



Agriculture & Horticulture  
DEVELOPMENT BOARD

## **Agriculture & Horticulture Development Board Publication Scheme**

**December 2008**

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# Agriculture & Horticulture Development Board Publication Scheme

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This publication scheme commits the Agriculture and Horticulture Development Board (AHDB) to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

This scheme commits AHDB:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by AHDB and falls within the classifications below.
- To specify the information which is held by AHDB and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information AHDB makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

## Classes of information

### Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

### What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, and procurement.

### What our priorities are and how we are doing

Strategy and performance information, plans, inspections and reviews.

### How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

### Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of AHDB.

### The services we offer

Advice and guidance, booklets and leaflets, and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

### **The method by which information published under this scheme will be made available**

AHDB will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of AHDB, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, AHDB will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## **Charges which may be made for Information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by AHDB for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### **Written Requests**

Information held by AHDB that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Write to:

Head of Communications  
Agriculture and Horticulture Development Board  
Stoneleigh Park  
Warwickshire  
CV8 2TL

Email: [info@ahdb.org.uk](mailto:info@ahdb.org.uk)  
Website: [www.ahdb.org.uk](http://www.ahdb.org.uk)

## CLASS OF INFORMATION: Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

### AHDB ROLES AND RESPONSIBILITIES

<b>Description</b>	<b>Overview of AHDB</b>
<b>Availability</b>	This can be found on the AHDB website in 'About AHDB' section and also contained within the three-year Corporate Plan in the 'Publications' section of the website: <a href="http://www.ahdb.org.uk">www.ahdb.org.uk</a>
<b>Charge</b>	None

<b>Description</b>	<b>AHDB's statutory purpose and its functions are defined in the Statutory Instrument known as the Agriculture and Horticulture Development Board Order 2008. The Department for Environment, Food and Rural Affairs (Defra) acts as AHDB's 'sponsor' Government department and a Management Statement and Financial Memorandum sets out the broad framework within which AHDB, Defra and the devolved administrations are required to operate in their relationship</b>
<b>Availability</b>	Agriculture and Horticulture Development Board Order 2008: can be found on the website of the Office of Public Sector Information - <a href="http://www.opsi.gov.uk/si/si2008/uksi_20080576_en_1">http://www.opsi.gov.uk/si/si2008/uksi_20080576_en_1</a>  Management Statement and Financial Memorandum: can be found on the AHDB website - <a href="http://www.ahdb.org.uk/about/default.aspx">http://www.ahdb.org.uk/about/default.aspx</a>
<b>Charge</b>	None

### AHDB ORGANISATIONAL STRUCTURE

<b>Description</b>	<b>Internal structure of AHDB - an explanation of and wiring diagrams</b>
<b>Availability</b>	This can be found on the AHDB website in 'About AHDB' section and also contained within the three-year Corporate Plan in the 'Publications' section of the website: <a href="http://www.ahdb.org.uk">www.ahdb.org.uk</a>
<b>Charge</b>	None

## INFORMATION RELATING TO THE LEGISLATION RELEVANT TO THE AHDB'S FUNCTIONS

<b>Description</b>	<b>AHDB was established under the Agriculture and Horticulture Development Board Order 2008 (made under section 87 of the Natural Environment and Rural Communities Act 2006)</b>
<b>Availability</b>	Natural Environment and Rural Communities Act 2006: can be found on the website of the Office of Public Sector Information at <a href="http://www.opsi.gov.uk/acts/acts2006/ukpga_20060016_en_1">http://www.opsi.gov.uk/acts/acts2006/ukpga_20060016_en_1</a>  Agriculture and Horticulture Development Board Order 2008: can be found on the website of the Office of Public Sector Information at <a href="http://www.opsi.gov.uk/si/si2008/uksi_20080576_en_1">http://www.opsi.gov.uk/si/si2008/uksi_20080576_en_1</a>
<b>Charge</b>	None

## SENIOR STAFF AND MANAGEMENT BOARD MEMBERS

<b>Description</b>	<b>List of AHDB Board Members and biographies</b>
<b>Availability</b>	Can be found on the AHDB website in the About AHDB section: <a href="http://www.ahdb.org.uk">www.ahdb.org.uk</a>
<b>Charge</b>	None

<b>Description</b>	<b>List of AHDB Executive Management team members</b>
<b>Availability</b>	This will be available on the AHDB website from April 2009
<b>Charge</b>	None

<b>Description</b>	<b>List of Divisional Board Members and Biographies</b>
<b>Availability</b>	Divisional board member details can be found on the divisional websites in the "About" the organisation sections BPEX – <a href="http://www.bpex.org.uk">www.bpex.org.uk</a> DairyCo – <a href="http://www.dairyco.org.uk">www.dairyco.org.uk</a> EBLEX – <a href="http://www.eblex.org.uk">www.eblex.org.uk</a> HDC – <a href="http://www.hdc.org.uk">www.hdc.org.uk</a> HGCA – <a href="http://www.hgca.com">www.hgca.com</a> Potato Council – <a href="http://www.potato.co.uk">www.potato.co.uk</a>
<b>Charge</b>	None

## THE LOCATIONS AND CONTACT DETAILS FOR AHDB

<b>Description</b>	Office addresses and contact details
<b>Availability</b>	These are listed in the 'About AHDB' section of the AHDB website <a href="http://www.ahdb.org.uk">www.ahdb.org.uk</a> . They are also published at the back of the Corporate Plan, the Annual Report & Accounts and at the back of this Publications Scheme
<b>Charge</b>	None

## CLASS OF INFORMATION: What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, and procurement.

## FINANCIAL STATEMENTS, BUDGETS AND VARIANCE REPORTS

<b>Description</b>	<b>List of current levy rates - AHDB is funded through the collection of statutory levies</b>
<b>Availability</b>	These can be found in the 'About AHDB' section of the AHDB website <a href="http://www.ahdb.org.uk">www.ahdb.org.uk</a>
<b>Charge</b>	None

<b>Description</b>	<b>Rules that apply to setting of levy rates, payment of levies and collection of levies are contained in the Agriculture and Horticulture Development Board Order 2008</b>
<b>Availability</b>	Agriculture and Horticulture Development Board Order 2008: can be found on the website of the Office of Public Sector Information at <a href="http://www.opsi.gov.uk/si/si2008/uksi_20080576_en_1">http://www.opsi.gov.uk/si/si2008/uksi_20080576_en_1</a>
<b>Charge</b>	None

<b>Description</b>	<b>Income and expenditure budgets and forecasts covering a rolling three year period are contained in the AHDB Corporate Plan published in March of each year</b>
<b>Availability</b>	The Corporate plan is available online in the publications section of the AHDB website <a href="http://www.ahdb.org.uk">www.ahdb.org.uk</a>
<b>Charge</b>	None

<b>Description</b>	<b>Annual financial accounts for the AHDB Group along with income and expenditure accounts for each operating division are contained in the AHDB Annual Report and Accounts published in July of each year</b>
<b>Availability</b>	The Annual Report and Accounts is available online in the publications section of the AHDB website <a href="http://www.ahdb.org.uk">www.ahdb.org.uk</a>
<b>Charge</b>	None

## FINANCIAL AUDIT REPORTS

<b>Description</b>	<b>The Certificate and Report of the National Audit Office's Comptroller and Auditor General is contained in the Annual Report and Accounts, published in July of each year</b>
<b>Availability</b>	The Annual Report and Accounts is available online in the publications section of the AHDB website <a href="http://www.ahdb.org.uk">www.ahdb.org.uk</a>
<b>Charge</b>	None

## DIRECTORS AND BOARD MEMBERS' ALLOWANCES AND EXPENSES

<b>Description</b>	<b>The annual expenses and allowances of AHDB Accounting Officer and Board Members are published in the Annual Report and Accounts, in July of each year</b>
<b>Availability</b>	The Annual Report and Accounts is available online in the publications section of the AHDB website <a href="http://www.ahdb.org.uk">www.ahdb.org.uk</a>
<b>Charge</b>	None

## PROCUREMENT AND TENDERING PROCEDURES

<b>Description</b>	<b>AHDB is in the process of developing a procurement policy</b>
<b>Availability</b>	This will be published on the AHDB website once available
<b>Charge</b>	None



## CLASS OF INFORMATION: What are our priorities and how are we doing

Strategy and performance information, plans, assessments, inspections and reviews

### STRATEGIC PLANS

<b>Description</b>	The AHDB strategic plans are sector specific and are regularly reviewed and updated by the sector divisional boards. These plans along with desired outcomes, targets and budgets are published on an annual basis within the AHDB Corporate Plan, in March of each year
<b>Availability</b>	The Corporate plan is available online in the publications section of the AHDB website <a href="http://www.ahdb.org.uk">www.ahdb.org.uk</a>
<b>Charge</b>	None

### ANNUAL REPORT AND REPORTS TO PARLIAMENT

<b>Description</b>	The AHDB Annual Report and Accounts is published in July of each year and laid before Parliament and the devolved administrations
<b>Availability</b>	The Annual Report and Accounts is available online in the publications section of the AHDB website <a href="http://www.ahdb.org.uk">www.ahdb.org.uk</a>
<b>Charge</b>	None

### FORMAL NDPB INSPECTION REPORTS

<b>Description</b>	AHDB is subject to regular (approximately every three to five years) formal review/inspection under the Cabinet Office guidelines for NDPBs
<b>Availability</b>	AHDB became operational in April 2008. The first review is not due until around 2013
<b>Charge</b>	None

### SERVICE STANDARDS

<b>Description</b>	Citizens Charter
<b>Availability</b>	This document is in the process of being finalised and will be published on the AHDB website once available
<b>Charge</b>	None

## STATISTICS PRODUCED IN ACCORDANCE WITH THE NDPB'S REQUIREMENTS

<b>Description</b>	<b>Quarterly statistical returns are produced for the National Statistics Office covering headcount numbers</b>
<b>Availability</b>	Copies of returns can be requested in writing to the Head of HR & Corporate Services addressed to the AHDB head office, or via email to <a href="mailto:info@ahdb.org.uk">info@ahdb.org.uk</a>
<b>Charge</b>	None

## CLASS OF INFORMATION: How we make decisions

Major policy proposals and decisions go before the AHDB Board and are recorded in the Board minutes and papers. Where a policy decision is considered which would have a significant impact on levy payers then that issue may go out for consultation to seek industry views.

## PUBLIC CONSULTATIONS

<b>Description</b>	<b>AHDB consults with the Industry annually on the proposed strategies contained within its Corporate Plan. Other industry consultations are occasionally conducted.</b>
<b>Availability</b>	All consultations and responses are published on the AHDB website within the publications section – <a href="http://www.ahdb.org.uk">www.ahdb.org.uk</a>
<b>Charge</b>	None

## MINUTES OF SENIOR LEVEL MEETINGS

<b>Description</b>	<b>Summary minutes of AHDB Board meetings</b>
<b>Availability</b>	These are published on the AHDB website within the 'About AHDB' section – <a href="http://www.ahdb.org.uk">www.ahdb.org.uk</a>
<b>Charge</b>	None

<b>Description</b>	<b>Summary minutes of divisional Board meetings - BPEX</b>
<b>Availability</b>	These are published on the BPEX website within the 'About BPEX' section – <a href="http://www.bpex.org.uk">www.bpex.org.uk</a>
<b>Charge</b>	None

<b>Description</b>	<b>Summary minutes of divisional Board meetings - DairyCo</b>
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<b>Availability</b>	These are published on the DairyCo website within the 'About DairyCo' section – <a href="http://www.dairyco.org.uk">www.dairyco.org.uk</a>
<b>Charge</b>	None

<b>Description</b>	<b>Summary minutes of divisional Board meetings - EBLEX</b>
<b>Availability</b>	These are published on the EBLEX website which is available to English stakeholders - within the 'About EBLEX' section – <a href="http://www.ahdb.org.uk">www.ahdb.org.uk</a> . Otherwise email the request to <a href="mailto:info@ahdb.org.uk">info@ahdb.org.uk</a>
<b>Charge</b>	None

<b>Description</b>	<b>Summary of divisional Board meetings - HDC</b>
<b>Availability</b>	A bullet-point summary is contained within a regular bulletin sent to HDC levy payers. Others can request a copy via <a href="mailto:info@ahdb.org.uk">info@ahdb.org.uk</a>
<b>Charge</b>	None

<b>Description</b>	<b>Summary minutes of divisional Board meetings - HGCA</b>
<b>Availability</b>	These are published on the HGCA website within the 'About HGCA' section – <a href="http://www.hgca.com">www.hgca.com</a>
<b>Charge</b>	None

<b>Description</b>	<b>Minutes of divisional Board meetings – Potato Council</b>
<b>Availability</b>	These are published on the PCL website within the 'About PCL' section – <a href="http://www.potato.org.uk">www.potato.org.uk</a>
<b>Charge</b>	None

## CLASS OF INFORMATION: Policies and procedures

Current written protocols for delivering our functions and responsibilities.

### POLICIES AND PROCEDURES FOR CONDUCT OF DEPARTMENTAL BUSINESS

<b>Description</b>	AHDB is a new NDPB which has been formed out of five former NDPBs and became operational on 1 April 2008. There are a number of policies and procedures which are currently being adapted or developed as the former structures are re-organised into a single co-located operation. These include: Health & Safety Policy; Use of IT at Work; Conditions of Service; Equal Opportunities Policy, Fraud Policy, Whistleblowers Policy, Policy statement on the Management of Risk.
<b>Availability</b>	TBC
<b>Charge</b>	None

<b>Description</b>	<b>Code of best practice for the AHDB Board is the model code for NDPBs published by the Cabinet Office</b>
<b>Availability</b>	<a href="http://www.civilservice.gov.uk/documents/pdf/appointments/exec_adv_codes_practice_23oct04.pdf">http://www.civilservice.gov.uk/documents/pdf/appointments/exec_adv_codes_practice_23oct04.pdf</a>

<b>Charge</b>	None
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## **POLICIES AND PROCEDURES FOR THE RECRUITMENT AND EMPLOYMENT OF STAFF**

<b>Description</b>	<b>Recruitment Policy</b>
<b>Availability</b>	This document is in the process of being developed and will be published on the AHDB website once available
<b>Charge</b>	None

## **CUSTOMER SERVICE**

<b>Description</b>	<b>Citizens Charter</b>
<b>Availability</b>	This document is in the process of being finalised and will be published on the AHDB website once available
<b>Charge</b>	None

## **RECORDS MANAGEMENT AND PERSONAL DATA POLICIES**

<b>Description</b>	<b>Records Management and Personal Data Policies</b>
<b>Availability</b>	These documents are in the process of being developed and will be published on the AHDB website once available
<b>Charge</b>	None

### **CLASS OF INFORMATION: Lists and registers**

Information held in registers required by law and other lists and registers relating to the functions of AHDB.

## **PUBLIC REGISTERS AND REGISTERS HELD AS PUBLIC RECORDS**

<b>Description</b>	<b>Register of AHDB Board Members Interests</b>
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<b>Availability</b>	A copy can be requested via <a href="mailto:info@ahdb.org.uk">info@ahdb.org.uk</a> or by writing to the Head of HR and Corporate Services at the AHDB main office address
<b>Charge</b>	None

<b>Description</b>	<b>Register of divisional sector Board Members interests</b>
<b>Availability</b>	A copy can be requested via <a href="mailto:info@ahdb.org.uk">info@ahdb.org.uk</a> or by writing to the Head of HR and Corporate Services at the AHDB main office address
<b>Charge</b>	None

## ASSET REGISTERS AND INFORMATION ASSET REGISTER

<b>Description</b>	<b>Asset Registers are maintained for the six AHDB divisional sector organisations</b>
<b>Availability</b>	A copy can be requested via <a href="mailto:info@ahdb.org.uk">info@ahdb.org.uk</a> or by writing to the Head of Communications at the AHDB main office address
<b>Charge</b>	None

<b>Description</b>	<b>Information Asset Registers are maintained for the six AHDB divisional sector organisations</b>
<b>Availability</b>	A copy can be requested via <a href="mailto:info@ahdb.org.uk">info@ahdb.org.uk</a> or by writing to the Head of Communications at the AHDB main office address
<b>Charge</b>	None

## DISCLOSURE LOGS

<b>Description</b>	<b>Freedom of Information disclosure log</b>
<b>Availability</b>	A copy can be requested via <a href="mailto:info@ahdb.org.uk">info@ahdb.org.uk</a> or by writing to the Head of Communications at the AHDB main office address
<b>Charge</b>	None

## CLASS OF INFORMATION: The services we offer

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### Pigs in England - BPEX services

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#### BPEX SERVICES TO LEVY PAYERS

<b>Description</b>	<b>Pig production and pig meat quality Knowledge Transfer, Research and Development</b> A range of publications providing practical advice for English pig producers and processors are available including action for productivity, work instructions, target pigmeat quality, target farm action
<b>Availability</b>	Available online and hard copy: Write to: BPEX KTR&D Department, (Winterhill House address) or downloaded or ordered through <a href="http://www.bpex.org.uk/PracticalAdvice/ProducerKt/KtTeam/Blog.aspx">http://www.bpex.org.uk/PracticalAdvice/ProducerKt/KtTeam/Blog.aspx</a>
<b>Charge</b>	Free to BPEX levy payers

<b>Description</b>	<b>Postgraduate studentships</b> A briefing note is available on postgraduate studentships with the BPEX KTR&D Department
<b>Availability</b>	Hard copy or Electronic file: Write to: BPEX KTR&D Department (Winterhill House address) or email <a href="mailto:info@bpex.org.uk">info@bpex.org.uk</a>
<b>Charge</b>	Free

<b>Description</b>	<b>Pig Meat Marketing services</b> A range of publications providing practical advice for levy payers and organisations throughout the pig meat supply chain providing technical and marketing advice on pork and pig meat products. These including cutting guides, yield calculators, marketing and promotional materials
<b>Availability</b>	Available online and hard copy: Write to: BPEX Marketing Department, (Winterhill House address) or downloaded or ordered through <a href="http://www.bpex.org.uk/Marketing/BusinessGuide/default.aspx">http://www.bpex.org.uk/Marketing/BusinessGuide/default.aspx</a>
<b>Charge</b>	Free to BPEX levy payers

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<b>Description</b>	<b>National, EU and Global Economic Policy Analysis</b> Analysis and interpretation of GB, UK and EU policy directly and indirectly relating to the English pig meat sector including the publication of comparative analysis of the English pig meat sector with other EU and Non EU pig meat sectors and regular market analysis reports
<b>Availability</b>	Available online and hard copy: Write to: Economic Policy and Analysis Group, AHDB Meat Services, (Winterhill House address) or downloaded or ordered through <a href="http://www.bpex.org.uk/MarketIntelligence/AnalysisAndReports/default.aspx">http://www.bpex.org.uk/MarketIntelligence/AnalysisAndReports/default.aspx</a>
<b>Charge</b>	Free to BPEX levy payers (website password protected)

<b>Description</b>	<b>Export Information</b> Provision of a directory of organisations participating in the export of pork and pig meat products and live pigs
<b>Availability</b>	Available online: <a href="http://www.bpex.org.uk/Marketing/ExportServices/default.aspx">http://www.bpex.org.uk/Marketing/ExportServices/default.aspx</a>
<b>Charge</b>	Free to BPEX levy payers

## BPEX SERVICES TO OTHER INDUSTRY ORGANISATIONS

<b>Description</b>	<b>Current educational publications and resources</b> A range of digital and printed material to support food education at Key Stage 3 & 4
<b>Availability</b>	Hard copy or online copies Write to: RMES Marketing Division, AHDB Meat Services (Winterhill House address) or downloaded or ordered through <a href="http://www.meatandeducation.com">www.meatandeducation.com</a>
<b>Charge</b>	None

<b>Description</b>	<b>Current diet, health and nutrition publications</b> A password protected specialist web site for health professionals working in primary health care. The site contains online resources on a range of issues related to diet and healthy eating
<b>Availability</b>	Hard copy or online copies Write to: RMES Marketing Division, AHDB Meat Services (Winterhill House address) or downloaded or ordered through <a href="http://www.meatandhealth.com">www.meatandhealth.com</a>
<b>Charge</b>	None

<b>Description</b>	<b>Current published pre farm gate, post farm gate and consumer marketing intelligence information - data, analysis, and commentary regarding pig production inputs, pig industry structure, pig production performance, pig meat prices and consumer trends in England, GB, UK , EU and major global countries</b>
<b>Availability</b>	Online data (password protected) and hard copy reports: Marketing Division, AHDB Meat Services (Winterhill House address) or downloaded at <a href="http://www.bpex.org.uk/MarketIntelligence/default.aspx">http://www.bpex.org.uk/MarketIntelligence/default.aspx</a>
<b>Charge</b>	Free

## BPEX SERVICES TO CONSUMERS

<b>Description</b>	<b>A range of pork and pig meat product recipe booklets, meal ideas and cooking information about pig meat meat, aimed at consumers. Back issues may be available according to stock levels</b>
<b>Availability</b>	Hard copy or online copies Write to: BPEX Marketing Division, AHDB Meat Services (Winterhill House address) or email <a href="mailto:info@ahdbms.org.uk">info@ahdbms.org.uk</a>
<b>Charge</b>	Free

## BPEX PUBLICATIONS

<b>Description</b>	<b>Knowledge Transfer, Research, Development, Market intelligence and Marketing publications - A range of technical guidance, analysis and interpretation is available from BPEX</b>
<b>Availability</b>	Online data and hard copy reports: Write to BPEX (Winterhill House address) or download from <a href="http://www.bpex.org.uk/publications/default.aspx">http://www.bpex.org.uk/publications/default.aspx</a>
<b>Charge</b>	<p>No charge for BPEX levy payers. For non levy payers <b>Material with time-based charges for sourcing (eg from archives) and copying &amp; dispatch charges.</b> This will incur two types of costs:</p> <p><b>i). Time-based charges</b> Where it takes a considerable amount of time to gather or prepare the information (eg retrieving information from our archives), we will charge an administration fee of <b>£50.00 per hour</b> for any requests which take more than two hours. Charges are inclusive of VAT, where applicable.</p> <p><b>ii). Copying, printing &amp; dispatch charges</b> This covers photocopying / printing / copying onto electronic format, and postage. The current scale of charges are (VAT not chargeable):</p> <ul style="list-style-type: none"> <li>• less than 50 pages: £30.00</li> <li>• between 51 – 100 pages: £50.00</li> <li>• more than 101 pages: £80.00</li> <li>• more than 200 pages: costs will be £0.30 per page</li> </ul>



## BPEX ADVICE AND GUIDANCE

<b>Description</b>	<b>Knowledge Transfer Workshops and business clubs</b>
<b>Availability</b>	Workshops are held throughout the year on a regional basis and are open to all English pig producers and allied industry personnel. The workshops provide practical advice on a range of pig husbandry and management topics. Business clubs provide a more structured forum for producers to meet and discuss specific topics facilitated by a member of the BPEX KT management team and/or external specialists. Write to: BPEX KTR&D Department (Winterhill House address) or email <a href="mailto:info@bpex.org.uk">info@bpex.org.uk</a>
<b>Charge</b>	None

<b>Description</b>	<b>Butcher Roadshows</b> Events held regionally during the winter and spring. Event open to anybody in England involved in the production of pork and pig meat products in the various road show categories. Specialist advice to entrants is provided by category judges during the event.
<b>Availability</b>	Events are open to anybody involved in the production of pork and pig meat products in England. Write to: BPEX Marketing Division, AHDB Meat Services (Winterhill House address) or email <a href="mailto:info@ahdbms.org.uk">info@ahdbms.org.uk</a>
<b>Charge</b>	£12.50 per product entered into each category

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## Milk in GB - DairyCo services

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### DairyCo SERVICES TO LEVY PAYERS (including publications and advice and guidance)

<b>Description</b>	<p>A range of technical services provided by trained DairyCo staff (at head office and regionally) including support on all on-farm practices relating to milk production.</p> <p>Technical services includes a range of publications and levy payer meetings on practical milk production issues.</p> <p>Extensive market intelligence data including milk prices, input costs etc</p>
<b>Availability</b>	Levy payers can access all this information by calling DairyCo head office on 01285 646500, emailing <a href="mailto:info@dairyco.org.uk">info@dairyco.org.uk</a> , or <a href="mailto:publications@dairyco.org.uk">publications@dairyco.org.uk</a> or order publications via the website <a href="http://www.dairyco.org.uk">www.dairyco.org.uk</a>
<b>Charge</b>	No charge

### DairyCo SERVICES TO OTHER INDUSTRY ORGANISATIONS

<b>Description</b>	<b>As above</b>
<b>Availability</b>	Other industry organisations can also access this information by calling DairyCo head office on 01285 646500, emailing <a href="mailto:info@dairyco.org.uk">info@dairyco.org.uk</a> , or <a href="mailto:publications@dairyco.org.uk">publications@dairyco.org.uk</a> or order publications via the website <a href="http://www.dairyco.org.uk">www.dairyco.org.uk</a>
<b>Charge</b>	No charge

### DairyCo SERVICES TO CONSUMERS (including advice and guidance and publications – particularly for education providers)

<b>Description</b>	<b>A range of advice and guidance plus publications and supporting materials for nursery, secondary, primary schools regarding provision of school milk and the health benefits of milk</b>
<b>Availability</b>	All available to download via <a href="http://www.schoolmilk.co.uk">www.schoolmilk.co.uk</a>
<b>Charge</b>	No charge

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## Beef and Lamb in England - EBLEX services

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### EBLEX SERVICES TO LEVY PAYERS

<b>Description</b>	<b>Economic publications and analysis. Publications providing economic statistics on the UK and international beef and sheep sectors, economic forecasts and market analysis.</b>
<b>Availability</b>	A list of economic publications is available by email from <a href="mailto:economics@ahdbms.org.uk">economics@ahdbms.org.uk</a>
<b>Charge</b>	Cover price or subscription charge is available with the listings.

<b>Description</b>	<b>Market price updates. Weekly and daily deadweight and liveweight price reporting for cattle and sheep sold through English auction markets or slaughtered at English abattoirs.</b>
<b>Availability</b>	Available online to levy payers at <a href="http://www.eblex.org.uk">www.eblex.org.uk</a> . For other market price services email <a href="mailto:economics@ahdbms.org.uk">economics@ahdbms.org.uk</a>
<b>Charge</b>	The online market prices information is free to levy payers. Market price information is also published in the farming press. Subscription costs for other price reporting services are available on request.

<b>Description</b>	<b>Current published reports on marketing statistics and consumer research. A range of current published information and statistics about the market for red meat in England / UK and consumer attitudes to meat.</b>
<b>Availability</b>	Hard copy or electronic version (some reports only available as hard copy). Details available from EBLEX Communications Manager at <a href="mailto:admin@eblex.org.uk">admin@eblex.org.uk</a> .
<b>Charge</b>	Cover price may be payable. Information available on cover prices on request.

<b>Description</b>	<b>Quality Standard Scheme membership publications and resources. A range of material published specifically for members of the EBLEX Quality Standard Scheme including: recipe books, posters and POS material, newsletters, leaflets, technical manuals and publications.</b>
<b>Availability</b>	Quality Standard –branded publications are only available to members of the scheme. For information on the scheme phone 0800 781 4221. Details of publications available in hard copy from the Communications Manger at <a href="mailto:admin@eblex.org.uk">admin@eblex.org.uk</a> Available online versions of publications at <a href="http://www.eblexfoodservice.org.uk">www.eblexfoodservice.org.uk</a> and <a href="http://www.eblexretail.org.uk">www.eblexretail.org.uk</a>
<b>Charge</b>	Material is free to members of the Quality Standard Scheme.

<b>Description</b>	<b>POS material for independent retailers. A range of generic Tuck-In branded point of sale materials including recipe leaflets, posters and booklets for independent retailers that are not members of the Quality Standard Scheme.</b>
<b>Availability</b>	Available to businesses registered with EBLEX to receive Tuck-In material.

	For more information contact <a href="mailto:admin@eblex.org.uk">admin@eblex.org.uk</a>
<b>Charge</b>	Free to Tuck in registrants

## EBLEX SERVICES TO CONSUMERS

<b>Description</b>	<b>Cooking information and recipes for consumers. A range of consumer recipe booklets, leaflets and cooking information on beef and lamb. Available in both generic Tuck In and Quality Standard branded versions.</b>
<b>Availability</b>	Hard copy and online. Back issues may be available according to stock levels. Details of publications available in hard copy from the Communications Manager at <a href="mailto:admin@eblex.org.uk">admin@eblex.org.uk</a> . Online information available at <a href="http://www.beefyandlamby.co.uk">www.beefyandlamby.co.uk</a> and <a href="http://www.eblex.org.uk">www.eblex.org.uk</a>
<b>Charge</b>	None

<b>Description</b>	<b>Current diet, health and nutrition publications. A range of current information aimed at health professionals, covering the health implications of a balanced diet and nutritional information about beef and lamb.</b>
<b>Availability</b>	Hard copy and online. Further information from the EBLEX Communications Manager at <a href="mailto:admin@eblex.org.uk">admin@eblex.org.uk</a> . Online information available at <a href="http://www.meatandhealth.com">www.meatandhealth.com</a>
<b>Charge</b>	None

<b>Description</b>	<b>Current educational publications and resources. A range of information for teachers and schoolchildren on the nutrition, production, cooking and preparation of beef and lamb. Teacher resource packs and educational material.</b>
<b>Availability</b>	Hard copy and online. Further information from the EBLEX Communications Manager at <a href="mailto:admin@eblex.org.uk">admin@eblex.org.uk</a> . Online information available at <a href="http://www.meatandeducation.com">www.meatandeducation.com</a>
<b>Charge</b>	None

## EBLEX PUBLICATIONS

<b>Description</b>	<b>Information on EBLEX strategy, structure, Annual Report, details of EBLEX Board members, EBLEX Board minutes and Board meeting agendas.</b>
<b>Availability</b>	Online and hard copy. Information available at <a href="http://www.eblex.org.uk">www.eblex.org.uk</a> . Further details available from EBLEX Communications Manager at <a href="mailto:admin@eblex.org.uk">admin@eblex.org.uk</a>
<b>Charge</b>	None

<b>Description</b>	<b>Media releases issued by EBLEX</b>
<b>Availability</b>	Online at <a href="http://www.eblex.org.uk">www.eblex.org.uk</a> and as hard copy. Further details from the

	EBLEX Communications Manager at <a href="mailto:admin@eblex.org.uk">admin@eblex.org.uk</a> .
<b>Charge</b>	None

<b>Description</b>	<b>Beef and Sheep Briefings. Short analysis and summaries of topical issues for the beef and sheep sectors. Published on a fortnightly basis.</b>
<b>Availability</b>	Online at <a href="http://www.eblex.org.uk">www.eblex.org.uk</a> and as hard copy. Further details from the EBLEX Communications Manager at <a href="mailto:admin@eblex.org.uk">admin@eblex.org.uk</a> .
<b>Charge</b>	None

<b>Description</b>	<b>EBLEX Better Returns publications: A range of on-farm technology transfer and best practice publications for beef and sheep producers signed up to the EBLEX Better Returns Programme (BRP), including: farmer manuals, leaflets, DVDs and CD ROMS, posters, newsletters and bulletins.</b>
<b>Availability</b>	All BRP materials are available as hard copy from the BRP Administrator <a href="mailto:brp@eblex.org.uk">brp@eblex.org.uk</a> or phone 0870 241 8829. Most BRP materials are available to download online – except for posters and DVDs/ CD ROMS
<b>Charge</b>	Free to levy payers. An administration fee may be payable for non-levy payers. Phone BRP on 0870 241 8829 for more information.

<b>Description</b>	<b>EBLEX Business Pointers – annual farm costings publication for English beef and sheep enterprises.</b>
<b>Availability</b>	Hard copy and online at <a href="http://www.eblex.org.uk">www.eblex.org.uk</a> . Further details from the EBLEX Communications Manager at <a href="mailto:admin@eblex.org.uk">admin@eblex.org.uk</a>
<b>Charge</b>	None

<b>Description</b>	<b>EBLEX Action for Profit sheets – information on a range of technical production topics for beef and sheep producers.</b>
<b>Availability</b>	Hard copy and online at <a href="http://www.eblex.org.uk">www.eblex.org.uk</a> . Further information from the EBLEX Communications Manager at <a href="mailto:admin@eblex.org.uk">admin@eblex.org.uk</a> .
<b>Charge</b>	Free to EBLEX levy payers. An administration fee may be charged for hard copies to non-levy payers. Phone 0870 241 8829 for more details

<b>Description</b>	<b>EBLEX R&amp;D project information. Information on current industry R&amp;D projects funded by EBLEX.</b>
<b>Availability</b>	Summary sheets and further information online at <a href="http://www.eblex.org.uk">www.eblex.org.uk</a>
<b>Charge</b>	None

## EBLEX ADVICE AND GUIDANCE

<b>Description</b>	<b>Better Returns Practical advice workshops. These are held at various rural locations throughout England during the year on topics such as cattle handling, footrot and selection for slaughter.</b>
<b>Availability</b>	These events are open to English Beef and Lamb producers and a list of forthcoming events and booking details can be found at <a href="http://www.eblex.org.uk">www.eblex.org.uk</a> or by telephoning 0870 609 1840
<b>Charge</b>	There is a small booking fee which is re-imbursed upon attendance

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## Horticulture in GB - HDC services

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### HDC SERVICES TO LEVY PAYERS

<b>Description</b>	<b>Research Project Reports and Grower Summaries - research findings from HDC's levy-funded R&amp;D programme</b>
<b>Availability</b>	Searchable and accessible, to HDC members only, via the HDC website <a href="http://www.hdc.org.uk">www.hdc.org.uk</a>  Hard copies of the report and copies of the full reports are available from <a href="mailto:hdc@hdc.org.uk">hdc@hdc.org.uk</a>
<b>Charge</b>	Free to HDC Members Details of Membership via <a href="http://www.hdc.org.uk">www.hdc.org.uk</a>

<b>Description</b>	<b>HDC Event Proceedings - Compilation of talks from HDC events. (A full list of these publications is available on the sector pages of the HDC website <a href="http://www.hdc.org.uk">www.hdc.org.uk</a> )</b>
<b>Availability</b>	Searchable and accessible, to HDC members only, via the HDC website <a href="http://www.hdc.org.uk">www.hdc.org.uk</a>  Hard copies of the report and copies of the full reports are available from <a href="mailto:hdc@hdc.org.uk">hdc@hdc.org.uk</a>
<b>Charge</b>	Free to HDC Members Details of Membership via <a href="http://www.hdc.org.uk">www.hdc.org.uk</a>

### HDC PUBLICATIONS

<b>Description</b>	<b>Bespoke publications, including: factsheets, training DVDs, wall charts, guides. These span all sectors of horticulture: Bulbs &amp; Outdoor Flowers, Field Vegetables, Hardy Nursery Stock, Mushrooms, Protected crops, Soft Fruit, Tree Fruit.</b>  <b>A full list of these publications is available on the sector pages of the HDC website <a href="http://www.hdc.org.uk">www.hdc.org.uk</a></b>
<b>Availability</b>	Publications are mailed directly to HDC Members only (based on growers' stated interests/requests). Additional copies available via <a href="mailto:hdc@hdc.org.uk">hdc@hdc.org.uk</a>
<b>Charge</b>	Free to HDC Members Details of Membership via <a href="http://www.hdc.org.uk">www.hdc.org.uk</a>

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## Cereals and Oilseeds in UK - HGCA services

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### HGCA SERVICES TO LEVY PAYERS AND INDUSTRY ORGS

<b>Description</b>	<ul style="list-style-type: none"><li>• <a href="#">Crop research</a> HGCA funds and manages research on sustainable, competitive and profitable production for UK cereals and oilseeds, with a strong focus on existing and new markets. Great emphasis is placed on ensuring that the benefits of research are realised in practice.</li><li>• <a href="#">Varieties</a> HGCA Recommended Lists are run by Crop Evaluation Ltd, an independent company owned by HGCA and managed by all stakeholders involved in the Lists. Varieties are added to the Lists when they are considered to have the potential to provide a consistent economic benefit to the whole industry.</li><li>• <a href="#">Supply Chain</a> It is important for the different parts of the cereals supply chain to work together. Research has shown that cross-chain collaboration can improve efficiency, drive down costs, increase profitability and produce long-term stability. HGCA's Supply Chain Partnership has been founded to encourage cross-industry dialogue and highlight examples of best practice.</li><li>• <a href="#">Markets</a> HGCA provides economic analysis to aid marketing decisions. Up to the minute prices, supply and demand, trade and policy information are online. Find out about market outlook to risk management events. Free services for levy payers include the weekly market report, knowledge centre, Market Data Services, and e-Newsletters.</li><li>• <a href="#">Education</a> HGCA has an extensive range of free educational resources exploring the grain chain from field to plate. Packed full of fun and games and activities, the resources have been specially developed for children from primary through to secondary school (key stage 1-4). All resources are linked to the national curriculum and can be ordered on <a href="http://www.grainchain.com">http://www.grainchain.com</a>.</li><li>• <a href="#">Exports</a> Exports account for nearly a quarter of the UK's wheat and barley production. HGCA actively promotes UK wheat, barley and oats abroad and informs UK growers, traders and plant breeders of overseas buyers' needs. This section includes the Exporters Directory, with details of UK exporters, harvest quality surveys and variety updates.</li><li>• <a href="#">Food &amp; Nutrition</a> HGCA provides information on food and nutrition for growers, processors and consumers. This includes insights into the buying behaviour of end-consumers and up-to-date information of export market opportunities. Information is also available on HGCA's Farmhouse Breakfast and the Wholegrain Goodness campaign.</li></ul>
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	<ul style="list-style-type: none"> <li>• <a href="#">Environment</a> Farmers play an important role in caring for and protecting the environment. HGCA supports farmers with research and information about sustainable farm practices.</li> <li>• <a href="#">Industrial</a> Cereals and oilseeds can be used in a wide range of applications, from the production of biodegradable packaging, to biofuels and building materials. HGCA is encouraging the development of these alternative uses.</li> </ul>
<b>Availability</b>	<p>HGCA publishes most of its information on the web and some as hard copy. Where information is available on the website, a link will direct you to the correct page – <a href="http://www.hgca.com">www.hgca.com</a></p> <p>To request information, please write to the HGCA and include your name and address, the information you require and the way in which you would like it to be sent to you.</p>
<b>Charge</b>	<p>A limited number of publications are available by subscription. Others are provided free of charge to levy payers. It is expected that most information will be available through the website. Where specific requests are made for information, a small charge will be made for the collection, preparation and delivery of the information. An estimate for the cost will be given at the time of request.</p>

## HGCA SERVICES TO CONSUMERS

<b>Description</b>	<ul style="list-style-type: none"> <li>• <a href="#">Food &amp; Nutrition</a> HGCA provides information on food and nutrition for growers, processors and consumers. This includes insights into the buying behaviour of end-consumers and up-to-date information of export market opportunities. HGCA's Farmhouse Breakfast and Wholegrain Goodness websites can also be accessed from this webpage.</li> <li>• <a href="#">Environment</a> Farmers play an important role in caring for and protecting the environment. HGCA supports farmers with research and information about sustainable farm practices.</li> </ul>
<b>Availability</b>	As above
<b>Charge</b>	As above



## HGCA PUBLICATIONS

<b>Description</b>	<b>A <a href="#">catalogue</a> lists full details of our range of publications, e-services and e-newsletters</b>
<b>Availability</b>	The catalogue and publications are available to levy payers and non-levy payers from <a href="http://www.hgca.com">http://www.hgca.com</a> or as hard copy by contacting 0845 245 0009
<b>Charge</b>	In general, UK growers, agronomists, traders, processors, lecturers and students are entitled to five free copies of any one HGCA publication and postage will not be charged. The exception is the Recommended List booklet where a separate charging policy applies. Any order for more than five of any one publication, or orders from overseas, may be charged an administration and postage fee.

## HGCA ADVICE AND GUIDANCE

<b>Description</b>	<b>We organise a wide range of events throughout the year</b>
<b>Availability</b>	These events are open to levy payers and non levy payers. A full list of forthcoming events and booking details can be found at <a href="http://www.hgca.com">www.hgca.com</a> or by telephoning 020 7520 3948
<b>Charge</b>	Charges vary between events. There may be different charges for levy payers and non levy payers

## HGCA MEDIA RELEASES

<b>Description</b>	<b>Press releases</b>
<b>Availability</b>	These are available on our website <a href="http://www.hgca.com">www.hgca.com</a> or as hard copy by contacting 020 7520 3926
<b>Charge</b>	No charge

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## Potatoes in GB - Potato Council Ltd services

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### PCL SERVICES TO LEVY PAYERS & INDUSTRY

<b>Description</b>	<b>Potato Weekly and Price Weekly - weekly reports giving a wide range of market information</b>
<b>Availability</b>	Available on PCL Website at <a href="http://www.potato.org.uk">www.potato.org.uk</a> . Also available free of charge by fax
<b>Charge</b>	None

<b>Description</b>	<b>Euro Potato - European market report</b>
<b>Availability</b>	PCL Website at <a href="http://www.potato.org.uk">www.potato.org.uk</a> Also available free of charge by fax
<b>Charge</b>	None

<b>Description</b>	<b>Statistics and Trend Data – a wide range of potato related statistics and market information</b>
<b>Availability</b>	Available on PCL Website at <a href="http://www.potato.org.uk">www.potato.org.uk</a> to levy payers and to voluntary and corporate members. Available to others in paper format by contacting the PCL Information Resources Unit
<b>Charge</b>	A small fee will be charged for the paper version; this will be specified when your enquiry is received

### PCL SERVICES TO CONSUMERS

<b>Description</b>	<b>Consumer website - detailing recipes, nutritional information, variety database, latest news etc....</b>
<b>Availability</b>	<a href="http://www.britishpotatoes.co.uk">www.britishpotatoes.co.uk</a>
<b>Charge</b>	No charge

<b>Description</b>	<b>Recipe leaflets, Nutritional leaflets, Variety posters</b>
<b>Availability</b>	Distributed at county shows, consumer events, retail outlets, direct mail and via PCL's promotional vehicle
<b>Charge</b>	No charge

<b>Description</b>	<b>Educational website A fun way to educate children about the potato's role in a healthy diet and how things grow. Fully interactive.</b>
<b>Availability</b>	<a href="http://www.potatoesforschools.org.uk">www.potatoesforschools.org.uk</a>
<b>Charge</b>	No charge

<b>Description</b>	<b>Grow Your Own Potatoes (GYOP)</b> Linked to the curriculum, challenges primary schools to grow the heaviest yield of potatoes. Free seed potatoes and a growing kit are supplied to schools who register on line to take part.
<b>Availability</b>	Via direct mail and on-line at <a href="http://www.potatoesforschools.org.uk">www.potatoesforschools.org.uk</a>
<b>Charge</b>	No charge

## PCL PUBLICATIONS

<b>Description</b>	<b>Statutory registers of potato producers and purchasers</b>
<b>Availability</b>	The registers are open to inspection at the PCL's Oxford office, during normal business hours. We supply names and addresses selected on a geographical basis, for the whole country or for one or more counties, in paper based or electronic format. Additionally, we can provide a posting out service. Details are available from the PCL Secretary.
<b>Charge</b>	We charge fees which depend on the chosen medium. Levy payers are charged reduced rates. Details are available from the PCL Secretary.

<b>Description</b>	<b>PCL news releases - a complete list of PCL news releases on a whole host of topics; starting 2001.</b>
<b>Availability</b>	PCL Website at <a href="http://www.potato.org.uk">www.potato.org.uk</a>
<b>Charge</b>	None

<b>Description</b>	<b>PCL Research projects - titles, contractors and abstracts</b>
<b>Availability</b>	Available on PCL Website at <a href="http://www.potato.org.uk">www.potato.org.uk</a> to levy payers and to voluntary and corporate members. Available to others in paper format by contacting the PCL Information Resources Unit
<b>Charge</b>	A small fee will be charged for the paper version; this will be specified when your enquiry is received

<b>Description</b>	<b>Research programmes - project reports, summaries and reviews</b>
<b>Availability</b>	Available on PCL Website at <a href="http://www.potato.org.uk">www.potato.org.uk</a> to levy payers and to voluntary and corporate members. Available to others in paper format by contacting the PCL Information Resources Unit
<b>Charge</b>	A small fee will be charged for the paper version; this will be specified when your enquiry is received

<b>Description</b>	<b>A range of technical publications and handbooks</b>
<b>Availability</b>	Many items are freely available on the PCL Website at <a href="http://www.potato.org.uk">www.potato.org.uk</a>
<b>Charge</b>	Some, more high value publications are available in paper format only, against a charge; this will be specified when your enquiry is received

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## AHDB OFFICE ADDRESSES

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AHDB  
Stoneleigh Park  
Kenilworth  
Warwickshire  
CV8 2TL

E: [info@ahdb.org.uk](mailto:info@ahdb.org.uk)  
[www.ahdb.org.uk](http://www.ahdb.org.uk)

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### Pigs (in England)

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**BPEX**  
PO Box 44  
Winterhill House  
Snowdon Drive  
Milton Keynes  
MK6 1AX

T: 01908 844368

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### Milk (in Great Britain)

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**DairyCo**  
Stroud Road  
Cirencester  
Gloucestershire  
GL7 6JN

T: 01285 646500

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### Beef and Lamb (in England)

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**EBLEX**  
Graphic House  
Ferrars Road  
Huntingdon  
Cambridgeshire  
PE29 3EE

T: 0870 242 1413

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### Horticulture (in Great Britain)

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**HDC**  
Bradbourne House  
East Malling  
Kent  
ME19 6DZ

T: 01732 848383

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### Cereals and Oilseeds (in UK)

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**HGCA**  
Caledonia House  
223 Pentonville Road  
London  
N1 9HY

T: 020 7520 3920

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### Potatoes (in Great Britain)

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**Potato Council**  
4300 Nash Court,  
John Smith Drive  
Oxford Business Park  
Oxford  
OX4 2RT

T: 01865 714455

AHDB  
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