

## **THE MARSHALL AID COMMEMORATION COMMISSION GUIDE TO INFORMATION.**

The Marshall Aid Commemoration Commission (MACC) is the Non Departmental Public Body (NDPB) responsible for the administration of the Marshall Scholarships. The Scholarships were founded by an Act of Parliament in 1953 and commemorate the humane ideals of the European Recovery Programme (Marshall Plan). They are funded by the Foreign & Commonwealth Office and administered by the Marshall Aid Commemoration Commission in the UK (for which the Association of Commonwealth Universities provides the Secretariat). The mission of the MACC is to strengthen US-UK relations and to promote British influence in the United States by providing Marshall Scholarships to US Citizens of high academic achievement, who have the ability to be potential leaders, opinion formers and decision makers in the United States and, by doing so, to express the gratitude of the British people for the Marshall Plan.

For more information on the work of MACC, please go to [www.marshallscholarship.org](http://www.marshallscholarship.org) or [www.fco.gov.uk](http://www.fco.gov.uk)

## **THE FREEDOM OF INFORMATION ACT 2000**

The Freedom of Information Act, passed by Parliament in November 2000, requires government departments and other publicly funded organisations to make freely available to the public a range of information about that organisation, including information that might previously have been considered confidential. People of any nationality, resident in any country, may request this information. The Act is part of the 'Open Government' initiative and will come fully into force on 1<sup>st</sup> January 2005. In preparation for full implementation public bodies must adopt a "Publication Scheme".

The aim of a Publication Scheme is to make people aware they may request this sort of information and to inform them on the range of information available. The Scheme is a structured list, like a library catalogue. People should use the Scheme to choose documents that they wish to see. The information included in the Scheme will be available from 30 November 2002.

The [Office of the Information Commissioner](#) (OIC) is responsible for overseeing the implementation of the Act. The Information Commissioner has approved this Scheme.

## HOW TO REQUEST INFORMATION

The MACC Publication Scheme is available via the website, [www.marshallscholarship.org](http://www.marshallscholarship.org) and in hard copy. For paper copies of the Scheme, and all of the documents included in it please contact:

The Assistant Secretary & Head of Scholarship Administration  
Marshall Aid Commemoration Commission  
ACU  
Woburn House  
20-24 Tavistock Square  
London  
WC1H 9HF

Tel: 020 7380 6700

Email: [macc@acu.ac.uk](mailto:macc@acu.ac.uk)

Your request will be answered as soon as possible. Any charges for information will be listed within the Scheme.

## **GUIDE TO INFORMATION**

We have created our scheme in such a way as to provide information on each area of our work. We have provided a contact address should you require more information than is currently available.

The officer responsible for this publication scheme:

Executive Secretary  
The Marshall Aid Commemoration Commission  
ACU  
Woburn House  
20-24 Tavistock Square  
London  
WC1H 9HF

Tel: 020 7380 6700  
Email: [macc@acu.ac.uk](mailto:macc@acu.ac.uk)

The officer responsible for the maintenance of the scheme:

Assistant Secretary & Head of Scholarship Administration  
The Marshall Aid Commemoration Commission  
ACU  
Woburn House  
20-24 Tavistock Square  
London  
WC1H 9HF

Tel: 020 7380 6700  
Email: [macc@acu.ac.uk](mailto:macc@acu.ac.uk)

## **CLASSES OF INFORMATION**

### **WHO WE ARE AND WHAT WE DO**

Information on organisational information, locations and contacts, constitutional and legal governance can be found at <http://www.marshallscholarship.org/about/>

The MACC was created by the Marshall Aid Commemoration Act, 1953. For a copy of this legislation and the Administrative Regulations (White Paper Cmnd 8846, last amended 1990) contact:

Record Copy Ordering Section  
Public Record Office  
Kew, Richmond  
Surrey UK. TW9 4DU

Or for an electronic version: [repro-ordering@pro.gov.uk](mailto:repro-ordering@pro.gov.uk)

### **WHAT WE SPEND AND HOW WE SPEND IT**

Financial information can be found published in our Annual Reports which are published on our website  
<http://www.marshallscholarship.org/about/annualreports>.

The published Government approved accounts can be found at  
<http://www.official-documents.gov.uk/>

### **WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING**

The following information is available upon request:

- Corporate Plan
- Reviews of the MACC

The MACC's Mission statement can be found at  
<http://www.marshallscholarship.org/about/missionstatement>

Electronic versions of the Annual Report can found at  
<http://www.marshallscholarship.org/about/annualreports>

Statistics from the Scholarship competitions and lists of US Universities awarded Marshall Scholarships can be found at  
<http://www.marshallscholarship.org/about/statistics>

## HOW WE MAKE DECISIONS

Information on the MACC's decision making process and records is available upon request as follows:

- **Minutes**

The MACC has executive responsibility, under the Secretary of State for Foreign and Commonwealth Affairs, for the organisation and management of the Marshall Scholarships.

The MACC meets three times a year to discuss policy and review the administration of the scheme.

Under the Marshall Aid Commemoration Act 1953, Her Majesty's Ambassador to the United States of America will hold an advisory council annually to finalise the selection of the Marshall Scholars and reserves and to discuss policy pertaining to selection.

The minutes and supplementary reports are available upon request.

Some of the material in this class is derived from documents, which we consider to contain exempt information. Where this occurs the material will clearly show where information has been withheld and explain what exemption has been applied and why.

- **Internal Communications**

The MACC communicates with its members, Consulate-Generals in the US, British Embassy, Washington DC and Scholars through a series of internal circulars informing them of proposed changes to internal procedures, or the effects of outside influences, such as FCO policy issues. Some of the material in this class is derived from documents which we consider to contain exempt information. Where this occurs the material will clearly show where information has been withheld and explain what exemption has been applied and why.

We commit to undertake a continuous programme of assessing public interest in the content of our circulars and publish here accordingly.

## OUR POLICIES AND PROCEDURES.

The rules of the Marshall Scholarship can be found at:  
<http://www.marshallscholarship.org/applications/rules>

The MACC's privacy statement can be found at:  
<http://www.marshallscholarship.org/applications/privacy>

## LISTS AND REGISTERS

The MACC holds a Register of Interests for the Marshall Commissioners, information is available upon request.

## **THE SERVICES WE OFFER**

Full details and information about the Services the MACC offers can be found on their website at: <http://www.marshallscholarship.org/>

The MACC produces promotional brochures about Scholarships and Fellowships. These can be requested in hard copy only.

## **REVIEW OF THE SCHEME**

The Publication Scheme will be monitored by:

Assistant Secretary & Head of Scholarship Administration,  
Marshall Aid Commemoration Commission,  
ACU  
Woburn House  
20-24 Tavistock Square  
London  
WC1H 9HF

Tel: 020 7380 6700  
Email: [macc@acu.ac.uk](mailto:macc@acu.ac.uk)

We undertake to assess new information for possible inclusion in the Scheme, particularly internal publications as they are produced.

## **HOW TO REQUEST FURTHER INFORMATION OUTSIDE THE SCHEME**

If you are unable to find the information you are interested in through our Guide to Information, then you may wish to request the information from us. Requests should be made in writing to:

The Assistant Secretary & Head of Scholarship Administration  
Marshall Aid Commemoration Commission  
ACU  
Woburn House  
20-24 Tavistock Square  
London  
WC1H 9HF

Email: [macc@acu.ac.uk](mailto:macc@acu.ac.uk)

It will help if you can further define your request to help us identify the information you want. We will inform you if there is a fee applicable.

Under the Code of Practice and the FOI Act, we are obliged to respond to your request within 20 working days. If we are unable to do so, we will inform you of our reasons and work to reply substantively as soon as we can.

When we respond we will explain any exemptions used and what to do if you are unhappy with our reply.

The Code and FOI Act are both fully retrospective and people of any nationality and in any country can request information.

## **PERSONAL DATA**

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

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

Assistant Secretary & Head of Scholarship Administration  
Marshall Aid Commemoration Commission  
ACU  
Woburn House  
20-24 Tavistock Square  
London  
WC1H 9HF

Email: [macc@acu.ac.uk](mailto:macc@acu.ac.uk)

## **COMPLAINTS PROCEDURE**

The MACC must reply to a complaint within 20 working days.

If you are dissatisfied with the response from the MACC you may seek an internal review of that decision. A member of staff who was not involved with your original request will undertake the review.

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

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

Tel: 01625 545 700

Fax: 01625 524 510

[https://www.ico.gov.uk/Global/contact\\_us.aspx](https://www.ico.gov.uk/Global/contact_us.aspx)

## **OTHER USEFUL INFORMATION**

Documents and websites produced by other bodies but relevant to the work of the MACC are not part of the Publication Scheme, can be found on our website at <http://www.marshallscholarship.org> The MACC is not responsible for the contents or reliability of the linked websites and does not necessarily endorse the views

expressed with them. We cannot guarantee that the links will work all of the time and we have no control over the availability of linked pages.

### **Government Legislation**

The MACC was created by the Marshall Aid Commemoration Act, 1953. For a copy of this legislation and the Administrative Regulations (White Paper Cmnd 8846, last amended 1990) contact:

Record Copy Ordering Section  
Public Record Office  
Kew, Richmond  
Surrey UK. TW9 4DU

Or for an electronic version: [repro-ordering@pro.gov.uk](mailto:repro-ordering@pro.gov.uk)