	NIL	Included in direct sales income	

<p>Defence - Procurement Executive Secretary of State for Defence The Rt Hon George Robertson</p>	<p>Intellectual Property patents, software, database information, technical reports, drawings.</p>	<p>See entries for DERA, Meteorological Office and United Kingdom Hydrographic Office.</p>	<p>Covered under other MOD categories</p>	<p>Covered under other MOD categories</p>	<p>Covered under other MOD categories</p>	<p>NIL</p>	<p>Many documents produced within MOD and its agencies contain commercially sensitive information from collaborators and suppliers consisting of other governments and industry both at home and abroad. Copyright is an essential tool in preventing misuse of such material.</p>	
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Driver & Vehicle Licensing Agency Secretary of State for the Environment, Transport & Regions The Rt Hon John Prescott	(a) Driving licences, vehicle excise licences, vehicle registration documents, other value documents and associated application forms and leaflets.	(a) Documents are not published commercially, though the issue of some attract fees or excise. Information leaflets and application forms are published on a free issue basis. There is a mix of internal and external publishing.	NIL	NIL to date, but contracts only recently issued for sale of anonymised data. Estimated annual income will be in the region of £160,000-£170,000.	NIL	NIL to date, but contract only recently issued regarding sale of anonymised data.	
	(b) Annual Report.	(b) Annual Report and Accounts published by The Stationery Office Ltd.					
	(c) Sale of anonymised vehicle data.	(c) Anonymised data sold by private companies.					
	(d) Business Plans.	(d) Business Plan published on a free issue basis.					
Economic Development (Northern Ireland) Secretary of State for Northern Ireland The Rt Hon Dr Marjorie Mowlam	Guidance notes, statutory rules, annual reports, booklets, leaflets, forms, consultative documents, brochures, leaflets, mapping products produced by Geological Survey (NI).	Most of commercial material published via private sector, except for mapping products.	£3,000	NIL	NIL	£185,000	The data supply income consists of material originated by Companies Registry and Geological Survey.

Education & Employment Secretary of State for Education & Employment The Rt Hon David Blunkett	Leaflets, booklets, circulars, educational standards such as NVQs, National Curriculum material, Teachers' Pay and Conditions. Employment and training material.	Only a small proportion of material commercially published.	NIL	£7,000	NIL	NIL	
Education (Northern Ireland) Secretary of State for Northern Ireland The Rt Hon Dr Marjorie Mowlam	Information on various aspects of education in Northern Ireland.	Only material of a legislative nature is published commercially via The Stationery Office Ltd.	NIL	NIL	NIL	NIL	
Environment, Transport & The Regions (includes Driving Standards Agency) Secretary of State for the Environment, Transport & Regions The Rt Hon John Prescott	Parliamentary and non-Parliamentary consultation documents, circulars, research papers and reports, statistics, safety leaflets, manuals, Highway Code, Driving Test and vehicle inspection manuals.	50% of material is published commercially, most through The Stationery Office Ltd. Free issue material published by department.	Transport Agency £200,000, Environment £50,000, Driving Standards Agency £44,000	£1.3m	£100,000	£6,000	Excludes Highways Agency and Vehicle Licensing Agency.

Environment (Northern Ireland) Secretary of State for Northern Ireland The Rt Hon Dr Marjorie Mowlam	Annual reports, accounts, corporate and business plans, Citizen's Charter. Documents, legislation, statistics, guidance documents, information leaflets, brochures, booklets, posters, educational material, discussion and consultation documents.	About 5% of output is published commercially. Of this 40-60% is published via external publisher.	£5,000	NIL	NIL	£461,000	The data supply income applies to data supplied via Land Registers of Northern Ireland, which is an agency operating under the main department.
Export Credit Guarantees Department Secretary of State for Trade & Industry The Rt Hon Margaret Beckett	Annual report and accounts, newsletters, brochures, publicity information.	Annual report and accounts published commercially. See comments.	NIL	NIL	NIL	NIL	Newsdesk Communication s print and publish various publications free of charge but derive income from advertising revenue, part of which is paid back to the Department.
Fisheries Research Services Secretary of State for Scotland The Rt Hon Donald Dewar	Internal reports and articles for commercial journals.	Some of the material is published via the Scottish Office.	NIL	NIL	NIL	less than £1,000	

Foreign & Commonwealth Office Secretary of State for Foreign & Commonwealth Affairs The Rt Hon Robin Cook	Treaties (Command papers), annual reports, documents on British policy overseas. Diplomatic Service List, London Diplomatic List.	A large proportion of material commercially published by The Stationery Office Ltd.	NIL	NIL	NIL	NIL	
Forestry Commission Non-Ministerial Department	Technical forestry information, local trail guides.	50% sold commercially, 20% of which is published by The Stationery Office Ltd.	£60,000	less than £1,000	less than £1,000	£3,000	Data supply activities likely to expand in the future.
General Register Office Scotland Secretary of State for Scotland The Rt Hon Donald Dewar	Reports, leaflets, booklets, monitors.	Most material published commercially (except for leaflets). 50% is published by external publishers.	NIL	NIL	NIL	£117,000	GRO's income is derived from a combination of data supply, licensing and sale of publications. It is not possible to provide a breakdown of the constituent elements.
Government Actuary's Department Non-Ministerial Department Mrs Helen Liddell Treasury	Official reports which appear as Command Papers; population projections for the United Kingdom and constituent countries; English life tables and other life tables; tables of long-term rates of investment return; quadrennial survey of occupational pension schemes in the United Kingdom; tables of factors for use in court cases and by industrial tribunals; departmental annual reports;	Most sold commercially except for annual report and brochures. Commercially-published material published externally.	NIL	NIL	NIL	£2,000	

	brochures; business reports and management plans; various software for sale (developed systems); other ad hoc publications.						
Health Secretary of State for Health The Rt Hon Frank Dobson	Annual reports, brochures, publicity information, regulations, journals, leaflets, advisory booklets.	50% of work is published commercially. 70% is published via The Stationery Office Ltd, with remaining 30% issued by DOH.	£383,000	£49,000	NIL	NIL	DOH have also been involved in developing and commissioning software and electronic value-added products which are subject to Crown copyright protection.
Health & Safety Executive Minister for the Environment The Rt Hon Michael Meacher	Plan of work and annual report, consultation documents, Approved Codes of Practice, guidance on regulations, approved lists, generic and sector-specific guidance, case studies, technical guidance, contract research reports and offshore research reports, newsletters, publicity material, press notices, accident and ill-health statistics, forms, signs and posters (including statutory requirements).	80% of HSE's output is sold commercially. HSE has its own publishing operation HSE Books. 1.2 million priced publications sold and 7 million free publications distributed each year.	£6.1m	£300,000	NIL	£200,000	HSE is required by HM Treasury to produce a Memorandum Trading Account (MTA) for priced publications. The broad financial aim is to ensure that revenue from the sale of priced publications covers the costs involved in producing and distributing both priced and free

							publications. Within a policy which ensures a balance between free and priced publications, the MTA requires HSE fully to recover the costs of production, marketing and distribution of priced publications.
<p>Her Majesty's Stationery Office (HMSO) The Chancellor of the Duchy of Lancaster The Rt Hon Dr David Clark</p>	<p>HMSO is responsible for the publishing of Acts, Statutory Instruments, Statutory Rules of Northern Ireland and the London, Belfast and Edinburgh Gazettes. It also produces a range of other statutory titles including the Chronological Tables of Statutes and Local Legislation.</p>	<p>All commercially published by The Stationery Office Ltd.</p>	<p>NIL</p>	<p>NIL</p>	<p>£1.3m</p>	<p>NIL</p>	<p>The Controller of HMSO (now part of Office of Public Service) is responsible for the administration and licensing of Crown copyright under Royal Letters Patent. In many cases, the Controller has delegated authority to individual departments.</p>
<p>Highways Agency Secretary of State for the Environment, Transport & Regions The Rt Hon John Prescott</p>	<p>Manuals such as the Design Manual for Roads and Bridges and the Manual of Contract Documents for Highway Works. Annual Reports, Business Plans,</p>	<p>90% of works published commercially, chiefly through The Stationery Office Ltd.</p>	<p>£10,000</p>	<p>NIL</p>	<p>NIL</p>	<p>NIL</p>	

	Circulars and Public Information Leaflets.						
Historic Royal Palaces Agency Secretary of State for Culture, Media & Sport The Rt Hon Chris Smith	Guidebooks, postcards, annual reports.	Some works published commercially.	£1,025,000	NIL	£5,000	NIL	
HM Land Registry The Lord Chancellor The Rt Hon The Lord Irvine of Lairg QC	Policy documents, consultation papers, newsletters, forms.	Only the annual report is commercially published. 70% of publishing is handled in-house.	NIL	NIL	£3,000	£22m	Data supply income covers applications for office copies of the register and of the filed plans and from register views on Direct Access.
Home Office Secretary of State for the Home Department The Rt Hon Jack Straw	Consultation papers, research studies, codes of practice, publicity material and statistical bulletins.	Some commercially published, mostly through The Stationery Office Ltd. The remainder is issued freely via the department.	£14,000	£9,000	NIL	NIL	
Inland Revenue Non-Ministerial Department Ms Dawn Primarolo Treasury	Leaflets, forms, economic notes, statistics. Tax Case Reports, Instruction Manuals.	5-10% published commercially. Manuals are published by a public sector publisher.	£30,000	NIL	NIL	NIL	
Insolvency Service Secretary of State for Trade & Industry The Rt Hon Margaret Beckett NIL	Guidance, annual reports.	Some published by The Stationery Office Ltd.	NIL	NIL	NIL	NIL	
International Development (Department for) Secretary of State for International Development The Rt	Leaflets, newsletters, evaluation reports, statistics.	Vast majority is published on a free issue basis.	£1,600	NIL	NIL	NIL	

Hon Clare Short							
Law Commission Non-Departmental Public Body The Lord Chancellor The Rt Hon The Lord Irvine of Lairg QC	Reports (as Parliamentary papers), consultation papers.	All work published by The Stationery Office Ltd.	NIL	NIL	NIL	NIL	
Lord Chancellor's Department (Court Service) Lord Chancellor The Rt Hon The Lord Irvine of Lairg QC	Forms, leaflets, reports.	Annual report and judicial statistics report commercially published. All other items published on a free issue basis.	NIL	NIL	NIL	NIL	See separate entry for VAT & Duties Tribunal and Special Commissioners of Income Tax.
Marine Accident Investigation Branch (MAIB) Secretary of State for the Environment, Transport & Regions The Rt Hon Prescott	Reports on findings of investigations into marine accidents.	Full reports commercially published by The Stationery Office Ltd. Summaries of reports published on a free issue basis by MAIB.	NIL	NIL	NIL	NIL	
Medical Devices Agency Secretary of State for Health The Rt Hon Frank Dobson	Evaluation reports, safety warnings, guidance notes, directives, bulletins and guidance notes on the EC Medical Devices Directives. Annual Report and Accounts.	10-20% sold commercially. Nearly all European regulatory affairs material is available electronically on the Internet as well as in paper format. Only the Annual Report and Accounts is published externally (via The Stationery Office Ltd). All other material published by MDA.	£30,000	NIL	NIL	NIL	
Medicines Control Agency Secretary of State for Health The Rt Hon Frank Dobson	Annual reports, guidance notes, videos, booklets.	95% published commercially, with some on subscription service.	£170,000	£12,000	NIL	£126,000	
National Savings Chancellor of the Exchequer The Rt Hon Gordon Brown	Leaflets and forms. Annual report.	Published internally on free issue basis.	NIL	NIL	NIL	NIL	

NHS Estates Secretary of State for Health The Rt Hon Frank Dobson	Technical guidance	Commercial publication	£905,000	£259,000	NIL	NIL	Department is charged through framework document to recover its costs through sales.
Office of Electricity Regulation (OFFER) Non-Ministerial Department	Public register, consultation papers. Reports on company performance, leaflets.	Annual report published by The Stationery Office Ltd. Rest published by OFFER.	£8,000	NIL	NIL	less than £1,000	
Office of Fair Trading Non-Ministerial Department	Reports, discussion documents, information for traders and consumers on various aspects of competition and fair trading legislation.	Published on a free issue basis.	NIL	NIL	NIL	NIL	
Office of National Lottery (OFLOT) Non-Ministerial Department	Press notices, leaflets, annual report.	Only annual report commercially published.	NIL	NIL	NIL	NIL	
Office for National Statistics Chancellor of the Exchequer The Rt Hon Gordon Brown	Statistical data, survey results.	A large proportion is published commercially as books, CD-ROMs and fax services. Some of these services are available via a commercial publisher, others direct from ONS. Most 'headline' statistics are issued freely.	£4.8m	£1.4m	£10,000	£385,000	
Office of Water Services (OFWAT) Non-Ministerial Department	Reports on the water industry, leaflets, CD-ROM of water company returns, annual report.	5% sold commercially. Annual report published by The Stationery Office Ltd. The rest is published by OFWAT.	£31,000	NIL	NIL	NIL	
OFSTED Non-Ministerial Department	School inspection reports, education reports, inspection guidance.	90% is published by OFSTED and 10% by The Stationery Office Ltd. as priced publications.	NIL	NIL	NIL	NIL	

Ordnance Survey Secretary of State for Environment, Transport & Regions The Rt Hon John Prescott	Mapping products in print and digital form.	The majority of products are published by OS, although some products are produced as part of a joint venture.	£44m	NIL	£22.4m	£2.6m	
Ordnance Survey (Northern Ireland) The Minister of State for Northern Ireland The Rt Hon Dr Marjorie Mowlam	Maps and topographical information.	All material is published commercially by OS (NI).	£1,600,000 (from sale of mapping products including sale of digital data).	NIL	£480,000	NIL	
Public Record Office The Lord Chancellor The Rt Hon The Lord Irvine of Lairg QC	Handbooks, guides, illustrated books, plus free issue leaflets, pamphlets.	Mixture of commercial and non- commercial. Some published via external publisher.	£72,000	£7,000	£3,000	NIL	
Radiocommunicati ons Agency The President of the Board of Trade The Rt Hon Margaret Beckett	Specifications, licence application forms, information sheets, reports, newsletters.	Only the annual reports are sold commercially.	NIL	NIL	NIL	NIL	
RAF Museum Secretary of State for Defence The Rt Hon George Robertson	Guidebooks, calendars, annual report, leaflets.	Guidebooks and calendars sold commercially via RAF Museum's bookshop. Printing is arranged by Museum and publication is by RAF Museum.	£49,000	NIL	£1,000	NIL	Museum operates through a trading company which covenant income back to the Museum.
Registers of Scotland The Secretary of State for Scotland The Rt Hon Donald Dewar	Annual report, information leaflets, guide to land registration, newsletters, statutory forms.	5% of material published commercially. Of this total 90% is published via external publisher, 10% in-house.	£1,500	NIL	NIL	£178,000	

Royal Commission on the Ancient & Historical Monuments of Scotland Secretary of State for Scotland The Rt Hon Donald Dewar	Books, leaflets.	Commercial publication. 50% published by external publisher.	£2,000	£1,000	£2,000	£1,000	
Royal Commission Historical Monuments (England) Minister for Sport Tony Banks MP	Books, leaflets, brochures, internet.	Books are commercially published, both by the Commission and by commercial publishers.	£27,000	£12,000	£11,000	NIL	
Royal Commission on the Ancient & Historical Monuments of Wales Secretary of State for Wales The Rt Hon Ron Davies	Books, leaflets, annual reports, newsletters, Internet.	Published in-house.	£4,000	NIL	less than £1,000	NIL	
Royal Mint Chancellor of the Exchequer The Rt Hon Gordon Brown	Promotional and educational.	Royal Mint publishes its own material, some of it commercially.	£5,000	NIL	NIL	NIL	
Scottish Office The Secretary of State for Scotland The Rt Hon Donald Dewar	Reports, consultation papers, journals, circulars, press notices, leaflets.	Up to 50% of work is published commercially by The Stationery Office Ltd.	£47,000	NIL	NIL	NIL	
Social Security Secretary of State for Social Security The Rt Hon Harriet Harman	Research reports, discussion papers, legal documents, commissioners' decisions, income support, social fund guides, leaflets, booklets and posters.	80% published commercially by The Stationery Office Ltd. Leaflets, explanatory booklets and posters are free issue publications.	NIL	NIL	NIL	NIL	

Trade & Industry President of the Board of Trade The Rt Hon Margaret Beckett	Company searches, official reports, export information, oil and gas data, leaflets, guidance.	A large proportion is published commercially either by DTI or through The Stationery Office Ltd.	£2m	£30,000	NIL	£10.2m	The majority of the income is generated from the sale of company searches. This covers Companies House and Patent Office.
Treasury Chancellor of the Exchequer The Rt Hon Gordon Brown	Public information and consultation documents, Command papers and House of Commons papers.	40% of items are via external publisher, of which a significant proportion are published commercially.	£50,000	NIL	NIL	NIL	
UK Passport Agency Secretary of State for the Home Department The Rt Hon Jack Straw	Corporate plan, reports and accounts, leaflets.	Reports and accounts are published commercially via external publisher.	NIL	NIL	NIL	£8,000	
Valuation Office (Inland Revenue) Chancellor of the Exchequer The Rt Hon Gordon Brown	Valuation lists and internal manual.	Valuation lists supplied under contract with EDS. Manuals are published by a private sector publisher.	NIL	NIL	NIL	£112,000	
VAT & Duties Tribunal Special Commissioners of Income Tax (Court Service) The Lord Chancellor The Rt Hon The Lord Irvine of Lairg QC	VAT and Duties Tribunals Reports, Decisions, leaflets.	Tribunal Reports published commercially via The Stationery Office Ltd. Decisions and leaflets are produced in-house.	£72,000	NIL	NIL	NIL	
Vehicle Inspectorate Secretary of State for the Environment, Transport &	Inspection manuals, testing guides, leaflets, posters and forms.	60% sold commercially via The Stationery Office Ltd.	£196,000	£8,000	NIL	£35,000	

Regions The Rt Hon John Prescott							
Veterinary Laboratories Agency Ministry of Agriculture, Fisheries & Food The Rt Hon Dr Jack Cunningham	Annual review and accounts, marketing literature products brochure.	10% is published commercially. Majority of publishing is undertaken in-house.	£2,000	NIL	less than £1,000	less than £1,000	
Welsh Office Secretary of State for Wales The Rt Hon Ron Davies	Maps, circulars, posters, booklets, leaflets.	Some commercial publications.	£26,000	NIL	NIL	£3,000	
TOTALS			£128,232,000	£4,329,500	£25,820,000	£40,937,000	
GRAND TOTAL = £199,318,500							