

Fourth Report by the Minister for Finance on Freedom of Information

April — December 2001

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Foreword by Mr Tom Parlon, TD Minister of State at the Department of Finance



I am pleased to present the latest report of the Minister for Finance to the Houses of the Oireachtas under Section 15 (6) of the Freedom of Information Act 1997. The report covers the period April 2001 to end December 2001. The shorter reporting period has been adopted on this occasion to facilitate a move to the calendar year reporting cycle suggested by members of the Joint Oireachtas Committee on Finance and the Public Service.

It was indicated last year's report that the reporting format would be developed to seek to enhance the relevance of the information presented to the Houses. The previous format had become increasingly unwieldy with the increases in the number of bodies coming under the ambit of FOI. The principal focus of the report

in accordance with the Act is to report on the measures taken by public bodies to implementation of the Act, including those relating to training and organisation.

The year 2001 saw continuing intensive use of the Freedom of Information Act. Almost 11,700 requests were made during the period covered by this report, of which over 80% were granted in full or in part and 2.1% were subject to an appeal to the Information Commissioner.

FOI has continued to be extended to additional public bodies. From 1 October 2001, FOI was extended to 32 universities and third level educational institutions. Furthermore, the Government decided in July 2001 to continue the process of extending FOI and that all remaining bodies appropriate for inclusion should come within the ambit of FOI by end-2005. The progressive extension of FOI is an important aid to citizens in their dealings with public bodies. The extensions also contribute to the Government's overall public service modernisation programme through developing greater openness, transparency and accountability.

I would like to take this opportunity to thank the individuals and members of the FOI networks who are critical to making FOI work. FOI implementation is an on-going process and we must continue to ensure that the measures put in place serve the purpose of the legislation and the broader public interest. I am grateful for the commitment of so many people and wish them well with their work. I would also like to thank the Information Commissioner and his staff who provide the independent review process under the Act.

I commend the report to the Houses of the Oireachtas.

A handwritten signature in black ink, which appears to read 'Thomas Parlon'. The signature is fluid and cursive, written in a professional style.

The Minister for Finance is required by section 15 (5) of the Freedom of Information Act 1997 to ensure that appropriate measures are taken by public bodies, as respects

- training of staff,
- organisational arrangements, and
- such other matters as the Minister considers appropriate for the purpose of facilitating compliance by bodies within the Act.

The Minister is further required under section 15 (6) of the Act to prepare a report annually to the Oireachtas on such measures undertaken by public bodies to prepare for FOI.

This report is hereby submitted to the Joint Oireachtas Committee on Finance and the Public Service in accordance with section 15 (6) of the Freedom of Information Act 1997.

Introduction and Summary

In accordance with his obligations under section 15(6) of the Freedom of Information Act 1997, the Minister for Finance has now compiled the latest annual report to the Oireachtas. To meet the wishes expressed by members of the Joint Oireachtas Committee on Finance and the Public Service, future annual reports are being presented on a calendar year basis. To facilitate this change, this report now covers the period 21 April 2001 to end December 2001.

Changed approach to compiling the current report

Following a review of the approach to the format of the report, a number of other changes have been introduced. Some of these were made in the most recent report. Previous annual reports had included a number of chapters on the organisational arrangements for handling FOI requests in each public body together with information on training and publications. This format had become unwieldy with the much larger number of bodies covered by FOI. The very detailed version of this information will only be included for those bodies that came under FOI since January 2001. Overall, the intention is that the report should be simpler to compile and easier to use. The revised layout is detailed below.

Information from public bodies

The information from bodies is set out as follows:

- (1) a list of all public bodies under the remit of the FOI Act as at 31 December 2001 classified by sector and set out in alphabetical order within each sector, including those public bodies that came under the Act during 2001;
- (2) more detailed information covering organisational arrangements for handling FOI requests, publications, training/awareness of staff and other developments in respect of the 53 public bodies that came under the scope of the FOI Act during 2001.

Revised format of the report

The revised structure of the shortened report is now as follows:

- Foreword
- Contents Page
- Introduction and Summary
- Chapter 1: List of bodies subject to FOI
- Chapter 2: Recent developments
- Chapter 3: Organisational Structures and Networks supporting FOI
- Chapter 4: Details of bodies that came under the remit of the FOI Act during 2001
- Chapter 5: Training
- Appendix: Statistics

The report is available on the FOI website — www.foi.gov.ie

The format of the report will continue to be developed in future years. The use of individual detailed entries for each public body may be used periodically where this is felt to be useful.

Brief Overview of the Act

Purpose of the Act

The broad purpose of the Freedom of Information Act is to confer rights on members of the public to obtain access to official information to the greatest extent possible consistent with the public interest and the right to privacy.

The long title of the Freedom of Information Act sets out this aim, thus:

“... to enable members of the public to obtain access, to the greatest extent possible consistent with the public interest and the right to privacy, to information in the possession of public bodies and to enable persons to have personal information relating to them in the possession of such bodies corrected and, accordingly, to provide for a right of access to records held by such bodies, for necessary exceptions to that right and for assistance to persons to enable them to exercise it, to provide for the independent review both of decisions of such bodies relating to that right and of the operation of this act generally ... and, for those purposes, to provide for the establishment of the office of information commissioner ... , to provide for the publication by such bodies of certain information about them relevant to the purposes of this act . . .”.

Rights established by the Act

Consistent with the Long Title, the Act establishes three statutory rights:

- a legal right for each person to access information held by public bodies;
- a legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading; and
- a legal right to obtain reasons for decisions particularly affecting oneself.

Main features of the Act

A person can seek information from any public body covered by the Act by sending a written request to that body. The Act specifies that requests must:

- specify that they are made under the FOI Act; and
- be clear enough to enable the public body to identify the records sought.

In cases where the public body is not clear as to what records are being requested, staff are obliged to endeavour to assist the requester in identifying the relevant records.

Time limits

Public bodies have 2 weeks to acknowledge receipt of a request and will normally have up to 4 weeks in which to reach a decision on that request.

Exemptions

Any official information held by public bodies can be sought under the Act. However, in order to allow Government business to be properly conducted, it is necessary to exempt from release certain

types of information in some circumstances. These are set out in Part III of the Act. Among the key exemptions are records relating to:

- meetings of the Government;
- deliberations of public bodies;
- investigative functions and negotiations;
- law enforcement and security;
- confidential and commercially sensitive information;
- personal information (other than information relating to the person making the request); and
- economic interests of the State.

Most of these exemptions are not absolute. In most cases information may be withheld only if it can be demonstrated that a specific harm or injury would arise from disclosure. Many are subject to an overall test of whether disclosure would be in the public interest.

Rights of appeal

In the event of a request being refused, requesters can appeal to the public body to re-examine their case. The public body must have the request reviewed by someone more senior than the person who made the original decision. The reviewer can change or agree with the original decision. Internal review must be completed within 3 weeks.

If the requester is still unhappy with the decision, he or she has the right to appeal the decision to the independent Office of Information Commissioner.

Public bodies covered by the Act

The Freedom of Information Act commenced on 21 April 1998 for Government Departments and certain government bodies. The Act was extended to Local Authorities and Health Boards from 21 October 1998. A further extension took place on 21 October 1999 when certain statutory agencies in the health sector and publicly funded voluntary hospitals came under the scope of the Act. On the same date functions of voluntary organisations that provide substantial public mental health services or services to persons with an intellectual disability also came under FOI. Further extensions have included certain bodies in the environmental, broadcasting and regulatory sectors and the latest groups to be included under the FOI Act are third-level institutions and regional assemblies, with effect from 1 October 2001. The programme of widening the range of bodies subject to the Freedom of Information Act continues with further extensions planned for 2002. A full list of bodies covered by the Act as at end December 2001 is provided in Chapter 1 of this report.

1 List of bodies subject to FOI

List of Bodies Subject to FOI

This chapter lists all public bodies subject to the FOI Act as at end December 2001.

The public bodies are classified according to the following sectors:

- Central Government and Related Bodies
- County Councils/ City Councils
- Borough Councils
- Town Councils (formerly Urban District Councils)
- Town Councils (formerly Town Commissioners)
- Local Authorities and Regional Assemblies
- Health Boards
- Voluntary Hospitals
- Bodies providing services for persons with an intellectual disability
- Bodies providing services for persons with a physical disability
- Bodies in the Broadcasting Sector
- Bodies in the Third Level Education Sector

Public bodies are listed in alphabetical order within each sector.

FOI arrangements in public bodies

The Department of Finance, through the FOI Central Policy Unit, maintains regular contact with public bodies and their parent Departments to ensure that:

- adequate arrangements are in place within each body to deal with FOI requests in a timely and effective manner
- FOI decision makers and reviewers are fully trained in all aspects of the legislation
- each body produces Section 15 and 16 publications
- statistics on the use of the Act in individual bodies are produced on a regular basis
- public bodies act on comments / recommendations by the Information Commissioner in his various reports.

In addition, the various FOI Networks provide a useful forum in which any difficulties arising in public bodies can be discussed and resolved at an early stage.

List of all public bodies under the scope of the FOI Act as at 31 December 2001

Bodies which appear with an asterisk*, are those public bodies which came under the scope of the FOI Act in 2001. These bodies are discussed in greater detail in Chapter 4.

Central Government and Related Bodies

An Bord Pleanála
 An Chomhairle Ealaíon (Arts Council)
 An Chomhairle Leabharlanna
 An Foras Áiseanna Saothair (FÁS) *
 Appeal Commissioners for purposes of Tax Acts
 Army Pensions Board
 Attorney General
 Blood Transfusion Service
 Censorship of Publications Board
 Central Statistics Office
 Chief State Solicitor's Office
 Civil Service Commissioners
 Coimisiún Logainmneacha
 Combat Poverty Agency
 Comhairle *
 Comhairle na Nimheanna
 Comhairle na nOspidéal
 Commission for Charitable Donations and Bequests
 Commission for Electricity Regulation
 Companies Registration Office
 Competition Authority
 Comptroller and Auditor General
 Courts Service
 Defence Forces
 Department of Agriculture, Food and Rural Development
 Department of Arts, Heritage, Gaeltacht and the Islands
 Department of Defence
 Department of Education & Science
 Department of Enterprise, Trade & Employment
 Department of the Environment & Local Government
 Department of Finance
 Department of Foreign Affairs
 Department of Health & Children
 Department of Justice, Equality and Law Reform
 Department of the Marine and Natural Resources
 Department of Social, Community & Family Affairs
 Department of Public Enterprise
 Department of the Taoiseach
 Department of Tourism, Sport and Recreation
 Director of Consumer Affairs
 Director of Public Prosecutions
 Enterprise Ireland *
 Environmental Protection Agency

* Public bodies which came under the scope of the FOI Act in 2001.

Equality Authority
FÁS International Consulting Limited *
Fire Services Council
Food Safety Authority of Ireland
Forfás *
Health & Safety Authority *
Heritage Council
IDA Ireland *
Information Commissioner
Information Society Commission
Ireland-US Commission for Educational Exchange
Irish Manuscripts Commission
Irish Medicines Board
Irish Sports Council
Irish Water Safety Association
Labour Relations Commission *
Land Registry
Local Appointments Commissioners
Local Government Computer Services Board
National Archives
National Archives Advisory Council
National Council for Curriculum & Assessment
National Council on Ageing and Older People
National Gallery of Ireland
National Library of Ireland
National Museum of Ireland
National Safety Council
National Social Work Qualifications Board
National Standards Authority of Ireland *
Office of Public Works
Office of the Director of Corporate Enforcement
Office of the Director of Telecommunications Regulation
Office of the Houses of the Oireachtas
Official Censor of Films
Ombudsman
Ordnance Survey
Patents Office
Pensions Board
Postgraduate Medical and Dental Board
Probation and Welfare Service
Registrar of Friendly Societies
Registry of Deeds
Revenue Commissioners
Shannon Free Airport Development Ltd *
Social Welfare Appeals Office
Social Welfare Tribunal
Standards in Public Office Commission
State Laboratory
Údarás na Gaeltachta *
Valuation Office

* Public bodies which came under the scope of the FOI Act in 2001.

County Council/ City Councils

Carlow Co. Co.
Cavan Co. Co.
Clare Co. Co.
Cork Co. Co.
Cork City Council
Donegal Co. Co.
Dublin City Council
Dun Laoghaire/Rathdown Co. Co.
Fingal Co. Co.
Galway Co. Co.
Galway City Council
Kerry Co. Co.
Kildare Co. Co.
Kilkenny Co. Co.
Laois Co. Co.
Leitrim Co. Co.
Limerick Co. Co.
Limerick City Council
Longford Co. Co.
Louth Co.Co.
Mayo Co. Co.
Meath Co. Co.
Monaghan Co. Co.
North Tipperary Co. Co.
Offaly Co. Co.
Roscommon Co. Co.
Sligo Co. Co.
South Dublin Co. Co.
South Tipperary Co. Co.
Waterford Co. Co.
Waterford City Council
Westmeath Co. Co.
Wexford Co. Co.
Wicklow Co. Co.

Borough Councils

Clonmel
Drogheda
Kilkenny
Sligo
Wexford

Town Councils (formerly Urban District Councils)

Arklow
Athlone
Athy
Ballina
Ballinasloe
Birr
Bray
Buncrana

Bundoran
Carlow
Carrickmacross
Carrick-on-Suir
Cashel
Castlebar
Castleblaney
Cavan
Clonakilty
Clones
Cobh
Dundalk
Dungarvan
Ennis
Enniscorthy
Fermoy
Kells
Killarney
Kilrush
Kinsale
Letterkenny
Listowel
Longford
Macroom
Mallow
Midleton
Monaghan
Naas
Navan
Nenagh
New Ross
Skibbereen
Templemore
Thurles
Tipperary
Tralee
Trim
Tullamore
Westport
Wicklow
Youghal

Town Councils (formerly Commissioners)

Ardee
Balbriggan
Ballybay
Ballyshannon
Bandon
Bantry
Belturbet
Boyle
Cootehill
Droichead Nua

Edenderry
Gorey
Granard
Greystones
Kilkee
Leixlip
Lismore
Loughrea
Muine Bheag
Mountmellick
Mullingar
Passage West
Portlaoise
Shannon
Tramore
Tuam

Local Authorities and Regional Assemblies

The Border Regional Authority *
The Border, Midland and Western Regional Assembly *
The Dublin Regional Authority *
The Mid-East Regional Authority *
The Midland Regional Authority *
The Mid-West Regional Authority *
The South-East Regional Authority *
The Southern and Eastern Regional Assembly *
The South-West Regional Authority *
The West Regional Authority *

Health Boards

East Coast Area Health Board
Eastern Regional Health Authority
Health Board Executive
Mid Western Health Board
Midland Health Board
North Eastern Health Board
North Western Health Board
Northern Area Health Board
South Western Area Health Board
South Eastern Health Board
Southern Health Board
Western Health Board

Voluntary Hospitals

Beaumont Hospital
Cappagh Orthopaedic Hospital
Central Remedial Clinic
Children's Hospital, Temple Street
City of Dublin Skin and Cancer Hospital, Hume Street

* Public bodies which came under the scope of the FOI Act in 2001.

Coombe Women's Hospital
Dublin Dental Hospital Board
Incorporated Orthopaedic Hospital (Clontarf)
Leopardstown Park Hospital
Mater Misericordiae Hospital
Mercy Hospital, Cork
National Maternity Hospital, Holles St.
National Rehabilitation Hospital (Dun Laoghaire)
Our Lady's Hospice Limited, Harold's Cross
Our Lady's Hospital for Sick Children, Crumlin
Portiuncula Hospital, Ballinasloe
Rotunda Hospital
Royal Hospital, Donnybrook
Royal Victoria Eye and Ear Hospital
South Infirmary/Victoria Hospital Ltd., Cork
St. Francis Hospice, Raheny
St. James's Hospital
St. John's Hospital, Limerick
St. Luke's Hospital
St. Mary's Hospital and Residential School (Baldoyle)
St. Micheal's Hospital (Dun Laoghaire)
St. Patrick's Hospital/Marymount Hospice, Cork
St. Vincent's Hospital (Fairview)
St. Vincent's University Hospital (Elm Park)
Tallaght Hospital

Bodies providing services for Persons with an with intellectual disability

Brothers of Charity Services, Bawnmore, Limerick
Brothers of Charity Services, Clarinbridge, Co. Galway
Brothers of Charity Services, Roscommon
Brothers of Charity Services, Waterford
Brothers of Charity Southern Services, Glanmire, Co. Cork
Camphill Communities, Callan, Co. Kilkenny
Cheeverstown House, Templeogue, Dublin 6W
COPE Foundation, Montenotte, Cork
Daughters of Charity Service, Navan Road, Dublin 7
Galway County Association for Mental Handicapped Children, Galway
Hospitaller Order of St. John of God Services, Stillorgan, Co. Dublin
Irish Sisters of Charity Services, Kells Road, Kilkenny
KARE, Newbridge, Co. Kildare
Peamount Hospital, Newcastle, Co. Dublin
Rosminian Services, Innishannon, Co. Cork
Sisters of Charity of Jesus & Mary Services, Delvin, Co. Westmeath
Sisters of Charity of Jesus and Mary, Monasterevin, Co. Kildare
Sisters of La Sagesse Services, Cregg House, Sligo
Sisters of the Bon Sauveur, Dungarvan, Co. Waterford
Sisters of the Sacred Hearts of Jesus & Mary Services, Roscrea, Co. Tipp
St. Mary of the Angles, Beaufort, Co. Kerry
St. Michaels House, Ballymun, Dublin 9
Stewarts Hospital Services, Palmerstown, Dublin 20
Sunbeam House Services, Bray, Co. Wicklow
Western Care Association, Castlebar, Co. Mayo

Bodies providing services for persons with a physical disability

Cheshire Foundation in Ireland
 Enable Ireland
 Irish Wheelchair Association
 Multiple Sclerosis of Ireland
 National Association for Deaf People
 National Council for the Blind

Bodies in the Broadcasting Sector

DTT Network Company
 The Independent Radio and Television Commission
 Radio Telefís Éireann, Donnybrook, Dublin 4
 RTE Commercial Enterprises Limited
 RTE Music Limited
 Seirbhísí na Gaeilge Teoranta (TG4)

Bodies in the Third Level Education Sector

Athlone Institute of Technology *
 Coláiste Mhuire, Marino *
 Cork Institute of Technology *
 Dublin City University *
 Dún Laoghaire Institute of Art, Design and Technology *
 Dundalk Institute of Technology *
 Froebel College of Education *
 Galway-Mayo Institute of Technology *
 Higher Education Authority *
 Institute of Technology, Blanchardstown *
 Institute of Technology, Carlow *
 Institute of Technology, Sligo *
 Institute of Technology, Tallaght *
 Institute of Technology, Tralee *
 Letterkenny Institute of Technology *
 Limerick Institute of Technology *
 Mary Immaculate College, Limerick *
 Mater Dei Institute of Education *
 National College of Art and Design *
 National University of Ireland, Galway *
 National University of Ireland, Maynooth *
 St. Angela's College, Sligo *
 St. Catherine's College of Education for Home Economics *
 St. Patrick's College, Drumcondra *
 The Church of Ireland College of Education *
 The Dublin Institute of Technology *
 The University of Limerick *
 Tipperary Institute *
 Trinity College Dublin *
 University College Cork, National University of Ireland, Cork *
 University College Dublin, National University of Ireland, Dublin *
 Waterford Institute of Technology *

* Public bodies which came under the scope of the FOI Act in 2001.

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Recent developments

Use of the Act

Between 21 April 1998, when the Freedom of Information Act came into force, and end December 2001, over 44,300 FOI requests were received by a wide range of public bodies. The majority of requests, nearly 60% have been received by central Government, particularly the Department of Education and Science, the Department of Justice, Equality and Law Reform and the Department of Social, Community and Family Affairs. A substantial number of requests, however, have also been received by Local Authorities and by Health Boards. Details of the number of FOI requests received up to the end of December 2001 is set out below. A more detailed breakdown is provided in the Appendix.

Sector	Number of FOI Requests
Government Departments and certain other central governmental bodies	26,283
Local Authorities	7,224
Health Boards, Voluntary Hospitals and Statutory Health Agencies	10,111
Other voluntary bodies, including those supporting the disabled	263
Third level education bodies including Institutes of Technology	456
Total	44,337

It is important to note that, in addition to the above, many public bodies proactively release information on a routine basis that could otherwise be sought under the Act. A number of requests for information are also handled outside the formal FOI regime — e.g. where the 1997 Act has not been specified or where a request is handled over the telephone rather than in writing. The overall impact of the Act in creating greater access to official information is therefore greater than the above figures might suggest.

Statistics

At the outset, it should be borne in mind that the period covered by this report is only from April to end December 2001, as contrasted with the traditional 12 month period. This will have an effect on the FOI statistics. Statistics on the number, type and outcome of requests made under the Freedom of Information Act 1997, as well as information on the requesters themselves, are set out in full in the Appendix. The headline statistics are set out below:

- **over 80% of FOI requests received since April 1998 (other than those withdrawn or transferred, dealt with outside FOI or still being processed on 31 December 2001) have been granted — either in full or in part.** This in accordance with the trends identified in the previous report. Just under 19% of requests were refused. This is a slight decrease in last year's number of refusals. Once account is taken of all FOI requests received, including those

withdrawn or transferred, dealt with outside FOI or still being processed, this latter figure falls to below 15%;

- **of the total FOI requests received between April 1998 and end December 2001, around 3,600 (8%) were subject to internal review and 1,200 (2.7%) were the subject of an appeal to the Information Commissioner.** This continues the trend of the previous report, with a slight reduction in the percentage of appeals to the Information Commissioner;
- **most requests (63%) are made by members of the general public, although journalists continue to be heavy users of the Act (18%).** Business users account for around 8% of requests whilst around 9% of FOI requests received have been from members of staff of public bodies (who are entitled to see the personal information held about themselves on, for example, personnel files of the bodies concerned). The remainder of requests (2%) came from politicians; and
- **just over half (52%) of FOI requests concern non-personal information** although this differs significantly across the various sectors. Whilst nearly 57% of requests to central Government bodies (mostly Government Departments) and over 72% of requests to Local Authorities were for information about non-personal matters, only 28% of requests to Health Boards fell into the same category. The majority of requests to Health Boards were for personal information.

Analysis

The statistics in the present report are based on the experience of the FOI Act in the period 21 April 1998 to 31 December 2001. Over this period the number of bodies covered by FOI has grown from 67 to some 300 and the cumulative number of requests has grown from 6,273 in the first year of operation to a total of over 44,300 to end 2001.

It was apparent up to end April 2000 that there was a relative levelling off in the number of requests being made to central Government. The number of requests, however, remains at a high level. Since April 1998, some 18,622 requests have been made to the 15 Departments of State. This accounts for 70% of requests to the central Government sector and 42% of all FOI requests to date. Within the 15 Departments of State, the Department of Education and Science accounts for 20.7% of all requests received, the Department of Justice, Equality and Law Reform, 12.5% and the Department of Social, Community and Family Affairs, 11%. These three Departments, therefore, received just over 44% of all FOI requests to Government Departments or close to 19% of all FOI requests since April 1998.

The usage of the FOI Act by different groups continues to develop. The majority of all requests made are from individual members of the public. The long title of the Act specifically refers to its purpose of enabling members of the public to obtain access to the greatest extent possible to information held by public bodies. It is encouraging that members of the public remain strong users of the Act.

The relative proportion of different categories of user varies significantly between sectors. The proportion of requests made by members of the public to Local Authorities, Health Boards, Voluntary Hospitals and other public service agencies remains above 70% of all requests. This contrast with 56% in the case of Central Government and 12% of all requests made to the Third Level Sector. Within the Central Government sector, there are significant variations. 90% of all requests made to the Department of Education and Science and 82% of requests made to the Department of Social, Community and Family Affairs are made by members of the public.

18% of all requests to date have been made by the media. Media requests are directed principally (some 72% of their total requests) at Central Government. Within the Central Government sector, there are some notable areas of particular interest. 64% of all requests made to the Department of the Taoiseach, nearly 50% of requests made to the Department of Public Enterprise and some 46 % of requests made to the Department of Finance have been made by members of the media.

The nature of requests made to public bodies reflects the roles of these bodies. The basic trend is that those organisations with a large public clientele whose interaction with the public body is in relation to individual public services can expect to get the majority of requests from individuals in relation to their personal information. In contrast, public bodies whose services are at a more generalised level, can expect to receive the majority of requests in relation to non-personal information and for a significant portion of these from the media.

Extension of the Act

Regulations were made in 2001 to extend the FOI Act to an additional 53 bodies as set out below. This brought third level education institutions under the Act for the first time as well as the Higher Education Authority, bodies in the enterprise/support area, Comhairle and regional authorities and regional assemblies. The Act was extended to two of these bodies on a partial basis i.e. the Labour Relations Commission and National Standards Authority of Ireland had certain functions excluded from the scope of FOI.

Industrial Development Agency (Ireland),
Enterprise Ireland,
Health and Safety Authority (National Authority for Occupational Safety and Health)
Forfás,
An Foras Áiseanna Saothair,
FÁS International Consulting Limited,
Shannon Free Airport Development Company Limited,
Údarás na Gaeltachta
Labour Relations Commission*
National Standards Authority of Ireland*
Trinity College Dublin,
University College Cork,
University College Dublin,
National University of Ireland, Galway,
National University of Ireland, Maynooth,
Dublin City University,
The University of Limerick,
Higher Education Authority,
National College of Art and Design,
Institute of Technology, Tralee,
Cork Institute of Technology,
Institute of Technology, Carlow,
Galway-Mayo Institute of Technology,
Limerick Institute of Technology,
Waterford Institute of Technology,
Athlone Institute of Technology,
Dundalk Institute of Technology,
Letterkenny Institute of Technology,
Institute of Technology, Sligo,
Institute of Technology, Tallaght,
Institute of Technology, Blanchardstown,
Dún Laoghaire Institute of Art, Design and Technology,
The Dublin Institute of Technology,
The Church of Ireland College of Education,
Coláiste Mhuire, Marino,
Froebel College of Education,
Mary Immaculate College, Limerick,
St. Angela's College, Sligo,

St. Catherine's College of Education for Home Economics,
St. Patrick's College, Drumcondra,
Tipperary Rural and Business Development Institute Limited,
Mater Dei Institute of Education,
Comhairle,
The Border Regional Authority,
The Dublin Regional Authority,
The Mid-East Regional Authority,
The Midland Regional Authority,
The Mid-West Regional Authority,
The South-East Regional Authority,
The South-West Regional Authority,
The West Regional Authority,
The Border, Midland and Western Regional Assembly,
The Southern and Eastern Regional Assembly

Future extensions of FOI

In 2001, the Government decided that further extension of the Act should take place during 2002 to include the bodies set out below:—

National Economic and Social Council,
National Economic and Social Forum,
National Centre for Partnership and Performance,
National Statistics Board,
Information Society Commission,
National Committee for Development Education,
The Agency for Personal Service Overseas,
Legal Aid Board,
Victim Support,
National Disability Authority,
National Consultative Committee on Racism and Interculturalism,
The National Concert Hall,
Chester Beatty Library,
The Irish Museum of Modern Art,
The Irish Film Board,
Bord na Leabhar Gaeilge,
Commission for Aviation Regulation,
Campus and Stadium Ireland Development Limited
Bord Iascaigh Mhara
Central Fisheries Board
Regional Fisheries Board (7)
Marine Institute
Bord Fáilte
ADM Limited
CERT
Dublin Transportation Office
Housing Finance Agency
National Roads Authority
Rent Tribunal
NDP/CSF Evaluation Unit
NDP/CSF Information Unit
ERDF and Cohesion Fund Financial Control Unit
An Bord Bia

An Bord Glas
The Irish Horse Racing Authority
The National Milk Agency
Teagasc
The Irish National Stud
Bord na gCon
Western Development Commission

Health Professionals

Regulations were also introduced in 2001 to prescribe classes of health worker and social worker for the purposes of section 28(7) of the Freedom of Information Act (FOI), 1997. Their effect is to widen the meaning of “health professional” in section 28 of the FOI Act to include persons holding either the National Qualification in Social Work (N.Q.S.W.) issued by the National Social Work Qualifications Board, the Certificate of Qualification in Social Work (C.Q.S.W.) issued by the National Validation Body on Social Work Qualifications and Training, a letter of accreditation from the National Social Work Qualifications Board or a qualification in clinical psychology recognised by the Minister for Health and Children where the person concerned has been practising as a clinical psychologist for a minimum of three out of the last five years following the award of the qualification concerned.

Ministerial Certificates

Section 25 of the Freedom of Information Act provides that a Minister of the Government may declare, in a certificate, certain records to be exempt records, and this will be regarded as conclusive. This certification process can be used only in relation to a record to which section 23 or 24 (security, law enforcement, international relations and so forth) applies and where the Minister is satisfied that the record in question is of sufficient sensitivity or seriousness to justify his or her doing so.

A third certificate issued in the period covered by this Report. The two certificates issued during the period covered by previous Reports were reviewed under normal arrangements.

Compliance Report by the Information Commissioner and response by IDWG

In July 2001, the Information Commissioner published his report “The Freedom of Information Act — Compliance by Public Bodies”. This report detailed an investigation under section 36(2) of the Act into the practices and procedures adopted by public bodies generally for the purpose of compliance with the provisions of the FOI Act.

Twelve public bodies were investigated. These bodies were spread across the civil service, health boards and local authorities and concentrated for the most part on those bodies that had received the largest number of requests since the commencement of the Act.

Having completed his investigation, the Information Commissioner drew up a list of recommendations addressed to public bodies and the Central Policy Unit (CPU) of the Department of Finance which he considered, if implemented, would help to improve the operation of the FOI Act.

In response to this, in October 2001, the Freedom of Information Interdepartmental Working Group (IDWG) decided to establish a subgroup to review the report of the Information Commissioner and to produce an Outline Action Plan (OAP) addressing the issues raised in the report.

The IDWG review essentially looked at organisational issues, training, quality control, use of exemptions, fees, records management, managing information/promoting access to information and recommendations addressed to the CPU in the Compliance Report.

Information Commissioner

In his fourth Annual Report, the Information Commissioner, Mr Kevin Murphy describes the key decisions issues by his office in 2001 and comments on the performance of public bodies in implementing the FOI Act.

He firstly notes that the usage of FOI has continued to grow impressively. He comments that this growth in usage has help to realise one of the key objectives of the FOI Act namely to increase confidence in the institutions of the State by ensuring a free flow of information between government and citizen. Despite this positive trend, the Commissioner also notes caution is still needed. He points out that more needs to be done in the quest to fully and correctly implement the FOI Act. He feels that efforts must be made to ensure that those bodies who have been slow to embrace FOI are persuaded to do so, and that those bodies who have made efforts to grasp the principles involved are encouraged to continue.

Secondly, he suggested that refusal rates in Ireland are higher than other countries such as Australia. However, he feels that this is perhaps a reflection of the fact that Ireland is in relevant infancy in relation to FOI. In the statistical analysis earlier in this Chapter, the need for a closer study of management information is recognised. In this context, it is important that international comparisons are relevant, bearing in mind the different nature of request being made and thus the extent to which response rates may also vary.

He also notes that in a review of activities of his office in 2001, the majority of cases continued to be closed outside the statutory deadline. Considering this, Mr Murphy decided to introduce new procedures, where all review applications received from 1 April, 2002 onwards will be dealt with on a current basis and within the statutory deadline.

Finally the Information Commissioner comments on the following issues that have arisen during the year including:

- **The relationship between the media and the public sevice:** media usage of the Act has increased dramatically — requests from this group have increased by 94% since 1999.
- **Improvements in processing by public bodies:** the Information Commissioner makes specific note of improvements and initiatives undertaken by the Department of Education and Science and by the Office of the Revenue Commissioners in implementing the FOI Act. However, he also notes that a number of public bodies are failing to give sufficient reasons for their decisions on FOI requests despite the fact that he first identified this as a common problem over two years ago.

Website

In December 2001, the Central Policy Unit launched a dedicated website covering all aspects in relation to FOI. The website is aimed at both the FOI practitioner and the public and contains information on matters such as:

- A copy of the Act and additional regulations since 1997,
- Details of the organisations covered by FOI,
- How to make an FOI request,
- Material relating to the decision making process.

There is additional information that is updated regularly. The address for the website is www.foi.gov.ie

3

Organisational Structures and Networks supporting FOI

Organisational Structures & Networks Supporting FOI

A variety of structures have been put in place to ensure the proper implementation of FOI within public bodies and to ensure that training, support and advice is available to these bodies in respect of FOI.

Structures within each Public Body

Public bodies put in place their own arrangements to meet their obligations under the Freedom of Information Act. These arrangements are developed in the light of best practice across the public service and based on the body's own experience of FOI. These local arrangements will have been developed having regard to the number of requests received or the nature of these. Generally, each public body has an FOI unit which has responsibility for the overall administrative aspects of FOI. These include the acknowledgement of FOI requests, assignment of FOI requests to decision-makers and liaison generally on FOI matters with members of the public and the Office of the Information Commissioner. The FOI officer also takes responsibility for ensuring that decision makers and internal reviewers are knowledgeable on the FOI rules, and/or for providing advice to them. The head of the FOI Unit, normally designated as the public body's "FOI officer" thus acts as the focal point of preparations for FOI and co-ordinates responses to FOI requests.

To deal with individual FOI requests, designated individual officers act as FOI decision-makers. The number of decision-makers and their location within the public body will vary depending on the volume and nature of requests received by that body. In addition to the designation of decision-makers, public bodies have internal review arrangements. These arrangements may involve the designation of an individual or panel of individuals to undertake requests for an internal review of the original FOI decision made. In the case of all public bodies, the internal reviewer(s) will be at a higher grade level to that of the decision-maker involved in that case. The precise arrangements for those bodies which came within FOI during the present reporting period are set out in Chapter 4 of this report. The arrangements for bodies covered by earlier reports are set out in the Third Annual Report for the period to April 2001.

Role of the Department of Finance Central Policy Unit (CPU)

FOI legislation falls under the aegis of the Minister for Finance. Based on experience abroad and the planning work undertaken in the lead-up to the introduction of FOI, it was decided to set up a FOI Central Policy Unit (CPU). The CPU has responsibility in the first instance for undertaking the work associated with the Minister for Finance's statutory functions under the Act. This work chiefly involves the preparation of regulations to extend FOI to further bodies in accordance with decisions of the Government and the development of regulations or guidelines, where appropriate, on other aspects of the Act. In addition, the CPU seeks to provide a range of advisory and support services to FOI officers and public bodies. The CPU undertakes this work through a variety of different and developing means. Direct advice is provided to individual FOI officers and through the various FOI networks. The CPU also obtains legal advice from the Office of the Attorney General on behalf of public bodies and produces CPU notices which sets out the approach to be taken by public bodies in different cases. The CPU also arranges or provides a range of training and awareness-raising activities,

often in conjunction with specialist training staff from within the Department of Finance's Centre for Management and Organisation Development.

This emphasis on training and development has meant that the Department of Finance was involved in almost 50 presentations, and training /awareness events in the period under review. See **Chapter 5** for details.

The CPU also provides considerable FOI information on its website (www.foi.gov.ie) including material for members of the public, support and guidance materials for public bodies, and minutes of meetings.

The role of the CPU is supported by a number of groups and networks as documented below. The CPU is currently reviewing the extent and operation of FOI networks. This review, which involves contact with the Office of the Information Commissioner, is intended to ensure appropriate coverage and relevance of network activity.

Interdepartmental Working Group (IDWG)

This group comprises officers from Government Departments and offices. The group itself has regular scheduled meeting throughout the year to create an open discussion forum for member bodies on common FOI matters. Minutes of such meetings are published on the Central Policy Unit website (www.foi.gov.ie).

During the period under review, the group was chaired by an Assistant Secretary from the Office of the Revenue Commissioners and the secretariat is provided by the Department of Finance. The aim of the working group is to provide a background source of support to propel the successful implementation of FOI by providing advice and guidance on policy areas.

Discussions of the meetings of this group typically deal with FOI developments, legal advices, training, and problems arising in various sectors and issues arising from the Information Commissioners findings. The group provides an ideal forum for member bodies to share experiences, problems and ideas and facilitates staying constantly abreast of FOI issues. Subgroups are established from time to time to deal with specific issues.

For further information, please contact:

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FOI Central Policy Unit
Department of Finance
73-79 Lower Mount Street
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E-mail: anne_creaven@finance.irlgov.ie

Role of the Information Commissioner

Decisions by public bodies in relation to release of information under the FOI Act can be appealed to an independent Information Commissioner. The Information Commissioner has powers to confirm decisions made by public bodies in relation to release of information, to vary their decisions insofar as he deems it appropriate, or to facilitate an agreed settlement between the public body and the requester. The Information Commissioner also has a role in promotion of FOI and in ensuring the quality of publications produced by public bodies under the FOI Act. The Information Commissioner's decisions are published on the website: www.irlgov.ie/oic

Role of the Oireachtas

The Oireachtas and its members play an important role in relation to policy making and monitoring of FOI. Regulations made by the Minister for Finance under the Freedom of Information Act are generally subject to approval in draft form by each House of the Oireachtas, and the Oireachtas and its committees have shown a strong interest in FOI and its development. Individual members of the Oireachtas make use of the Act themselves, and their practical experience of its operation informs their contributions to Oireachtas discussions in relation to FOI. The Freedom of Information Act also gives the Oireachtas a particular role in relation to the review of secrecy provisions in Irish legislation.

Networks

FOI officers, in the performance of their functions, can draw on the experience and advice of peers through networks of FOI officers within their sector of the Public Service or geographical region, and from their “parent” Government Department. An important example is the Civil Service Users Network (CSUN) which co-ordinates the activities of FOI officers in Government Departments in relation to common FOI requests, and which allows them to benefit from a greater understanding of developments in other Departments.

In addition to the various sector networks, there is a cross-sectoral network, the Public Service Users Network (PSUN), which brings together the representatives of various sectors and acts as a conduit of information and advice from and to the centre.

The use of networks has been one of the successes of FOI implementation to date. Network structures have had the following benefits in the implementation of FOI:

- they allow for pooling of experience, advice (including legal advice) and research. Network members share best practice and learn from each other;
- they allow for a sharing of the workload in preparations for FOI, for example, through development of common IT solutions;
- common approaches to individual FOI requests or to specific or unusual types of request can be developed;
- requesters may be assisted where they wish to send a similar request to a range of public bodies;
- training needs analysis and arrangement of training can be done on a pooled basis;
- sectoral statistics and other reports can be compiled; and
- networks act to provide policy makers with information and opinions on FOI issues arising at local level, on the basis of common positions arrived at in the networks.

Details of various Networks

Civil Service Users’ Network (CSUN)

This is a network of FOI officers from each Government Department and office, which focuses on practical issues in the implementation of FOI in the civil service. The purpose of the network is to promote best practice and compliance by departments with the provisions and spirit of the Act. The terms of reference of the network are as follows:

- to communicate and meet regularly to share information on requests
- to identify common approaches and best practice for addressing these

- to secure and implement guidance from the Interdepartmental Working Group/Central Policy Unit in respect of policy issues arising.

The Network is currently chaired by the Department of Enterprise, Trade and Employment and meets on a monthly basis or as required to discuss particular issues. The Network also collects information from public bodies on the use of the Act, including particulars on the number of requests received, their current status, the source of requests and the number of appeals.

For further information, please contact:

Geraldine Lawlor
Secretary to the CSU Network
FOI Unit
Department of Enterprise, Trade and Employment
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Dublin 2
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E-mail foiunit@entemp.ie

Public Service Users' Network (PSUN)

This network consists of FOI practitioners in public bodies outside the civil service. Representatives on this body are drawn from various public bodies and from other sectoral networks. The purpose of the network is to promote understanding of and compliance with the Act and to ensure continued and correct implementation of the FOI Act for those bodies outside the civil service. The network is chaired by the Department of Finance. The aims of the network are as follows:

- to deepen understanding among public bodies on FOI;
- to identify common approaches and best practices;
- to secure and implement guidance from the Interdepartmental Working Group;
- to assist in the collation of statistics on the nature and volume of FOI requests received; and
- to advise the Interdepartmental Working Group and the Central Policy Unit in relation to FOI issues

For further information, please contact:

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73-79 Lower Mount Street
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E-mail: anne_creaven@finance.irlgov.ie

Health Board FOI Network

The group comprises FOI Project Liaison Officers from each Health Board and meets on a regular basis. The purpose of this forum is to discuss and review issues arising from Freedom of Information requests and reports from the Information Commissioner's Office, identify and respond to training needs, review documentation and produce key reports to assist decision-makers. The FOI Liaison Officers Network continues to work on cojoint issues with two major projects, in particular, underway. These deal with the publication on the internet of policies and procedures and a guide for the staff on the collection and usage of personal health information.

For more information, please contact:

Midland Health Board

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North Eastern Health Board

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Western Health Board

Liam Quirke

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Mid Western Health Board

Chris Rudland

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Email: crudland@mwhb.ie

Southern Health Board

Michael Lillis

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Email: lillism@shb.ie

South Eastern Health Board

John Hogan

Telephone: 056 85553

Email: hoganj@sehb.ie

East Coast Area, Northern Area & South Western Area Health Boards

Lorraine McGrattan

Telephone: 045 880 494

Email: loraine.mcgrattan@erha.ie

Eastern Regional Health Authority

Anita Behan

Telephone: 01 620 1811

Email: anita.behan@erha.ie

Local Authorities FOI Network

The Freedom of Information (FOI) Act, 1997 came into force in the Local Authorities on 21 October, 1998.

There is a Freedom of Information Officer appointed in each Local Authority to administer the FOI function and the provision of training.

The Freedom of Information Officers meet as a network on a regular basis under the auspices of the Local Government Management Services Board which is guided by a Steering Group. The network discuss problems and share relevant information. The Network was extended recently to include the Regional Authorities and the Regional Assemblies and other related organisations that recently came under the legislation. Training has been ongoing for FOI officers in these organisations and newly appointed FOI officers in the local authority sector. They are also represented on the *Public Service Users Network*.

For further information, please contact:

Ms. Chris Gavigan/Mr. Declan Naughton,
Local Government Management Services Board,
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Dublin 8
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e-mail: [cgavigan](mailto:cgavigan@lgmsb.ie) or dnaughton@lgmsb.ie

Culture and Broadcasting Network

This Network, which is chaired by the Department of Arts, Heritage, Gaeltacht and the Islands, was established in October 1999. Its membership is representative of RTE, TG4, the Broadcasting Commission of Ireland, the Arts Council and the National Concert Hall. The Network met on five occasions between April and December 2001. The Network provides a forum for the members to discuss matters of concern and mutual interest arising from their operation of the FOI legislation as well as to acquaint themselves with development in relation to the Act. The primary focus of the network during the year was on the requirements of the five new members (NCH, IMMA, Chester Beatty Museum, Bord na Leabhar Gaeilge and the Irish Film Board) to be brought under the FOI Act with effect from June 2002.

For further information, please contact:

John Healy,
FOI Manager,
Department of Arts, Heritage, Gaeltacht and the Islands,
Dun Aimhirgin,
Dublin 4
Telephone: (01) 647 3081

Enterprise Bodies Network

The FOI Enterprise Network was established in October 1999 to assist eight bodies under the aegis of the Department of Enterprise, Trade & Employment with the preparations for FOI implementation. These bodies were Enterprise Ireland, FAS, Forfás, the Health & Safety Authority, the Industrial Development Authority, the Labour Relations Commission, Shannon Free Airport Development Company Ltd and the National Standards Authority of Ireland. The FOI Act was extended to these bodies on 30 March 2001.

The Network continues to provide assistance to the Enterprise Agencies. It provides a forum for FOI Officers to share information and promote best practice and compliance with the provisions and spirit of the Act. The network also informally includes FOI Officers from the Commissioner for Electricity Regulation, the Officer of the Director of Telecommunications Regulations and Udarás na Gaeltachta as many of the same issues arise for these bodies as for the bodies under the aegis of the Department of Enterprise, Trade & Employment. A representative from the FOI Unit of the Department also attends and assists the network.

For more information, please contact:

FOI Unit
Forfás
Wilton Park House
Wilton Place
Dublin 2
Telephone: 01 607 3000
Email: foi@forfas.ie

Higher Education Sector Network

At the moment one network is operating in the Higher Education sector and it is hoped to set up a network for the Colleges of Education and the National College of Art and Design. The network currently in operation is the FOI Implementation Group.

FOI Implementation Group

This group was established in 2001 and comprises FOI officers from eight higher education institutions. The FOI Act was extended to this sector in October 2001. This group provides a forum for FOI officers to share information, to discuss issues arising from requests and promote best practice. It also provides a forum for developing common policies and procedures in FOI and related areas. In this initial period in addition to responding to requests work was carried out by the members of the group on their section 15 and section 16 manuals and these have been published.

For further information, please contact:

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FOI Co-ordinator for Universities and Colleges of Education
Higher Education Authority,
Marine Hse.,
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Dublin 2.
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e-mail: cpfeifer@hea.ie

Chairperson: FOI Implementation Group
Ms. Rena Lohan,
FOI Officer,
FOI Unit,
Michael Tierney Building,
University College Dublin,
Belfield,
Dublin 4.
Telephone. 01 716 1694
e-mail rena.lohan@ucd.ie

Institutes of Technology of Ireland FOI Network

The Institutes of Technology FOI Network was established in order to facilitate and co-ordinate the implementation of FOI amongst the constituent thirteen Institutes of Technology and Tipperary Institute since the higher education sector came under the remit of the Act in October 2001.

Meeting on a monthly basis on average, the Network provides a useful forum for members to exchange ideas, discuss matters of mutual interest arising from their operation of the legislation and keep abreast of developments in relation to the FOI Act. In promoting best practice and compliance with the spirit of the Act, the Network also considers resource and training matters of the Institutes and other related issues arising out of implementation of the FOI Act in the Higher Education sector.

The Network has an appointed Chairperson and is composed of the FOI Officers of its member Institutes. In addition to liaising with other bodies in the Higher Education sector, the Network is represented at the Public Service Users Network (and other groups) by the Co-ordinator who feeds back information to the group.

For further information, please contact:

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Mary Duffy
Athlone Institute of Technology
Dublin Road
Athlone
Co. Westmeath
Telephone: 0902 – 24 400 / Fax: 0902 – 24 417
Email: mduffy@ait.ie

Voluntary Agencies Network

In June 1999 a National Network of FOI Officers in voluntary agencies (hospitals and clinics) was established to facilitate co-operation and networking between the agencies. The Network meets on a bi-monthly basis.

In the period under review, the Network focused on the following areas:

- Review of section 15 and 16 publications
- Consent and proof of ID in relation to the release of personal information
- Access to deceased persons records
- Coroner's cases and FOI
- Revised Liaison Procedures with the Commissioner's Office
- Record Management
- Routine Access Policies
- Risk Management
- Advanced Training for FOI Officers

The Co-Chairs represented the Network at meetings of the Public Service Users Network

For further information, please contact

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Details of bodies that came under the remit of the FOI Act during 2001

Bodies which came under the FOI Act in 2001

This Chapter sets out details of those bodies that came under the scope of the FOI Act in 2001. These are the bodies which appeared with an asterisk* in the Chapter 1.

Details of the bodies are set out under the following four headings:

- organisational arrangements for handling FOI decisions
- publications
- training/awareness of staff
- other developments

In each body, FOI requests are submitted to the FOI officer/ FOI Unit. Requests are clarified with the requester, acknowledged and passed to the relevant decision-maker. In the event of an appeal, the appeal is acknowledged by the FOI officer/FOI Unit and forwarded to the relevant internal reviewer.

The details of each body are as follows:

Central Government and Related Bodies

An Foras Áiseanna Saothair (FÁS) *

Organisational arrangements for handling FOI decisions:

Decision maker	Grade 8
Internal reviewer	Grade 6

Publications:

Section 15 and Section 16 manuals published and are available on website.

Training/Awareness of Staff:

Staff awareness briefings conducted prior to inception of FOI. Decision makers and internal reviewers have received training. Refresher courses have also been provided.

Other developments:

Along with the normal FOI function, the FOI Unit is aiming to develop an information response system for FÁS clients incorporating an independent complaints process.

Comhairle *

Organisational arrangements for handling FOI decisions:

Decision maker Higher Executive Officer
Internal reviewer Senior Manager

Publications:

Section 15 and Section 16 manuals published and are available on website.

Training/Awareness of Staff:

Decision makers and internal reviewer have received training. All managers attended in-house briefing session on FOI. In-house introductory training has been delivered to a representative cross section of staff.

Other developments:

A new file classification and records management system has been developed to assist in meeting the requirements for records management under the Act.

Enterprise Ireland *

Organisational arrangements for handling FOI decisions:

Decision maker Level E/Senior Scientific Officer
Internal reviewer Level D/Principal Scientific Officer

Publications:

Section 15 and Section 16 manuals published and are available on website.

Training/Awareness of Staff:

All decision makers and internal reviewers have received training; briefing sessions on FOI were held for all staff; newsletters highlighting the main provisions of the Act and staff responsibilities were emailed to all staff prior to and following the implementation of the FOI Act at Enterprise Ireland; all information on FOI at Enterprise Ireland is available electronically to staff; the FOI Office provides information to staff on FOI issues on a regular basis.

Other developments:

A computerised tracking system is in use to ensure that all requests are processed in accordance with the timeframes; Enterprise Ireland has prepared leaflets on Frequently Asked Questions (FAQs) in relation to FOI legal rights, Client Confidentiality, and Purchasing. Personnel files are made available to staff members on an administrative basis, outside of FOI.

FÁS International Consulting Limited ****Organisational arrangements for handling FOI decisions:***

Decision maker Secretary (Assistant Principal)
Internal reviewer Chief Executive

Publications:

Section 15 and Section 16 manuals are included in FÁS manuals and are available on FÁS website.

Training/Awareness of Staff:

Decision maker in-house training
Internal reviewer awareness training

Forfás ****Organisational arrangements for handling FOI decisions:***

Decision maker Level E
Internal reviewer Review Board made up of three members — Level F and above

Publications:

Section 15 and Section 16 manuals published and are available on website in both English and Irish versions.

Training/Awareness of Staff:

All decision makers and internal reviewers have received beginners, advanced and refresher training. All staff has received awareness training and this process is ongoing. Staff of Science Foundation Ireland, a committee of Forfás, are currently undergoing FOI awareness training.

Other developments:

In conjunction with the Systems Department the FOI tracking system is currently under review with a view to improving the smooth processing of requests.

Health & Safety Authority * (National Authority for Occupational Safety and Health)

Organisational arrangements for handling FOI decisions:

Decision maker Grade 2 Inspector/Higher Executive Officer and above
Internal reviewer Grade 1 Inspector and higher/ Assistant Principal and higher

Publications:

Section 15 and Section 16 manuals published and are available on website.

Training/Awareness of Staff:

Staff awareness briefings conducted prior to inception of FOI. All decision makers and internal reviewers have received training. Refresher courses have also been provided. FOI awareness training forms part of the induction training provided for all new staff

Other developments:

FOI tracking system has been put in place; personnel files are available on an administrative basis outside of FOI.

IDA Ireland *

Organisational arrangements for handling FOI decisions:

Decision maker Level E (Assistant Principal)
Internal reviewer Level F (Principal)

Publications:

Section 15 and Section 16 manuals published and are available on website.

Training/Awareness of Staff:

Awareness training for all staff including Regional and Overseas Offices;
Decision makers and internal reviewers have received training;
FOI manual on handling of requests has been distributed;
FOI awareness training forms part of the induction training provided for all new staff;
Training provided for decision makers and internal reviewers on FOI tracking system; FOI awareness incorporated into Interview Skills Programme;
Advice and assistance to requesters, decision makers and internal reviewers is provided on an ongoing basis by FOI Officer.

Other developments:

IDA Ireland uses the "Respond" tracking system to record and monitor requests; personnel files are available on an administrative basis outside of FOI.

Labour Relations Commission *

Organisational arrangements for handling FOI decisions:

Decision maker Higher Executive Officer
Internal reviewer Assistant Principal

Publications:

Section 15 and Section 16 manuals published and are available on website.

Training/Awareness of Staff:

Staff awareness briefings conducted prior to inception of FOI. Decision makers and internal reviewers received training. Refresher courses have also been provided.

National Standards Authority of Ireland *

Organisational arrangements for handling FOI decisions:

Decision maker Line Manager
Internal reviewer Director

Publications:

Section 15 and Section 16 manuals published and are available on website.

Training/Awareness of Staff:

Decision makers have attended Advanced Decision Makers course provided by CPU. The Executive Management Group of the Authority is continually notified of the number of FOI requests being processed.

Other developments:

The Authority has implemented an internet based collaborative and document management system and is preparing a transition programme to move files to this environment.

Shannon Free Airport Development Ltd *

Organisational arrangements for handling FOI decisions:

Decision maker Eoghan Prendergast/Maria Blake
Internal reviewer Team of three Senior Management

Publications:

Section 15 and Section 16 manuals are available. FOI Information Manual for Staff and Suppliers. Occasional staff newsletters.

Training/Awareness of Staff:

Ongoing programme of presentations to staff on all aspects of FOI. Targeted sessions with key corporate functions e.g. purchasing, tendering on role of FOI. Periodic updates to Board and Executive Committee (Senior Management Team).

Other developments:

Phase 2 of records management programme underway, on a Division by Division rollout. It is Company policy to move to all electronic environment as much as possible.

Údarás na Gaeltachta *

Organisational arrangements for handling FOI decisions:

Decision maker Grade 1
Internal reviewer Management grade

Publications:

Section 15 manual completed. Section 16 manual near finalisation. Billeoga Eolais.

Training/Awareness of Staff:

Staff familiarisation/awareness for all members of staff. Decision makers, substitution decision makers and internal reviewers received training.

Other developments:

Updating records management systems in light of FOI requirements (work in progress).

Local Authorities and Regional Assemblies

The Border Regional Authority *

Organisational arrangements for handling FOI decisions:

Decision maker Grade 1V
Internal reviewer Director

Publications:

Section 15 and Section 16 manuals are available.

Training/Awareness of Staff:

Staff have attended training sessions by IPA.

The Border, Midland and Western Regional Assembly *

Organisational arrangements for handling FOI decisions:

Decision maker Programme Executive
Internal reviewer Assistant Director

Publications:

Section 15 and Section 16 manuals published and are available on website.

Training/Awareness of Staff:

Decision maker and internal reviewer have attended appropriate training courses.

The Dublin Regional Authority *

Organisational arrangements for handling FOI decisions:

Decision maker Catherina Benson
Internal reviewer Mary O Donnell

Publications:

Section 15 and Section 16 manuals are available.

Training/Awareness of Staff:

All staff (3) are fully aware of FOI. Catherina Benson attended appropriate training.

The Mid-East Regional Authority *

Organisational arrangements for handling FOI decisions:

Decision maker Grade 4
Internal reviewer Director

Publications:

Section 15 and Section 16 manuals are in preparation.

Training/Awareness of Staff:

Officers have been fully trained.

The Midland Regional Authority *

Organisational arrangements for handling FOI decisions:

Decision maker Senior Staff Officer
Internal reviewer Director

Publications:

Section 15 and Section 16 manuals published and are available on website.

Training/Awareness of Staff:

Staff have received FOI training.

Other developments:

Information on many of the Midland Regional Authority's activities and publications is available on the website.

The Mid-West Regional Authority *

Organisational arrangements for handling FOI decisions:

Decision maker Staff Officer
Internal reviewer Director

Publications:

Section 15 and Section 16 manuals are available.

Training/Awareness of Staff:

Decision maker and internal reviewer have received training.

The South-East Regional Authority *

Organisational arrangements for handling FOI decisions:

Decision maker European Officer
Internal reviewer Director

Publications:

Section 15 and Section 16 manuals have been prepared.

Training/Awareness of Staff:

Decision maker and internal reviewer have received training.

The Southern and Eastern Regional Assembly *

Organisational arrangements for handling FOI decisions:

Decision maker Grade V
Internal reviewer Assistant Director

Publications:

Section 15 and Section 16 manuals are available.

Training/Awareness of Staff:

Decision maker and internal reviewer received training.

Other developments:

A separate "Freedom of Information" section has been posted on the website.

The South-West Regional Authority *

Organisational arrangements for handling FOI decisions:

Decision maker Senior Projects Manager
Internal reviewer Regional Director

Publications:

Section 15 manual completed. Section 16 manual near finalisation.

Training/Awareness of Staff:

FOI Officer has attended training seminars and meetings.

The West Regional Authority *

Organisational arrangements for handling FOI decisions:

Decision maker Staff Officer
Internal reviewer Director Grade 6

Publications:

Section 15 and Section 16 manuals are available.

Training/Awareness of Staff:

Two training courses have been completed.

Bodies in the Third Level Education Sector

Athlone Institute of Technology *

Organisational arrangements for handling FOI decisions:

Decision maker Heads of Departments/Senior Administrator
Internal reviewer Management

Publications:

Section 15 and Section 16 manuals are available. “Freedom of Information — Your Right to Know” available throughout the Institute.

Training/Awareness of Staff:

In-house training provided for decision makers and internal reviewers. In-house training provided for all staff. FOI Officer attended advanced training course provided by CPU.

Other developments:

Publications, application forms and other information are available on the AIT website. Records management and Retention Schedules are being looked into at the present.

Dublin City University *

Organisational arrangements for handling FOI decisions:

Decision maker	Heads of Schools and Units within DCU
Internal reviewer	Secretary and Vice-president. When the initial decision is made by the Secretary or the Vice-president, the President of DCU is the internal reviewer.

Publications:

Section 15 and Section 16 manuals published and are available on website.

Training/Awareness of Staff:

Decision makers and internal reviewers have received training. Refresher courses have also been provided. General staff awareness training was carried out via presentations made to individual Schools and units. All staff were notified of the implementation of the FOI Act via e-mail and were referred to the DCU FOI website.

Other developments:

Staff awareness training is ongoing with FOI issues included in the induction process for new staff members. Records management for University records is being addressed.

Dún Laoghaire Institute of Art, Design and Technology *

Organisational arrangements for handling FOI decisions:

Decision maker	Assistant Principal and higher
Internal reviewer	Director

Publications:

Section 15 manual near finalisation. Section 16 manual still in preparation.

Training/Awareness of Staff:

Majority of Central Management have attended decision maker training. Staff of the School of Art, Design and Media have had specialised FOI training. FOI Officer made a presentation to Central Management. Overall awareness of FOI among staff and students is being raised.

Other developments:

Personnel files are made available to staff on an administrative basis outside FOI. A register and manual filing system has been established. Discussions are taking place regarding a computerised system. A "Records Management and Disposition Schedule" is currently being prepared.

Dundalk Institute of Technology *

Organisational arrangements for handling FOI decisions:

Decision maker Head of Department/Head of Function
Internal reviewer Senior Management

Publications:

Section 15 and Section 16 manuals are available. Section 15 manual is available on website.

Training/Awareness of Staff:

Overview of FOI Act information presentation for all staff was delivered in May 2001. Decision makers, internal reviewers and FOI Officer have attended advanced training by CPU and FOI Officer has attended training on records management.

Froebel College of Education *

Organisational arrangements for handling FOI decisions:

Decision maker Lecturer
Internal reviewer President

Publications:

Section 15 and Section 16 manuals are available.

Training/Awareness of Staff:

Training has been received in UCD and within the College of Education.

Other developments:

As a result of the introduction of FOI, information relating to grading of exam papers, marking of teaching practices, performance and teaching file is made available on the College intranet.

Galway-Mayo Institute of Technology *

Organisational arrangements for handling FOI decisions:

Decision maker Grade V1 and above
Internal reviewer Senior Management (depending on nature of request)

Publications:

Section 15 and Section 16 manuals are available.

Training/Awareness of Staff:

Briefing session with all staff. Training for decision makers and internal reviewers to be organised by FOI Officer.

Higher Education Authority *

Organisational arrangements for handling FOI decisions:

Decision maker	Senior Executive Officer/Assistant Principal
Internal reviewer	Assistant Principal/Principal

Publications:

Section 15 and Section 16 manuals published and are available on website.
All staff provided with an information handbook on FOI.

Training/Awareness of Staff:

All decision makers and internal reviewers have received training. Refresher courses have also been provided. All staff briefed on the implications of the application of FOI to the HEA and have been provided with an information brochure on FOI.

Other developments:

With funding from the Department of Education and Science a Freedom of information Co-ordinator was appointed in November 2001 to assist the Universities and Colleges of Education in their implementation of FOI. The Co-ordinator has been involved in a number of tasks including preparing a framework for discussion on administrative access, member of Public Users Network, review of FOI Commissioner decisions and co-ordinating statistical returns to the Department of Education and Science.

Institute of Technology, Blanchardstown *

Organisational arrangements for handling FOI decisions:

Decision maker	Assistant Principal Level
Internal reviewer	Registrar/Director/Head of Department

Publications:

Section 15 and Section 16 manuals published and are available on website.

Training/Awareness of Staff:

Some decision makers and internal reviewers have received training. Guide on FOI circulated to all staff.

Other developments:

Modification of records retention policy.

Institute of Technology, Carlow ***Organisational arrangements for handling FOI decisions:**

Decision maker Heads of Department/Heads of Function
Internal reviewer Senior Management/Director

Publications:

Section 15 manual completed. Section 16 manual near completion.

Training/Awareness of Staff:

All decision makers and internal reviewers have received training. All staff were invited to attend an information seminar on FOI and were circulated with the "Institute Staff Guide to Freedom of Information".

Other developments:

Records management working group was set up and are at present implementing a general guide for all staff to improve existing filing systems, archiving, records management so as to make the search for records for FOI requests as efficient as possible.

Institute of Technology, Sligo ***Organisational arrangements for handling FOI decisions:**

Decision maker Heads of Departments/function Managers
Internal reviewer Heads of Schools/Function Heads

Publications:

Section 15 and Section 16 manuals are available.

A Freedom of Information "Guide for Staff" was circulated to all staff.

"Freedom of Information Act 1997 — Your Right to know" is available throughout the Institute.

Training/Awareness of Staff:

One day in-house training provided decision makers and internal reviewers (Megan Carter). FOI Officer attended advanced training course provided by CPU.

Institute of Technology, Tallaght *

Organisational arrangements for handling FOI decisions:

Decision maker	Heads of Department/Heads of Section
Internal reviewer	Director/Sec FC/Registrar/Heads of Schools/ Heads of Development

Publications:

Section 15 and Section 16 manuals published and are available on website.

Training/Awareness of Staff:

In-house training has been provided for all staff.
FOI information is available for all staff on the Institute's internal network.
FOI Officer has attended CPU advanced training.
Decision makers and internal reviewers have received training.

Other developments:

An electronic tracking system has been installed for FOI use. A Records retention Policy is currently being developed for implementation within the Institute.

Institute of Technology, Tralee *

Organisational arrangements for handling FOI decisions:

Decision maker	Head of Department/Central Services Manager level
Internal reviewer	Head of School/Head of Function level

Publications:

Section 15 and Section 16 manuals are available on request.

Training/Awareness of Staff:

Majority of decision makers have attended training. All internal reviewers have received advanced training. Briefing note sent to all staff. Staff were invited to Seminar on FOI.

Letterkenny Institute of Technology *

Organisational arrangements for handling FOI decisions:

Decision maker	Senior Management
Internal reviewer	Director

Publications:

Section 15 and Section 16 manuals published and are available on website.

Training/Awareness of Staff:

Two half day training sessions for all staff. Decision makers and internal reviewers have received training. Staff awareness assisted with issuing of staff handout.

Limerick Institute of Technology ***Organisational arrangements for handling FOI decisions:**

Decision maker Registrar/HR Manager
Internal reviewer Secretary Financial Controller

Publications:

Section 15 and Section 16 manuals are in preparation.

Training/Awareness of Staff:

Awareness training at Management and Heads level.

Mary Immaculate College, Limerick ***Organisational arrangements for handling FOI decisions:**

Decision maker Associate Vice-president
Internal reviewer President

Publications:

Section 15 manual completed. Section 16 manual close on finalisation.

Training/Awareness of Staff:

Staff awareness briefing sessions conducted prior to inception of FOI. Decision makers and internal reviewers received training.

Other developments:

Records Management Policy in preparation and draft Records Retention Schedule has been circulated electronically to all staff members. As a result of FOI viewing of exam scripts for students without recourse to FOI, personnel files are available to staff for viewing and minutes and attachments are available to all staff members.

Mater Dei Institute of Education *

Organisational arrangements for handling FOI decisions:

Decision maker Administrator/Heads of Academic Departments
Internal reviewer Director of the Institute

Publications:

Section 15 and Section 16 manuals are available.

Training/Awareness of Staff:

FOI Officer has attended a number of training days/programmes. Staff members have availed of training provided by Dublin City University. The FOI Officer has addressed meetings of the Board of the Institute and of the staff to inform them as to the implementation and implications of FOI.

Other developments:

Existing arrangements concerning the retention of examination scripts and records and their availability to students have been consolidated in the light of anticipated FOI requests.

National College of Art and Design *

Organisational arrangements for handling FOI decisions:

Decision maker Registrar and Secretary of the College
Internal reviewer Director

Publications:

Section 15 and Section 16 manuals published and are available on website.

Training/Awareness of Staff:

Decision maker has attended two training courses.

National University of Ireland, Galway *

Organisational arrangements for handling FOI decisions:

Decision maker Heads of Administrative Units/Faculty Deans/FOI Officer
Internal reviewer University Management Team

Publications:

Section 15 and Section 16 manuals are available. An information brochure on the Freedom of Information Act.

Training/Awareness of Staff:

Decision makers and internal reviewers have received training. An information circular on FOI was circulated to each member of staff and the Students Union.

Other developments:

The University has provided for routine access to student examination scripts and personnel records.

National University of Ireland, Maynooth *

Organisational arrangements for handling FOI decisions:

Decision maker Executive Deans of Faculties/FOI Officer/Personnel Officer
Internal reviewer Vice-president/Registrar

Publications:

Section 15 and Section 16 manuals published and are available on website. Information leaflets entitled "Your Right to Know" were published and circulated. Articles in relation to FOI were published in the University's staff newsletter and the two student publications.

Training/Awareness of Staff:

Staff awareness briefings conducted prior to the introduction of FOI. Decision makers and internal reviewers received training. Information sessions were provided for all new students in October 2001.

Other developments:

A computer system was implemented to manage FOI requests. The University sector has established procedures to encourage routine access to records. Appropriate internal and external publications have been amended to include information on FOI.

St. Angela's College, Sligo *

Organisational arrangements for handling FOI decisions:

Decision maker Library Assistant
Internal reviewer Bursar

Publications:

Section 15 and Section 16 manuals are available.

Training/Awareness of Staff:

Seminars and training organised for staff on operation and implications of FOI — training is ongoing.

St. Catherine's College of Education for Home Economics *

Organisational arrangements for handling FOI decisions:

Decision maker FOI Officer
Internal reviewer President

Publications:

Section 15 and Section 16 manuals are available.

Training/Awareness of Staff:

FOI Officer and Records management Officer have attended CPU training. A steering Committee on FOI, including senior management, has been established in the College and meetings are held as necessary.

St. Patrick's College, Drumcondra *

Organisational arrangements for handling FOI decisions:

Decision maker Executive Officer
Internal reviewer President of College

Publications:

Section 15 and Section 16 manuals published and are available on website.

Training/Awareness of Staff:

One full day training course has been completed by College staff.

Other developments:

As a result of the introduction of FOI, students in B.Ed and Post Graduate Diploma Education (Primary Teaching) can at the time of inspection receive a copy of their assessment.

The Church of Ireland College of Education *

Organisational arrangements for handling FOI decisions:

Decision maker Tim Keatinge

Internal reviewer Sydney Blain

Publications:

Section 15 and Section 16 manuals are available.

Training/Awareness of Staff:

Staff has attended training courses.

The Dublin Institute of Technology *

Organisational arrangements for handling FOI decisions:

Decision maker Heads of School/Heads of Administrative Sections/FOI Officer

Internal reviewer Director/President

Publications:

Section 15 and Section 16 manuals published and are available on website.

“Your Right to Know” published in January 2002. DIT FOI Decision Makers Manual was published and circulated.

Training/Awareness of Staff:

Staff awareness training was provided prior to the introduction of FOI. Decision makers and internal reviewers have received training. Information sessions are provided periodically for both students and staff of the Institute. Articles regarding FOI were published in the DIT Independent — A Student Newspaper.

Other developments:

A computer system was introduced to manage FOI requests. The Institute has established procedures to encourage routine access to records.

The University of Limerick *

Organisational arrangements for handling FOI decisions:

Decision maker	Assistant Deans of Academic Affairs/Heads of Department
Internal reviewer	Vice President, Academic; Associate Vice President Academic Services; Director HR

Publications:

Section 15 and Section 16 manuals published and are available on website.
“A Guide for University Faculty Staff” was published.

Training/Awareness of Staff:

Awareness training was provided for staff in 2001. Decision makers and internal reviewers have received basic and advanced training.

Other developments:

A computerised tracking system was implemented to monitor FOI requests.

Tipperary Institute *

Organisational arrangements for handling FOI decisions:

Decision maker	Director of Corporate Affairs
Internal reviewer	Chief Executive

Publications:

Section 15 and Section 16 manuals are in preparation.

Training/Awareness of Staff:

Senior Management and other key staff had FOI awareness training from legal expert. An internal “FOI Staff Guide” has been circulated to all staff. FOI awareness talks were given to all management staff.

Trinity College Dublin *

Organisational arrangements for handling FOI decisions:

Decision maker	Academic Faculty Deans or those in charge of administrative sections
Internal reviewer	Senior Administration Officers

Publications:

Section 15 and Section 16 manuals published and are available on website.
A leaflet “The Freedom of Information Act — How to make a request” is available in College Offices, from the FOI Officer or on the College FOI website.

Training/Awareness of Staff:

A Freedom of Information Working Group was established to oversee the College’s preparation and implementation of the Act. Two FOI awareness programmes were conducted with the assistance of external experts before the College became a prescribed public body. Subsequently, two FOI training programmes have been organised. Decision makers and internal reviewers have received training. On-going FOI advice and awareness training is provided by the FOI Officer within the context of the College’s normal staff training programmes. An introductory leaflet and five advice notes on different aspects of FOI have been issued to staff.

Other developments:

A computer-based system has been established to keep track of FOI requests. Articles concerning FOI in the College have been included in “The Gazette” published by the College and in the student newspaper “Trinity News”.

University College Cork, National University of Ireland, Cork *

Organisational arrangements for handling FOI decisions:

Decision maker	College Lecturer or above/Admin III (Grade 6 or above)
Internal reviewer	Review Board (consisting of 3 reviewers at level of Dean of Faculty/Member of Executive Management Group (EMG)). When initial decision is made by Dean or member of EMG, a similarly constructed board is convened which makes a recommendation to the President who makes the final internal review decision.

Publications:

Section 15 and Section 16 manuals published and are available on website.

Training/Awareness of Staff:

Extensive awareness training was carried out by the FOI Officer from March to July 2001 — covering approx 400 members of staff of the University at all levels. Decision makers and staff who would be involved in supporting decision makers was carried out in September/October 2001.

Other developments:

The development of a records management policy is underway with training arranged for early 2002. A software package to manage FOI requests was installed in 2001.

University College Dublin, National University of Ireland, Dublin*

Organisational arrangements for handling FOI decisions:

Decision maker	Administrative Officer/Senior Lecturer and above
Internal reviewer	Senior Administrative Officer III and above

Publications:

Section 15 and Section 16 manuals published and are available on website. Brochures entitled “Freedom of Information and UCD” and “Procedures for Making a Request for Information” published and distributed widely throughout the University. Items in “UCD News” and University’s news bulletin throughout 2001.

Training/Awareness of Staff:

Decision makers and internal reviewers have received training. Nine dedicated workshops provided for decision makers and internal reviewers by FOI consultant.

Other developments:

A new tracking system to monitor requests received has been installed specifically as a result of FOI. By arrangement with faculties, students can now call in to view their exam scripts shortly after they receive their results. Records management has been linked into the post of FOI Manager. Routine access to personnel files has been introduced.

Waterford Institute of Technology *

Organisational arrangements for handling FOI decisions:

Decision maker	Heads of departments/Function Managers
Internal reviewer	Heads of Schools/Function Heads

Publications:

Section 15 manual published and on website. Section 16 manual in progress. “FOI Guide for Staff” was circulated to all staff. Legal advice from Solicitors in relation to examination scripts is available from Freedom of Information Office.

Training/Awareness of Staff:

One day in-house training provided. FOI Officer attended FOI training courses provided by CPU and IPA. FOI Officer attended conferences/seminars in the area of records retention/management.

Other developments:

FOI network currently researching the area of records retention/management with aim to introduce and develop a records retention/management policy for the Institute.

5 Training

Freedom of Information Training

The importance of good quality, relevant and timely FOI training has been acknowledged as one of the most critical contributory factors in the successful implementation of the FOI Act by public bodies. The Department of Finance, through its FOI Central Policy Unit and Centre for Management and Organisation Development (CMOD), continues to devote significant resources to providing high quality FOI Decision Maker Courses for civil service departments and offices and FOI Advanced Courses for all public service bodies. In addition, the Central Policy Unit has sourced a number of external trainers capable of delivering FOI decision maker training to non-civil service bodies.

The Central Policy Unit continues to actively seek ways of improving the quality of training provided to public bodies. In this context, the potential of E-Learning to deliver part of the decision maker training is currently being examined, with a view to improving the quality of these courses by providing scope to include a number of practical case studies on each course. It is also the intention that a number of half day refresher courses will be provided to public bodies by the Central Policy Unit.

Where possible, the Central Policy Unit endeavours to give short overview presentations at board level to those new bodies coming within the scope of the FOI Act. This provides a mechanism for impressing upon these bodies at director level the importance of (i) putting procedures in place aimed at implementing the provisions of the FOI Act in an efficient and effective way and (ii) the need for top level management support within each public body to the aims and objectives of the legislation.

Presentations and Training by the CPU: 1 April 2001 – 31 December 2001

2 April	Institute of Public Administration – FOI overview to Russian students
24/25 April	UCD Belfield – 2 Day FOI training for third level educational bodies
9 May	Office of the Attorney General- 1 Day FOI Decision Maker Course
28 May	Arranged presentation on FOI by Rick Snell (New Zealand) to FOI Networks
7 June	1 Day Advanced FOI Course in Lansdowne House
18 June	FOI overview presentation to Legal Aid Board
21 June	1 Day Advanced FOI Course in Lansdowne House
28 June	Organised delivery of Disability Awareness Course for FOI Officers
5 July	1 Day Advanced FOI Course in Lansdowne House
18 July	1 Day Advanced FOI Course – Mid Western Health Board, Tullamore
19 July	1 Day Advanced FOI Course in Lansdowne House
13 September	1 Day Advanced FOI Course in Lansdowne House
27 September	1 Day Advanced FOI Course in Lansdowne House
2 October	Overview presentation to Dept of Justice public bodies in Lansdowne House

5 October	Presentation to decision makers on Exemptions in Dept. of Social, Community and Family Affairs
8 October	FOI overview presentation to Dept. Foreign Affairs public bodies in Iveagh House
11 October	1 Day Advanced FOI Course in Lansdowne House
17 October	1 Day Decision Makers Course in Dept. of Justice
24 October	1 Day Decision Makers Course in Dept. of Finance
25 October	1 Day Advanced FOI Course in Lansdowne House
30 October	1 Day Decision Makers Course in Dept. of Justice
1 November	1 Day Advanced FOI Course in Lansdowne House
2 November	FOI overview presentation at Comhairle Conference in Kilkenny
7 November	FOI overview presentation to senior management in Comhairle in Jurys Hotel, Ballsbridge
9 November	FOI overview presentation to Dept of Taoiseach's public bodies in Government Buildings
13 November	1 Day Decision Makers Course in Dept. of Justice
14 November	Short presentation on FOI to the Directors of the Institutes of Technology in Hatch Street
15 November	1 Day Advanced FOI Course in Lansdowne House
22 November	1 Day Advanced FOI Course in Dept. of Justice
29 November	1 Day Advanced FOI Course in Lansdowne House
4 December	1 Day Advanced FOI Course in Dept. of Justice
6 December	1 Day Decision Makers Course for FOI Liaison Officers in new bodies coming under the remit of the FOI Act in June 2002
13 December	1 Day Advanced FOI Course in Lansdowne House

FOI Training by CMOD: 1 April – 31 December 2001

24 April	1 Day Decision Maker Training in Lansdowne House
11 May	1 Day Decision Maker Training in Lansdowne House
31 May	1 Day Decision Maker Training in Lansdowne House
11 July	1 Day Decision Maker Training in Lansdowne House
17 July	1 Day Decision Maker Training in Lansdowne House
24 July	1 Day Decision Maker Training in Lansdowne House
3 October	1 Day Decision Maker Training in Lansdowne House
17 October	1 Day Decision Maker Training in Lansdowne House
18 October	1 Day Decision Maker Training in Lansdowne House
13 November	1 Day Decision Maker Training in Lansdowne House
28 November	1 Day Decision Maker Training in Lansdowne House
6 December	1 Day Decision Maker Training in Department of Defence
11 December	1 Day Decision Maker Training in Lansdowne House
12 December	1 Day Decision Maker Training in Lansdowne House

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FOI Summary Statistics

Table 1.1: Total Number of FOI Requests by Year

Sector	Year 1 1998-99	Year 2 1999-00	Year 3 2000-01	Year 4 April-December 2001	Cumulative Total April 1998-December 2001
Central Government	4,633	8,029	7,415	6,206	26,283
Local Government	708	1,920	2,657	1,939	7,224
Health Boards	932	2,034	2,364	2,046	7,376
Other Bodies including Voluntary Hospital and Statutory Voluntary Agencies	0	393	1,562	1,043	2,998
Third Level Education Sector	0	0	0	456	456
TOTAL	6,273	12,376	13,998	11,690	44,337

FOI Summary Statistics

Table 1.2: Breakdown of all Requests from 21 April 1998 to end December 2001

Sector	Total	Applications Received			Requests granted	Requests part-granted	Requests refused	Requests transferred	Withdrawn or handled outside FOI	Live cases	Internal reviews received	Appeals to Information Commissioner
		Personal	Non-personal	Mixed								
Central Government	26,283	10,827	14,917	539	9,552	6,747	4,656	541	2,454	2,333	2,604	873
Local Authorities	7,224	1,839	5,255	130	4,405	800	1,074	81	586	279	452	124
Health Boards	7,376	5,715	1,650	11	4,734	891	835	91	239	586	413	185
Other Bodies including Voluntary Hospital and Statutory Voluntary Agencies	2,735	1,708	926	101	1,632	300	161	13	488	141	66	24
Other Voluntary Bodies	263	241	16	6	167	52	7	6	25	6	11	2
Third Level Education Bodies	456	109	338	9	180	92	59	0	37	88	13	0
TOTAL	44,337	20,439	23,102	796	20,670	8,882	6,792	732	3,829	3,433	3,559	1,208

FOI Summary Statistics

Table 1.3: Breakdown of all Requests by Type of Requester from 21 April 1998 to end December 2001

	Journalists	Business/Interest Groups	Members of Oireachtas	Staff of Bodies	Other	Total
Central Government	5,687	2,438	647	2,737	14,774	26,283
Local Authorities	647	712	335	417	5,113	7,224
Health Boards	568	287	37	458	6,026	7,376
Voluntary Hospitals and Health Agencies	644	88	4	85	1,914	2,735
Other Bodies	1	24	3	30	205	263
Third Level Education Sector	261	40	3	97	55	456
TOTAL	7,808	3,589	1,029	3,824	28,087	44,337
PERCENTAGE	18%	8%	2%	9%	63%	100%

FOI Summary Statistics

Table 1.4: Breakdown of all Requests from April 2001 to end December 2001

Sector	Total	Applications Received			Requests granted	Requests part-granted	Requests refused	Requests transferred	Withdrawn or handled outside FOI	Live cases	Internal reviews received	Appeals to Information Commissioner
		Personal	Non-personal	Mixed								
Central Government	6,206	2,272	3,187	247	1,972	1,335	995	105	856	943	628	166
Local Authorities	1,939	430	1,478	31	1,295	206	275	27	126	11	91	12
Health Boards	2,046	1,535	508	3	1,402	262	201	30	86	65	113	64
Voluntary Hospitals and Health Agencies	943	571	344	28	524	133	60	4	175	47	3	1
Other Voluntary Bodies	100	88	7	5	72	22	0	2	10	-6	2	0
Third Level Education Bodies	456	109	338	9	180	92	59	0	37	88	13	0
TOTAL	11,690	5,505	5,862	323	5,445	2,050	1,590	168	1,290	1,148	850	243

This table was derived from subtracting the total number of requests as at 21 April 2001 (last years report) from the total number of requests as at end of December 2001 (Table 1.2). In the case of Other Voluntary Bodies, the number of live requests as at 21 April 2001 was 12 and at end December was 6.

Table 2.1: FOI Statistics for the Civil Service and certain other bodies from 21 April 1998 to end December 2001

Department/Office	Total	Applications Received			Requests granted	Requests part-granted	Requests refused	Requests transferred	Withdrawn or handled outside FOI	Live cases	Internal reviews received	Appeals to Information Commissioner
		Personal	Non-personal	Mixed								
Agriculture, Food and Rural Development	1,336	805	528	3	508	381	248	10	151	38	172	64
Arts, Heritage, Gaeltacht and the Islands	765	56	701	8	371	129	121	23	95	26	33	4
- Board of National Library of Ireland	36	3	31	2	11	6	8	0	6	5	5	5
- Board of National Museum of Ireland	8	2	6	0	2	3	2	0	0	1	3	1
- The Heritage Council	22	0	22	0	17	1	1	0	3	0	0	0
- The Irish Manuscripts Commission	5	0	5	0	3	0	0	0	0	2	0	0
- National Archives	23	4	19	0	4	0	0	1	17	1	1	0
- National Archives Advisory Council	1	0	1	0	0	0	1	0	0	0	0	0
- National Gallery	19	7	11	1	9	4	0	2	0	4	2	1
- An Coimisiún Logainneacha	0	0	0	0	0	0	0	0	0	0	0	0
- RTÉ	286	28	258	0	90	55	73	0	35	33	29	9
- TG4	7	3	4	0	5	0	0	0	2	0	0	0
- Arts Council	69	11	56	2	19	30	10	0	7	3	6	3
- BCI	31	0	31	0	19	1	2	0	0	9	1	0
- Údarás na Gealtachta	7	0	7	0	2	5	0	0	0	0	2	1
Central Statistics Office	81	31	45	5	23	8	19	6	25	0	3	2
Civil Service Commission	745	645	33	67	499	100	35	4	98	9	69	20
Local Appointments Commission	331	298	17	16	251	58	6	1	12	3	37	11
Department of Defence	470	132	331	7	196	76	99	48	45	6	45	9
- Army Pensions Board	2	1	1	0	0	0	0	2	0	0	0	0
- Defence Forces	658	559	71	28	234	302	58	11	21	32	68	23

Table 2.1: FOI Statistics for the Civil Service and certain other bodies from 21 April 1998 to end December 2001

Department/Office	Total	Applications Received			Requests granted	Requests part-granted	Requests refused	Requests transferred	Withdrawn or handled outside FOI	Live cases	Internal reviews received	Appeals to Information Commissioner
		Personal	Non-personal	Mixed								
Education	3,855	2,953	879	23	878	747	594	10	73	1553	464	147
- National Council for Curriculum & Assessment	0	0	0	0	0	0	0	0	0	0	0	0
Enterprise, Trade & Employment	1003	59	903	41	177	257	275	29	257	8	139	39
- Companies Registration Office	20	0	20	0	2	3	6	3	6	0	1	0
- Competition Authority	40	0	0	40	2	11	22	0	4	1	3	1
- Office of Director Consumer Affairs	44	14	30	0	13	9	14	4	3	1	0	0
- Patents Office	8	0	8	0	1	0	3	0	4	0	0	0
- Registry of Friendly Societies	29	1	28	0	10	3	13	0	3	0	1	3
- FÁS	84	34	40	10	24	24	7	0	16	13	7	1
- FÁS International Consulting Ltd	0	0	0	0	0	0	0	0	0	0	0	0
- Health and Safety Authority	198	14	94	90	59	43	18	2	60	16	7	3
- National Standards Authority of Ireland	6	2	4	0	1	0	1	0	4	0	0	0
- Labour Relations Commission	9	5	4	0	0	0	7	1	1	0	1	0
- FORFÁS	12	1	11	0	9	2	0	0	1	0	1	1
- Enterprise Ireland	15	3	11	1	8	6	0	0	1	0	0	0
- IDA Ireland	21	0	21	0	9	2	3	0	5	2	1	1
- Shannon Free Airport Development Ltd	11	0	10	1	1	8	1	0	1	0	0	0

Table 2.1: FOI Statistics for the Civil Service and certain other bodies from 21 April 1998 to end December 2001

Department/Office	Total	Applications Received			Requests granted	Requests part-granted	Requests refused	Requests transferred	Withdrawn or handled outside FOI	Live cases	Internal reviews received	Appeals to Information Commissioner
		Personal	Non-personal	Mixed								
Environment & Local Government	950	81	861	8	451	142	210	54	84	9	62	22
- An Bord Pleanála	280	23	255	2	66	18	164	2	25	5	20	8
- Environmental Protection Agency	97	3	93	1	36	2	8	1	47	3	2	0
- The Library Council	0	0	0	0	0	0	0	0	0	0	0	0
- Local Government Computer Services Board	0	0	0	0	0	0	0	0	0	0	0	0
- Irish Water Safety Council	6	3	1	2	3	2	1	0	0	0	0	0
- Fire Services Council	2	0	2	0	0	1	0	0	1	0	0	0
- National Safety Council	0	0	0	0	0	0	0	0	0	0	0	0
Finance	1,222	99	1,098	25	431	362	189	49	168	23	122	43
- Office of the Commissioner of Valuation & Boundary Surveyor	62	17	45	0	31	3	12	0	16	0	4	1
- Office of CMO for the Civil Service	210	160	0	50	197	2	1	0	8	2	0	0
Foreign Affairs	506	126	376	4	211	90	112	11	72	13	70	21
- IRL-US Comm. for Educational Exchange	0	0	0	0	0	0	0	0	0	0	0	0
Health & Children	1,849	358	1,491	0	433	558	307	89	194	268	96	
- Blood Transfusion Service Board	60	22	38	0	16	31	7	0	4	2	5	4
- An Comhairle na nOspidéal	52	4	48	0	28	11	0	1	5	7	2	1
- Irish Medicines Board	1,297	21	1,276	0	1,67	1,087	25	3	14	1	8	5

Table 2.1: FOI Statistics for the Civil Service and certain other bodies from 21 April 1998 to end December 2001

Department/Office	Total	Applications Received			Requests granted	Requests part-granted	Requests refused	Requests transferred	Withdrawn or handled outside FOI	Live cases	Internal reviews received	Appeals to Information Commissioner
		Personal	Non-personal	Mixed								
Justice	2,320	1,028	1,223	69	831	560	568	56	207	98	332	132
- Censorship of Publications Board	20	0	20	0	2	5	4	1	8	0	4	2
- Commissioner of Charitable Donations & Bequests	7	2	4	1	6	0	1	0	0	0	0	0
- Equality Authority	10	2	6	2	2	2	3	1	2	0	1	0
- Film Censor's Office	20	0	20	0	15	0	0	0	5	0	0	0
- Probation and Welfare Service	42	38	4	0	30	1	1	1	8	2	0	0
- The Court Service	96	57	38	1	6	10	34	4	39	3	14	6
Land Registry	109	93	9	7	11	12	21	2	60	3	7	2
- Registry of Deeds	0	0	0	0	0	0	0	0	0	0	0	0
Marine and Natural Resources	551	46	505	0	240	104	122	3	41	41	80	23
Office of the Attorney General	97	20	77	0	13	10	68	1	2	3	18	4
Chief State Solicitor's Office	58	29	24	5	39	1	17	1	0	0	6	3
Office of the Commissioner	25	5	19	1	11	1	5	1	7	0	3	0
Office of the C. & A. G.	44	1	38	5	11	8	19	2	4	0	6	4
Office of Director Public Prosecutions	75	4	70	1	7	7	55	1	5	0	10	6
Office of Houses of Oireachtas	136	33	103	0	65	10	31	4	26	0	12	9
Office of the Ombudsman	37	6	30	1	2	3	31	0	1	0	8	1
- Public Offices Commission	5	0	5	0	2	0	3	0	0	0	1	0
Ordnance Survey Ireland	39	30	9	0	5	30	1	1	0	2	0	0
Office of Public Works	226	7	217	2	65	73	25	3	58	2	26	15

Table 2.1: FOI Statistics for the Civil Service and certain other bodies from 21 April 1998 to end December 2001

Department/Office	Total	Applications Received			Requests granted	Requests part-granted	Requests refused	Requests transferred	Withdrawn or handled outside FOI	Live cases	Internal reviews received	Appeals to Information Commissioner
		Personal	Non-personal	Mixed								
Public Enterprise	680	46	630	4	213	209	178	4	64	12	68	24
- Office of Director of Telecoms Regulation	51	2	48	1	3	19	15	0	9	5	8	2
- Commission for Electricity Regulation	12	0	12	0	8	2	1	0	0	1	0	1
Revenue Commissioners	1,458	795	663	0	530	483	269	23	144	9	293	126
Appeals Commissioner for the Tax Acts	6	0	6	0	1	0	4	0	1	0	0	0
Social, Community & Family Affairs	2,041	1,791	250	0	1,384	371	210	0	56	20	109	27
- Comhairle	0	0	0	0	0	0	0	0	0	0	0	0
- Social Welfare Appeals Office	160	153	7	0	137	18	4	0	0	1	11	2
- The Social Welfare Tribunal	0	0	0	0	0	0	0	0	0	0	0	0
- The Combat Poverty Agency	1	0	1	0	0	0	0	0	1	0	0	0
- The Pensions Board	22	4	18	0	4	4	12	0	2	0	10	5
State Laboratory	11	2	9	0	8	0	0	1	2	0	0	0
Department of the Taoiseach	755	29	725	1	240	172	227	47	44	25	71	19
- Government Information Services	0	0	0	0	0	0	0	0	0	0	0	0
Tourism, Sport & Recreation	319	16	302	1	134	49	44	17	64	11	14	6
TOTALS	26,283	10,827	14,917	539	9,552	6,747	4,656	541	2,454	2,333	2,604	873

**Table 2.2: FOI Statistics for Civil Service and certain other bodies
Breakdown of Type of Requester from 21 April 1998 to end December 2001**

	Journalists	Business/Interest Groups	Members of Oireachtas	Staff of Bodies	Other	Total
Agriculture, Food and Rural Development	171	155	26	232	752	1,336
Arts, Heritage, Gaeltacht and the Islands	285	96	16	25	343	765
- Board of National Library of Ireland	4	2	0	0	30	36
- Board of National Museum of Ireland	0	2	0	0	6	8
- The Heritage Council	6	8	0	0	8	22
- The Irish Manuscripts Commission	0	2	0	0	3	5
- National Archives	6	2	0	0	15	23
- National Archives Advisory Council	0	0	0	0	1	1
- National Gallery	7	2	0	5	5	19
- An Coimisiún Logainmneacha	0	0	0	0	0	0
- RTÉ	131	28	5	31	91	286
- TG4	4	1	0	1	1	7
- Arts Council	48	2	0	0	19	69
- IRTC	21	9	0	0	1	31
- Údarás na Gealtachta	3	1	0	0	3	7
Central Statistics Office	10	8	1	10	52	81
Civil Service Commission	2	5	0	1	737	745
Local Appointments Commission	1	0	0	0	330	331

**Table 2.2: FOI Statistics for Civil Service and certain other bodies
Breakdown of Type of Requester from 21 April 1998 to end December 2001**

	Journalists	Business/Interest Groups	Members of Oireachtas	Staff of Bodies	Other	Total
Defence	151	22	18	19	260	470
- Army Pensions Board	0	0	0	0	2	2
- Defence Forces	22	15	1	342	278	658
Education	272	24	28	37	3,494	3,855
- National Council for Curriculum and Assessment	0	0	0	0	0	0
Enterprise, Trade & Employment	426	312	36	8	221	1,003
- Companies Registration Office	4	14	0	0	2	20
- Competition Authority	16	11	0	0	13	40
- Office of Director Consumer Affairs	6	17	0	1	20	44
- Patents Office	2	2	0	0	4	8
- Registry of Friendly Societies	8	6	0	0	15	29
- FÁS	7	16	0	19	42	84
- FÁS International Consulting Ltd	0	0	0	0	0	0
- Health and Safety Authority	12	44	1	0	141	198
- National Standards Authority of Ireland	0	0	0	5	1	6
- Labour Relations Commission	1	1	0	0	7	9
- FORFÁS	3	5	0	3	1	12
- Enterprise Ireland	0	6	1	4	4	15
- IDA Ireland	8	6	3	0	4	21
- Shannon Free Airport Development Ltd	8	3	0	0	0	11

**Table 2.2: FOI Statistics for Civil Service and certain other bodies
Breakdown of Type of Requester from 21 April 1998 to end December 2001**

	Journalists	Business/Interest Groups	Members of Oireachtas	Staff of Bodies	Other	Total
Environment & Local Government	253	102	50	37	508	950
- An Bord Pleanála	5	23	0	5	247	280
- Environmental Protection Agency	4	14	2	0	77	97
- The Library Council	0	0	0	0	0	0
- Local Government Computer Services Board	0	0	0	0	0	0
- Irish Water Safety Council	1	0	0	0	5	6
- Fire Services Council	0	0	0	0	2	2
- National Safety Council	0	0	0	0	0	0
Finance	568	120	184	66	284	1,222
- Office of the Comm. of Val. and Boundary Surveyor	2	51	1	1	7	62
- Office of CMO for The Civil Service	3	0	0	189	18	210
Foreign Affairs	236	12	17	65	176	506
- IRL-US Commission for Educational Exchange	0	0	0	0	0	0
Health & Children	674	121	52	49	953	1,849
- Blood Transfusion Service Board	31	4	0	10	15	60
- An Comhairle na nOspidéal	28	20	0	0	4	52
- Irish Medicines Board	66	19	2	4	1,206	1,297

**Table 2.2: FOI Statistics for Civil Service and certain other bodies
Breakdown of Type of Requester from 21 April 1998 to end December 2001**

	Journalists	Business/Interest Groups	Members of Oireachtas	Staff of Bodies	Other	Total
Justice	696	222	39	605	758	2,320
- Censorship of Publications Board	12	1	0	0	7	20
- Commissioners of Charitable Donations and Bequests	0	4	0	0	3	7
- Equality Authority	2	3	0	0	5	10
- Film Censor's Office	4	0	0	0	16	20
- Probation and Welfare Service	1	0	0	4	37	42
- The Court Service	8	10	0	3	75	96
Land Registry	4	9	1	18	77	109
- Registry of Deeds	0	0	0	0	0	0
Marine and Natural Resources	110	78	17	37	309	551
Office of the Attorney General	25	26	2	2	42	97
Office of the Commissioner	6	1	0	0	18	25
Office of the C. & A. G.	12	16	0	1	15	44
Chief State Solicitors Office	9	2	0	26	21	58
Office of Director Public Prosecutions	7	2	0	4	62	75
Office of Houses of Oireachtas	52	8	3	28	45	136
Office of the Ombudsman	1	4	0	0	32	37
- Public Offices Commission	4	1	0	0	0	5

**Table 2.2: FOI Statistics for Civil Service and certain other bodies
Breakdown of Type of Requester from 21 April 1998 to end December 2001**

	Journalists	Business/Interest Groups	Members of Oireachtas	Staff of Bodies	Other	Total
Ordnance Survey Ireland	2	1	0	30	6	39
Office of Public Works	86	48	3	9	80	226
Public Enterprise	339	101	48	25	167	680
– Office of Director of Telecom Regulation	21	16	0	1	13	51
– Commission for Electricity Regulation	0	6	0	0	6	12
Revenue Commissioners	68	438	4	538	410	1,458
Appeals Commissioner for the Tax Acts	1	3	0	0	2	6
Social, Community & Family Affairs	68	46	11	234	1,682	2,041
– Social Welfare Appeals Office	0	0	2	0	158	160
– The Social Welfare Tribunal	0	0	0	0	0	0
– The Combat Poverty Agency	1	0	0	0	0	1
– The Pensions Board	0	1	0	0	21	22
State Laboratory	2	4	0	3	2	11
Department of the Taoiseach	486	50	36	0	183	755
– Government Information Services	0	0	0	0	0	0
Tourism, Sport & Recreation	144	24	37	0	114	319
TOTALS	5,687	2,438	647	2,737	14,774	26,283

Table 2.3: FOI Statistics for Local Authorities from 21 April 1998 to end December 2001

Public Body	Total	Applications Received			Requests granted	Requests part-granted	Requests refused	Requests transferred	Withdrawn or handled outside FOI	Live cases	Internal reviews received	Appeals to Information Commissioner
		Personal	Non-personal	Mixed								
Dublin	1,915	699	1,146	70	1,091	346	263	20	161	34	185	49
Dublin Corp.	940	422	515	3	532	158	153	10	87	0	137	38
Dun Laoghaire/Rathdown	435	85	288	62	226	98	64	5	38	4	29	7
Fingal	242	38	199	5	135	82	18		3	4	4	0
South Dublin	298	154	144	0	198	8	28	5	33	26	15	4
Balbriggan TC	0	0	0	0	0	0	0	0	0	0	0	0
Galway	456	109	341	6	211	78	100	14	37	16	28	6
County Council	196	55	138	3	94	27	49	5	14	7	6	1
Ballinasloe UDC	16	0	15	1	10	3	1	1	1	0	1	0
Loughrea TC	0	0	0	0	0	0	0	0	0	0	0	0
Tuam TC	0	0	0	0	0	0	0	0	0	0	0	0
Corporation	244	54	188	2	107	48	50	8	22	9	21	5
Kerry	244	83	159	2	143	32	40	2	24	3	19	6
County Council	206	67	137	2	119	22	39	2	22	2	14	5
Killarney UDC	6	1	5	0	6	0	0	0	0	0	0	0
Listowel UDC	5	1	4	0	3	1	0	0	1	0	0	1
Tralee UDC	27	14	13	0	15	9	1	0	1	1	5	0

Table 2.3: FOI Statistics for Local Authorities from 21 April 1998 to end December 2001

Public Body	Total	Applications Received			Requests granted	Requests part-granted	Requests refused	Requests transferred	Withdrawn or handled outside FOI	Live cases	Internal reviews received	Appeals to Information Commissioner
		Personal	Non-personal	Mixed								
Kildare	175	11	160	4	85	14	60	0	2	14	7	0
County Council	166	11	152	3	78	13	60	0	2	13	7	1
Athy UDC	0	0	0	0	0	0	0	0	0	0	0	0
Naas UDC	8	0	7	1	6	1	0	0	0	1	0	1
Droichead Nua	1	0	1	0	1	0	0	0	0	0	0	0
Leixlip TC	0	0	0	0	0	0	0	0	0	0	0	0
Kilkenny	138	48	90	0	101	1	12	1	9	14	9	5
County Council	124	48	76	0	91	1	11	1	9	11	9	5
Borough Corp.	14	0	14	0	10	0	1	0	0	3	0	0
Laois	314	15	299	0	299	0	8	0	7	0	8	2
County Council	314	15	299	0	299	0	8	0	7	0	8	2
Portlaoise TC	0	0	0	0	0	0	0	0	0	0	0	0
Mountmellick TC	0	0	0	0	0	0	0	0	0	0	0	0
Leitrim	122	39	77	6	86	7	16	1	8	4	11	13
County Council	122	39	77	6	86	7	16	1	8	4	11	13
Limerick	324	87	236	1	215	42	21	2	28	16	11	2
County Council	188	38	150	0	119	24	16	1	18	10	6	1
Limerick Corp.	136	49	86	1	96	18	5	1	10	6	5	1
Longford	79	8	70	1	66	4	3	0	5	1	4	0
County Council	71	5	65	1	61	3	2	0	5	0	3	0
Longford UDC	7	3	4	0	4	1	1	0	0	1	1	0
Granard TC	1	0	1	0	1	0	0	0	0	0	0	0

**Table 2.4: FOI Statistics for Local Authorities by County
Breakdown of Type of Requester from 21 October 1998 to end December 2001**

	Journalists	Business	Members of Oireachtas	Members of Local Authorities	Staff of Bodies	Other	Total
Totals	647	712	89	246	417	5,113	7,224
Carlow	8	6	1	1	3	52	71
Cavan	14	4	4	0	0	34	56
Clare	34	30	1	46	2	176	289
Cork	55	102	3	10	60	392	622
Donegal	18	34	1	7	5	163	228
Dublin	132	127	20	19	218	1,399	1,915
Galway	29	93	2	9	22	301	456
Kerry	35	12	3	2	9	183	244
Kildare	9	6	2	2	5	151	175
Kilkenny	18	16	2	1	11	90	138
Laois	11	2	2	2	2	295	314
Leitrim	14	1	1	19	0	87	122
Limerick	29	28	3	10	14	240	324
Longford	18	7	1	0	3	50	79

**Table 2.4: FOI Statistics for Local Authorities by County
Breakdown of Type of Requester from 21 October 1998 to end December 2001**

	Journalists	Business	Members of Oireachtas	Members of Local Authorities	Staff of Bodies	Other	Total
Louth	29	1	7	2	10	136	185
Mayo	29	34	5	24	8	138	238
Meath	19	18	12	6	2	183	240
Monaghan	13	8	4	2	1	78	106
Offaly	12	10	0	0	1	76	99
Roscommon	11	12	1		1	72	97
Sligo	9	35	4	64	8	73	193
Tipperary NR	20	15	2	1	2	76	116
Tipperary SR	3	0	0	0	0	134	137
Waterford	21	33	2	5	14	117	192
Westmeath	16	17	1	3	1	74	112
Wexford	21	37	3	7	3	154	225
Wicklow	20	24	2	4	12	189	251

Table 2.5: FOI Statistics for Health Boards from 21 October 1998 to end December 2001

Board/Authority	FOI Requests received pending at end last year	FOI Requests received this year	Total FOI requests on hand in 2001	Analysis of Requests Received this Year			Analysis of Decisions on Requests on hand							Appeals October 1998 – to date		Non-FOI Requests
				Personal	Non Personal	Mixed	Requests Granted	Requests Part Granted	Requests Refused	Requests Transferred	Requests Withdrawn	Requests Pending at end of Month	Requests for Internal Reviews	Appeals to Information Commissioner		
NWHB	48	386	434	360	26	0	315	37	12	1	6	63	58	25	766	
NEHB	19	265	284	185	80	0	202	36	15	0	4	27	29	16	0	
WHB	62	501	563	436	64	1	369	65	32	2	38	57	52	28	0	
MWHB	163	232	395	193	39	0	219	21	61	0	4	90	53	24	0	
MHB	39	176	215	118	58	0	94	23	30	8	3	57	34	18	1,528	
SHB	33	396	429	309	85	2	243	91	44	0	12	39	132	42	0	
SEHB	25	287	312	232	55	0	268	0	3	2	1	38	34	14	0	
EHB	23	0	23	0	0	0	4	1	2	0	0	16	0	2	0	
ERHA Corporate	9	29	38	1	28	0	11	5	3	0	4	15	2	0	0	
ECAHB	17	80	97	28	52	0	19	16	7	0	7	48	6	4	0	
NAHB	50	152	202	76	76	0	52	44	29	4	12	61	7	10	0	
SWAHB	32	156	188	74	82	0	47	14	19	21	12	75	6	2	0	
Total this year	520	2,660	3,180	2,012	645	3	1,843	353	257	38	103	586	413	185		
Total to end 2000		47,16		3,703	1,005	8	2891	538	578	53	136	520				
Total Oct 21, 1998 to 31 Dec 2001		7,376		5,715	1,650	11	4,734	891	835	91	239	586				

**Table 2.6: FOI Statistics for Health Boards
Breakdown by Type of Requester from 21 October 1998 to end December 2001**

	Public	Journalists	Business	Members of the Oireachtas	Staff of the Body	Others	Total
1998	376	26	2	0	33	6	443
1999	1,522	159	64	7	142	72	1,966
2000	1,793	181	80	9	143	101	2,307
2001	2,018	202	141	21	140	138	2,660
NWHB	333	5	2	1	24	21	386
NEHB	177	19	9	12	8	40	265
WHB	411	26	6	2	52	4	501
MWHB	206	17	0	1	0	8	232
MHB	135	26	8	1	6	0	176
SHB	251	28	87	2	19	9	396
SEHB	230	4	27	1	24	1	287
ERHA Corporate	10	15	0	0	0	4	29
ECAHB	56	13	0	1	1	9	80
NAHB	100	21	0	0	4	27	152
SWAHB	109	28	2	0	2	15	156
Total this year to date	2,018	202	141	21	140	138	2,660
Total since October 1998	5,709	568	287	37	458	317	7,376

Table 2.7: FOI Statistics for Voluntary Hospitals and Statutory Health Agencies from 21 October 1999 to end December 2001

Body	TOTAL Number of Requests Received	Source of Request					Type of Records Sought			Initial Decision on FOI Request						Reviews & Appeals Received	
		Media	Business	Oireachtas	Staff	Public	Personal	Non- Personal	Mixed	Granted	Part- Granted	Refused	Transferred	Withdrawn & Admin.	O/S Live	Internal Reviews	OIC Appeals
Food Safety Authority of Ireland	15	3	0	0	0	12	1	14	0	10	1	0	0	4	0	1	0
Nat. Coun. on Ageing & Older People	1	1	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0
Post-Grad. Medical and Dental Board	5	5	0	0	0	0	0	5	0	3	0	1	0	1	0	0	0
National Social Work Qualifications Bd	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Beaumont	328	69	3	0	5	251	172	151	5	166	89	28	2	16	27	0	0
Cappagh Orthopaedic	22	5	2	0	0	15	13	9	0	13	0	4	0	5	0	0	0
Central Remedial Clinic	11	0	0	0	0	11	10	0	1	10	0	1	0	0	0	1	0
Coombe	90	41	1	0	1	47	48	19	23	73	0	0	1	9	7	0	0
Dublin Dental	7	1	1	0	0	5	5	1	1	2	1	1	0	3	0	1	1
Inc. Orthopaedic, Clontarf	9	1	0	0	0	8	6	3	0	8	0	0	0	0	1	0	0
Leopardstown Pk.	6	1	0	0	5	0	5	1	0	5	0	0	0	1	0	0	0
Mater	246	64	7	0	6	169	118	128	0	113	72	18	1	37	5	13	4
Mercy, Cork.	77	20	2	0	3	52	53	23	1	66	7	0	1	3	0	0	0
Our Lady's Hospice	8	2	0	0	2	4	3	5	0	7	1	0	0	0	0	0	1
Our Lady's Crumlin	152	35	22	0	3	92	108	43	1	96	26	7	0	23	0	0	0
Portluncula, Ballinasloe	209	16	1	4	12	176	188	21	0	197	6	1	0	1	4	4	2
South Infirmary/ Victoria, Cork.	117	17	0	0	5	95	100	17	0	80	4	6	0	22	5	1	0

Table 2.7: FOI Statistics for Voluntary Hospitals and Statutory Health Agencies from 21 October 1999 to end December 2001

Body	TOTAL Number of Requests Received	Source of Request					Type of Records Sought			Initial Decision on FOI Request						Reviews & Appeals Received	
		Media	Business	Oireachtas	Staff	Public	Personal	Non- Personal	Mixed	Granted	Part- Granted	Refused	Transferred	Withdrawn & Admin.	O/S Live	Internal Reviews	OIC Appeals
St Francis Hospice, Raheny	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
St James's	277	65	29	0	21	162	187	87	3	82	33	29	3	127	3	0	0
St Patrick's Hospice, Cork	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
St. John's, Limerick	56	8	4	0	3	41	45	11	0	28	7	6	1	9	5	0	0
St. Luke's	38	19	1	0	2	16	17	21	0	33	2	2	0	1	0	4	4
St. Mary's, Baldoyle	4	0	0	0	0	4	4	0	0	0	0	0	0	3	1	0	0
St. Michael's, Dun Laoghaire	16	8	0	0	0	8	6	8	2	14	2	0	0	0	0	0	0
St. Vincent's, Fairview	18	0	0	0	0	18	15	3	0	7	5	0	2	4	0	1	1
St. Vincent's University Hospital	180	56	10	0	2	112	84	95	1	20	1	10	0	131	18	0	0
Tallaght	283	60	0	0	3	220	149	134	0	158	11	29	0	47	38	22	6
Temple Street	143	44	0	0	2	97	92	51	0	101	19	4	2	5	12	7	2
The City of Dublin Skin & Cancer Hospital	11	6	0	0	0	5	4	7	0	6	5	0	0	0	0	0	0
Rotunda	157	44	3	0	3	107	85	9	63	102	7	7	0	27	14	5	1
Holles Street	142	45	0	0	5	92	93	49	0	127	0	6	0	8	1	6	1
National Rehabilitation Hospital	11	3	0	0	0	8	6	5	0	9	1	0	0	1	0	0	0
The Royal Hospital Donnybrook	6	2	2	0	0	2	3	3	0	6	0	0	0	0	0	0	0
The Royal Victoria Eye & Ear Hospital	89	2	0	0	2	85	87	2	0	88	0	1	0	0	0	0	1
Totals	2,735	644	88	4	85	1,914	1,708	926	101	1,632	300	161	13	488	141	66	24

Table 2.8: FOI Statistics for National Federation of Voluntary Bodies from 21 October 1999 to end December 2001

Body	TOTAL		Source of Request								Type of Records Sought						Initial Decision on FOI Request						Reviews & Appeals Received	
	Number of Requests Received		Client	Guardian	Business	Local Authority	Sibling	Staff	Public	Personal	Non-Personal	Mixed	Granted	Part-Granted	Refused	Transferred	Withdrawn & Admin.	O/S Live	Internal Reviews	OIC Appeals				
Brothers of Charity, Cork	63	17	43	0	0	0	1	1	1	60	2	1	41	15	0	0	5	1	0	0				
Brothers of Charity, Galway	14	11	1	0	0	0	2	0	0	14	0	0	14	0	0	0	0	0	0	0				
Brothers of Charity, Limerick	27	11	6	7	3	0	0	0	0	27	0	0	12	0	4	1	8	2	0	0				
Brothers of Charity, Roscommon	7	0	0	0	0	0	4	3	7	0	0	0	6	0	0	0	0	1	0	0				
Brothers of Charity, Waterford	9	1	1	2	5	0	1	0	0	0	8	1	0	7	0	0	0	0	0	0				
Campmill Communities	6	1	4	0	0	0	0	1	6	0	0	0	2	0	0	3	1	0	0	0				
Daughters of Charity	12	0	10	0	0	0	2	0	12	0	0	0	9	0	1	2	0	0	0	0				
Peamount Hospital	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Cheeverstown House	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
COPE Foundation	35	1	10	10	0	0	1	13	34	1	0	0	9	23	1	1	1	0	6	1				
Western Care	9	7	0	0	0	0	1	1	9	0	0	0	8	1	0	0	0	0	1	0				
St. Patrick's Kilkenny	6	0	6	0	0	0	0	0	6	0	0	0	6	0	0	0	0	0	0	0				
St Anne's, Roscrea	2	0	1	0	0	0	1	0	1	0	1	0	0	1	0	1	0	0	0	0				
St Mary of the Angels, Kerry	2	0	1	0	0	0	1	0	2	0	0	0	1	1	0	0	0	0	0	0				
Bon Sauveur, Waterford	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Sunbeam House Services	8	4	0	0	0	0	0	4	8	0	0	0	8	0	0	0	0	0	0	0				
Hosp. St. John of God's	9	0	1	0	0	0	1	7	7	1	1	1	6	1	0	2	0	0	0	0				

Table 2.8: FOI Statistics for National Federation of Voluntary Bodies from 21 October 1999 to end December 2001

Body	TOTAL		Source of Request								Type of Records Sought					Initial Decision on FOI Request					Reviews & Appeals Received	
	Number of Requests Received		Client	Guardian	Business	Local Authority	Sibling	Staff	Public	Personal	Non-Personal	Mixed	Granted	Part-Granted	Refused	Transferred	Withdrawn & Admin.	O/S Live	Internal Reviews	OIC Appeals		
Galway County Association	1		0	0	0	0	0	1	1	0	0	1	0	0	0	0	0	0	0	0		
Sr of LaSagesse, Sligo	2		0	1	0	0	1	0	2	0	0	1	0	0	0	1	0	0	0	0		
St. Michael's House	19		2	12	0	0	5	0	18	1	0	10	7	0	0	1	1	1	1	1		
Rosminian Services	4		0	2	1	0	1	0	4	0	0	4	0	0	0	0	0	0	0	0		
KARE	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Stewart's Hospital	4		1	1	1	0	1	0	3	1	0	2	0	2	0	0	0	0	1	0		
Sisters of Charity, Kildare	4		0	1	0	0	0	3	4	0	0	3	0	0	0	0	0	0	1	0		
Sisters of Charity, Westmeath	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Totals	243		56	102	24	3	21	34	233	7	3	150	49	7	5	22	6	10	10	2		

Table 2.9: FOI Statistics for bodies serving those with a physical or sensory disability from 21 October 2000 to end December 2001

	Total Number of Requests Received	Source of Request				Type of Records Sought			Initial Decision on FOI Request						
		Media	Business	Oireachtas	Staff	Public	Personal	Non- Personal	Mixed	Granted	Part-Granted	Refused	Transferred	Withdrawn	O/S
Enable Ireland	1	0	0	0	1	0	1	0	0	0	1	0	0	0	0
Cheshire Foundation	6	0	0	0	0	6	4	1	1	4	1	0	0	1	0
Multiple Sclerosis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Irish Wheelchair Association	8	0	0	0	8	0	1	5	2	8	0	0	0	0	0
National Association for the Deaf	2	0	0	0	0	2	0	2	0	2	0	0	0	0	0
National Council for the Blind	3	1	0	0	0	2	2	1	0	3	0	0	0	0	0
Totals	20	1	0	0	9	10	8	9	3	17	2	0	0	1	0

Table 2.10: FOI Statistics for the Institutes of Technology from 1 October 2001 to end December 2001

Institutes of Technology	Total	Requests Received			Requests granted	Requests part-granted	Requests refused	Requests transferred	Withdrawn or handled outside FOI	Live cases	Internal reviews received	Appeals to Information Commissioner
		Personal	Non-personal	Mixed								
Athlone Institute of Technology	4	2	2	0	2	0	0	0	0	2	0	0
Institute of Technology Blanchardstown	2	1	1	0	1	0	0	0	0	1	0	0
Institute of Technology Carlow	2	0	2	0	1	0	0	0	0	1	0	0
Cork Institute of Technology	5	3	2	0	3	0	0	0	0	2	1	0
Dundalk Institute of Technology	12	9	3	0	3	0	0	0	0	9	0	0
Dun Laoghaire Institute of Art, Design & Technology	0	0	0	0	0	0	0	0	0	0	0	0
Galway-Mayo Institute of Technology	7	5	2	0	4	1	1	0	0	1	1	0
Letterkenny Institute of Technology	4	2	2	0	2	0	0	0	1	1	0	0
Limerick Institute of Technology	3	0	3	0	0	0	1	0	0	2	0	0
Institute of Technology Sligo	2	1	1	0	1	0	0	0	0	1	0	0
Institute of Technology Tralee	5	0	5	0	3	0	0	0	0	2	0	0
Institute of Technology Tallaght	2	0	2	0	1	0	0	0	0	1	0	0
Tipperary Institute	6	0	6	0	5	1	0	0	0	0	1	0
Waterford Institute of Technology	15	13	0	2	6	2	0	0	0	7	0	0
TOTALS	69	36	31	2	32	4	2	0	1	30	3	0

**Table 2.11: FOI Statistics for the Institute of Technology
Breakdown by Type of Requester from 1 October 2001 to end December 2001**

	Journalists	Business/Interest Groups	Oireachtas	Staff	Other	Total
Athlone Institute of Technology	1	1	0	2	0	4
Institute of Technology Blanchardstown	1	0	0	0	1	2
Institute of Technology Carlow	2	0	0	0	0	2
Cork Institute of Technology	1	1	0	2	1	5
Dundalk Institute of Technology	2	1	0	9	0	12
Dun Laoghaire Institute of Art, Design & Technology	0	0	0	0	0	0
Galway-Mayo Institute of Technology	2	0	0	4	1	7
Letterkenny Institute of Technology	2	0	0	1	1	4
Limerick Institute of Technology	2	0	0	0	1	3
Institute of Technology Sligo	1	0	0	1	0	2
Institute of Technology Tralee	3	0	0	2	0	5
Institute of Technology Tallaght	2	0	0	0	0	2
Tipperary Institute	0	6	0	0	0	6
Waterford Institute of Technology	2	0	0	7	6	15
TOTALS	21	9	0	28	11	69

Table 2.12: FOI Statistics for Third Level Institutions from 1 October 2001 to end December 2001

Third Level Institutions	Total	Requests Received			Requests granted	Requests part-granted	Requests refused	Requests transferred	Withdrawn or handled outside FOI	Live cases	Internal reviews received	Appeals to Information Commissioner
		Personal	Non-personal	Mixed								
UNIVERSITIES												
Dublin City University	44	6	38	0	30	3	9	0	2	0	0	0
Dublin University, Trinity College	53	7	46	0	8	29	11	0	4	1	3	0
NATIONAL UNIVERSITY OF IRELAND												
- University College Cork	44	10	32	2	11	12	2	0	5	10	0	0
- University College Dublin	65	10	55		12	22	16	0	13	2	2	0
- University College Galway	31	1	30	0	16	1	0	0	4	10	0	0
- University College Maynooth	32	2	30		14	7	3		1	7	0	0
- University of Limerick	38	5	33	0	16	6	7	0	1	8	0	0
COLLEGES OF EDUCATION												
Church of Ireland College of Education	0	0	0	0	0	0	0	0	0	0	0	0
Froebel College of Education	0	0	0	0	0	0	0	0	0	0	0	0
Mary Immaculate College	5	5	0	0	2	0	0	0	1	2	0	0
Mater Dei Institute of Education	0	0	0	0	0	0	0	0	0	0	0	0
St. Angela's College	0	0	0	0	0	0	0	0	0	0	0	0
St. Catherine's College for Home Economics	2	2	0	0	0	0	0	0	0	2	0	0
Colaiste Mhuire Marino	0	0	0	0	0	0	0	0	0	0	0	0
St. Patrick's College	1	1	0	0	1	0	0	0	0	1	0	0
DESIGNATED INSTITUTION												
National College for Art and Design	2	0	2	0	2	0	0	0	0	0	0	0
DUBLIN INSTITUTE OF TECHNOLOGY	66	24	37	5	35	8	9	0	5	9	5	0
HIGHER EDUCATION AUTHORITY	4	0	4	0	1	0	0	0	0	3	0	0
TOTALS	387	73	307	7	148	88	57	0	36	58	10	0

**Table 2.13: FOI Statistics for Third Level Institutions
Breakdown by Type of Requester from 1 October 2001 to end December 2001**

Third Level Institutions	Journalists	Business/Interest Groups	Members of Oireachtas	Staff of Bodies	Other	Total
UNIVERSITIES						
Dublin City University	35	2	0	3	4	44
Dublin University, Trinity College	46	0	1	6	0	53
NATIONAL UNIVERSITY OF IRELAND						
– University College Cork	1	25	0	13	5	44
– University College Dublin	49	2	0	6	8	65
– University College Galway	29	0	0	1	1	31
– University College Maynooth	27	0	0	1	4	32
– University of Limerick	29	0	0	7	2	38
COLLEGES OF EDUCATION						
Church of Ireland College of Education	0	0	0	0	0	0
Froebel College of Education	0	0	0	0	0	0
Mary Immaculate College of Education	0	0	0	4	1	5
Mater Dei Institute of Education	0	0	0	0	0	0
St. Angela's College	0	0	0	0	0	0
St. Catherine's College for Home Economics	0	0	0	2	0	2
St. Mary's Merino	0	0	0	0	0	0
St. Patrick's College	0	0	0	0	1	1
DESIGNATED INSTITUTION						
National College of Art and Design	1	0	0	0	1	2
DUBLIN INSTITUTE OF TECHNOLOGY						
	22	1	0	26	17	66
HIGHER EDUCATION AUTHORITY						
	1	1	2	0	0	4
TOTALS	240	31	3	69	50	387