

Department of Arts, Sport and Tourism

Freedom of Information Act
Sections 15 and 16 - Reference Book

A Guide to the Operation of the Act and the Functions, Records, Rules and Practices of the Department

August 2008

CONTENTS

PART A – HOW THE ACT OPERATES IN THE DEPARTMENT

1.	Introduction.....	4
2.	Services provided by the Department.....	4
3.	Organisational Structure.....	5
4.	Requesting Information from the Department under the Act.....	6
5.	Reviews and Appeals.....	7
6.	Confidentiality.....	8

PART B – GUIDE TO THE FUNCTIONS & RECORDS HELD BY THE DEPARTMENT

7.0	Functions, Services & Classes of Records Held.....	10
7.1	Arts, Film and Music Units.....	10
7.2	Cultural Institutions Unit.....	12
7.3	Cultural Institutions Special Projects Unit.....	14
7.4	Sports Unit 1.....	15
7.5	Sports Unit 2.....	17
7.6	Tourism Marketing & Impact Assessment Unit.....	18
7.7	Tourism Development Policy Division.....	21
7.8	Human Resources Unit.....	23
7.9	Corporate Development Unit.....	25
7.10	Finance and Sport Unit.....	26
7.11	Information Technology Unit.....	27
7.12	Internal Audit Unit.....	28
7.13	Press and Information Office.....	29
7.14	Private Office to Minister.....	29
7.15	Private Office to Secretary-General.....	30

PART C – INFORMATION ON RULES, PRACTICES & PROCEDURES IN RELATION TO DECISION MAKING BY THE DEPARTMENT

8.	Information on Rules, Practices & Procedures of the Department.....	33
8.1	Film.....	33
8.2	Music.....	34
8.3	Culture Ireland.....	36
8.4	Cultural Institutions – Heritage items.....	39
8.5	Sports Capital Programme.....	42
8.6	Swimming Pool Programme.....	46
8.7	Major Sports Projects.....	47
8.8	Tax relief on Donations made to Sports Capital Projects.....	48
8.9	Personnel & General Administration.....	50

PART D – APPENDICES

▪	FOI Fees.....	53
▪	FOI Requests by EMAIL.....	54
▪	FOI Request Application Form	55
▪	Bodies under aegis of Department which are covered by FOI	57
▪	Glossary of Terms.....	60

Freedom of Information Act Section 15 and 16 Reference Book

Part A – How the Act Operates in the Department

Department's Mission Statement - Statement of Strategy 2008-2010

" To enrich Irish society by supporting the growth of a competitive and sustainable tourism industry and increasing access to, and participation in sport, the arts and culture ".

1. INTRODUCTION

Under the Freedom of Information (FOI) Act 1997 and the Freedom of Information (Amendment) Act 2003 every person has the right:

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

consistent with the public interest and the right to privacy of individuals.

This reference book has been prepared and published in accordance with the requirements of Sections 15 and 16 of the 1997 Act as amended by the FOI (Amendment) Act 2003 and it contains the information on the following:

- **PART A** - the structure of the Department and how you can make a request to the Department to access information;
- **PART B** - the functions of the Department; details of the services we provide and how they may be availed of and the classes of records we hold;
- **PART C** - the rules and practices used by the Department in making decisions on the schemes it administers;
- **PART D** – FOI fees; FOI requests by email; FOI Request application form; Bodies under aegis of Department covered by FOI; Glossary of terms.

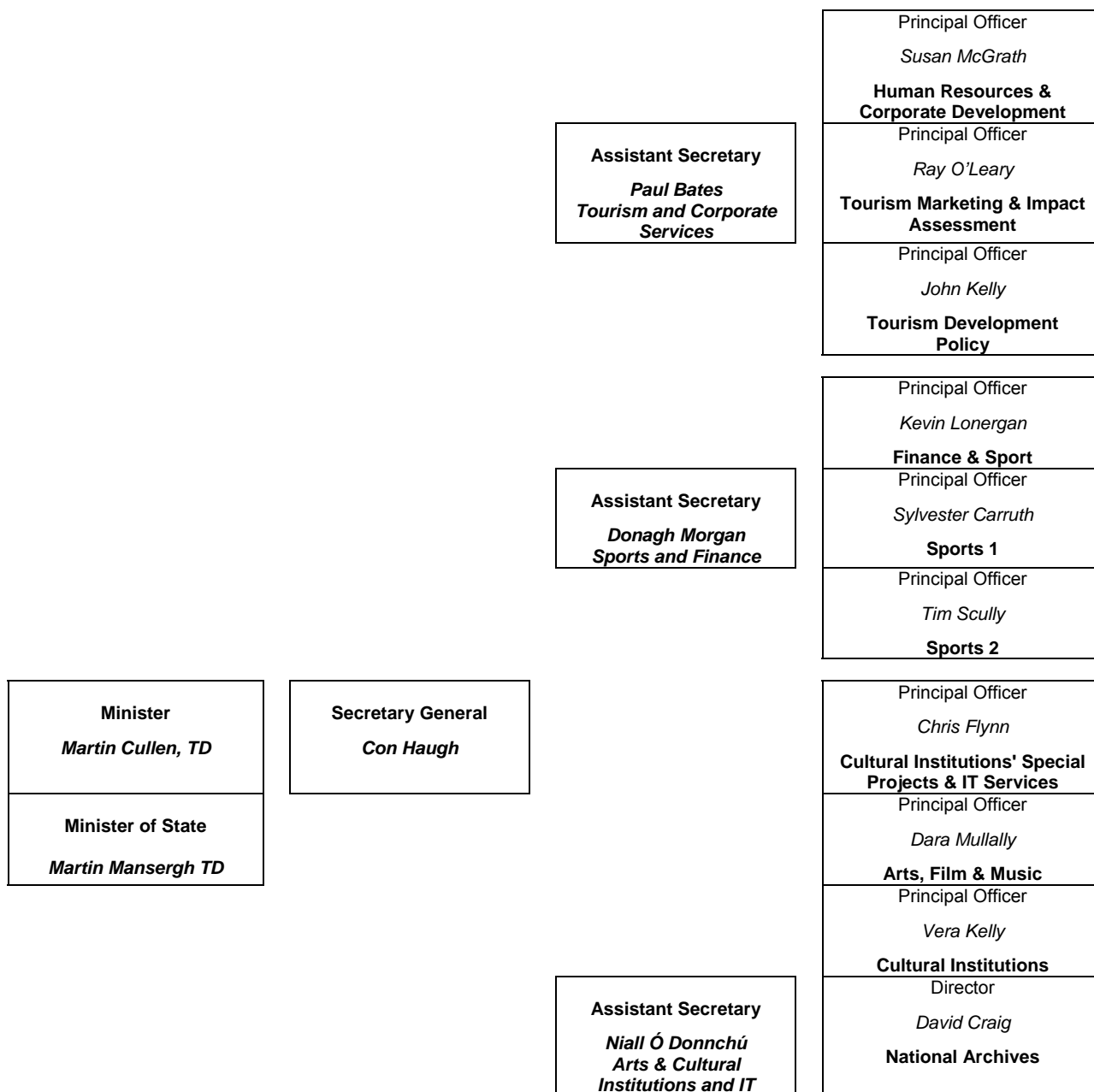
2. SERVICES PROVIDED BY THE DEPARTMENT

The Department of Arts, Sport and Tourism (DAST) was established in June 2002 from functions and staff previously spread over three other Departments/Offices. The Department provides a range of services relating to the arts, sport and tourism including:

- The provision of information, guidance and clarification on policy in the arts, sport and tourism sectors.
- The review of such policy including assessment of proposals for policy change.
- Operating Departmental programmes such as the Sports Capital Programmes (National Lottery funded) and the Swimming Pool Programme (Exchequer funded).
- Providing information and clarification to the various implementing agencies on EU-supported programmes co-ordinated by the Department, such as the Tourism Product Development and Training Measures under the National Development Plan, to facilitate implementation and monitoring of progress in accordance with the terms agreed with the European Commission.
- Liaison between the Government and a variety of State agencies and bodies such as Tourism Ireland Ltd., Fáilte Ireland, the Irish Sports Council, the Arts Council etc.
- The provision of advice, secretarial and administrative support to the Minister to assist him in meeting his statutory and parliamentary obligations.
- The provision of corporate services to the Department.

3. ORGANISATIONAL STRUCTURE

The Department is organised by Divisions, headed up by Assistant Secretaries-General. Each Division is made up of Units, headed by Principal Officers, who report to one of the three Assistant Secretaries-General. The Units are as follows:



The Internal Audit Unit of the Department reports directly to the Secretary General

4. REQUESTING INFORMATION FROM THE DEPARTMENT UNDER THE ACT

Individuals may seek access from the Department to information not otherwise publicly available on the following records, held by the Department, which come within the scope of the Act:

- All records relating to personal information held by the Department irrespective of when created.
- All other records created from 21st April 1998, the commencement date set for the coming into force of the Act.
- Any other record necessary to the understanding of a current record.
- Personnel records of staff created from 21st April 1995 and those created prior to that date where being used or proposed to be used in a way which adversely affects or may affect the person involved.

Requests for information may be made in writing, by fax or e-mail¹ to the contact points below. Please note that you may be asked to produce evidence of identity, especially when requesting personal information, so please be prepared to produce a valid Passport, Driving Licence, Birth Certificate or other acceptable form of ID.

Application forms entitled “*Request for information under the Freedom of Information Act*” can be supplied to you by contacting the Department at the address below or on our Website - www.gov.ie/arts-sport-tourism. The staff of our FOI section will be glad to assist you in preparing a request. Please be as detailed and specific as possible when requesting information, as this will enable staff to respond promptly to your request. If you require a reply in a particular format, please specify this in your application.

Applications for information should be addressed to:

Freedom of Information Co-ordinator
FOI Unit
Department of Arts, Sport and Tourism
Fossa
Killarney
Co Kerry

Tel: (064) 27316, (01) 631 3945, ,
For callers from outside 06 area: 1890 273000, 1890 383000 (*if outside the 01 area*)

Fax: 064 27320, (01) 676 1922
E-mail: foi@dast.gov.ie

4.1 Fees

There are two types of fees payable under the FOI Act:

¹ An explanatory leaflet regarding requests made by email and an FOI application form are contained in Part D - Appendices

- (i) 'up-front' fees that accompany a request for a record under section 7 (or subsequent application for review under section 14 or 34 – see full details in Part D). A request for a record containing non-personal information must be accompanied by a fee of €15 or, if the person is covered by a medical card, by a fee of €10.² The fees payable in respect of an Internal Review or an appeal the Information Commissioner are set out in Part D – Appendices.
- (ii) Fees/deposits on foot of requests under section 7 related to the cost of search and retrieval and copying of records released. In accordance with the FOI Act, 1997, fees will generally be charged in connection with locating the relevant records (search and retrieval time) and copying the records but not in respect of the time spent by public bodies in considering a request. The charges for locating and copying records are prescribed by the Minister for Finance. However, where individuals are seeking records, which contain only personal information about her or himself, a fee for locating the records will not be imposed unless a large number of records are involved.

Where the appropriate 'up-front' fee has been paid and the estimated cost of search and retrieval of the records sought is likely to exceed €50.79, a deposit may be payable. In these circumstances, the Department must, if requested, assist you to amend the request so as to reduce or eliminate the fee involved.

Charges may be waived in the following circumstances:

- Where the cost of collecting and accounting for the fee would exceed the amount of the fee;
- Where the information would be of particular assistance to the understanding of an issue of national importance; or
- In the case of personal information, where such charges would not be reasonable having regard to the means of the individual requesting the information.

5. REVIEWS AND APPEALS

The Act sets out a series of exemptions to protect sensitive information where its disclosure may damage key interests of the State or of third parties. Where a Department invokes these provisions to withhold information, the decision may be appealed. Decisions in relation to deferral of access, charges, forms of access, etc., may also be subject to appeal.

5.1 Internal Review

You may seek an internal review, which will be carried out by an official at a higher level to the official who made the original decision, if:

- You are dissatisfied with the initial response received (refusal of information, form of access, fees, etc.).

² A summary table setting out the fees payable is contained in Part D - Appendices

- You have not received a reply within four weeks of your initial application. This is deemed to be a refusal of your request and allows you to proceed to an internal review.

Requests for internal review should be addressed to:

FOI Co-ordinator
FOI Unit
Department of Arts, Sport and Tourism
Fossa
Killarney
Co Kerry

Tel: (064) 27316, (01) 631 3945, ,
Lo-call: For callers from outside 06 area: 1890 273000, 1890 383000 (if outside the 01 area)
Fax: (064) 27320, (01) 676 1922
E-mail: foi@dast.gov.ie

Such a request for internal review must be submitted within four weeks from the date of the notification of the initial decision. The Department must complete the review within three weeks of receipt of such request. An internal review must normally be completed before an appeal may be made to the Information Commissioner

5.2 Appeals to the Information Commissioner

Following completion of the internal review, you may seek an independent review of the decision from the Information Commissioner. If you have not received a reply to your application for an internal review within three weeks this it is deemed to be a refusal and you may appeal the matter to the Information Commissioner.

Appeals in writing may be made directly to the Information Commissioner at the following address:

Office of the Information Commissioner
18 Lower Leeson Street
Dublin 2
Tel: (01) 639 5689
Fax: (01) 639 5674 or 661 0570
E-mail: foi@ombudsman.irlgov.ie

6. CONFIDENTIALITY

The Department undertakes to use its best endeavours to hold confidential any information provided by you, subject to the Department's obligations under law, including the Freedom of Information Act. Should you wish that any of the information supplied by you should not be disclosed because of its sensitivity, you should, when providing the information, identify same and specify the reasons for its sensitivity. The Department will consult with you about this sensitive information

before making a decision on any Freedom of Information request received in respect of it.

If information is not identified as sensitive, with supporting reasons, then it may be released in response to any relevant FOI request.

Freedom of Information Act Section 15 Reference Book

Part B - Guide to the Functions, Services and Records of the Department

7. FUNCTIONS, SERVICES AND CLASSES OF RECORDS HELD BY UNITS/SECTIONS

Please note that in relation to the heading “Classes of Records Held”, in addition to the records specified, every Unit/Section holds files in relation to Parliamentary Questions (PQ’s), speeches, briefing material, Ministerial representations, Estimates, local staffing issues and general administration of the Unit or Section concerned.

The Department's main telephone number are Dublin offices: (01) 631 3800, Fossa Office (064) 27300 however, all internal Departmental telephone contact points for the Department's Dublin Offices listed in this section of the Reference Book may be dialled direct by dialling (01) 631 + the relevant four digit extension number.

If calling from outside the “01” area – please avail of our Lo-Call facility by dialling 1890 383000 and requesting the relevant extension number Lo-call phone number for callers from outside 06 area: 1890 273000, (you will only be charged the price of a local call).

7.1 Arts Unit

7.1.1 Functions

The primary role of the Arts Unit is to provide advice and assistance to the Minister in

- facilitating the implementation of strategies by providing appropriate resources and a policy and legislative framework that will support the stimulation and development of the arts, including music,
- developing, monitoring and evaluating an integrated policy for the sustainable development of the Irish film industry, and
- promoting specific incentives for the development of the music industry in Ireland.

7.1.1.1 The Arts Section

- Provides appropriate support for the Arts Council
- Puts in place the necessary legislative framework to support the Arts.
- Maintains appropriate administrative structures to support the Arts in the State.
- Provides for the development of cultural infrastructure throughout the country through the Arts and Culture Capital Enhancement Support Scheme (ACCESS) and other schemes.
- Interacts with the European Union and Council of Europe on matters relating to Arts and Culture.
- Provides support to Culture Ireland in the promotion of Irish arts abroad.
- Develops international relations for the promotion of Irish art abroad through bilateral agreements.
- Provides support and liases with other Department/Agencies on implementation of Per Cent for Art Scheme.

7.1.1.2 Film Section

- Operates and monitors, in co-operation with the Revenue Commissioners the tax-based incentive scheme for investment in film production in Ireland under Section 481 (Taxes Consolidation Act, 1997 as amended).
- Provides appropriate support to Bord Scannán na hÉireann in the development of an indigenous film industry, including training initiatives.
- Interacts with the European Union and the Council of Europe on matters relating to film and television production.

7.1.1.3 Culture Ireland

Culture Ireland is the Irish State Agency that promotes the best of Ireland's arts and culture internationally and assists in the development of Ireland's international culture relations. The organisation was established in 2005 by the Minister for Arts, Sport and Tourism and comprises a board of directors appointed by the Minister and an executive staff led by the Chief Executive.

- Grant Giving: to Irish artists or arts organisations in response to applications received for such assistance and evaluated in accordance with transparent criteria to be determined and published by Culture Ireland.
- Funding and Facilitation of Irish Participation at strategic international arts events.
- Managing of special emblematic and artistic events and/or activities either in Ireland or abroad as required by the Minister for Arts, Sport and Tourism.
- Giving advice to the Minister on international arts and cultural affairs and providing such assistance as is requested by the Minister from time to time.

Culture Ireland's website is accessible on www.cultureireland.gov.ie Enquiries regarding the work of Culture Ireland may also be directed to the section providing secretariat support.

7.1.1.4 Music Unit

Considers applications under Business Expansion Scheme (BES) for music projects.

7.1.2 Services provided to the public

Services to the public are in the main delivered in response to applications for assistance of one form or another. These services are provided by post, e-mail, by telephone and person to person. Queries may be referred on to such organisations as Bord Scannán na hÉireann, the Arts Council, etc.

7.1.3 Information available and contact points

- Guidelines on Section 481 scheme.

All requests for information are handled by the appropriate personnel within the Unit.

<i>Contact:</i>	AP	Arts (EU/International matters, Abbey Theatre), Film and Music	ext. 3929
	AP	Arts (Access Scheme & Arts Policy)	064 27331

HEO	Arts (ACCESS scheme)	064 27332
HEO	Arts (Arts Council)	06427335
AP	Music	ext. 3954
HEO	Culture Ireland	ext. 3917

7.1.4 Classes of Records held

- Applications under Section 481 scheme. (With effect from 1 January 2005, reduced level of documentation held)
- Applications under BES scheme.
- Events: Conferences/Festivals.
- Miscellaneous correspondence (Film).
- Database of Film Statistics.
- Structural Fund applications (CDIS).
- Applications for the ACCESS scheme.
- Arts Council and arts general.
- Miscellaneous arts projects.
- Theatre (including National Theatre Society).
- Section 32 of the Finance Act, 1984, which is now Section 484 (Taxes Consolidation Act, 1997) re Tax Exemptions.
- EU/International matters.
- Projects supported by Culture Ireland.

7.2 CULTURAL INSTITUTIONS UNIT

7.2.1 Functions

The main function of the Cultural Institutions Unit is to promote the appropriate development of the national cultural institutions, to encourage the continuing relevance of the institutions' activities to the public at large; and to provide an effective policy for the protection and appreciation of our moveable heritage.

Subsidiary roles for the Unit incorporated in this main function are:

- To provide a resource and policy framework for the national cultural institutions, taking account of demands arising from changes in society and legal requirements.
- To encourage the development of the national cultural institutions in accordance with agreed strategic objectives, indicators of performance, review of achievements and mechanisms for co-operation between the institutions.
- To establish a policy framework to facilitate greater access to the national collections by the general public and the development of local and regional museums.
- To oversee, in co-operation with the Office of Public Works, the planning and completion of relevant capital developments being undertaken in the national cultural institutions. In this context, strategies will be established and developed

in consultation with the institutions concerned to address their maintenance and capital development needs.

- To maintain effective working relationships with the Directors and staff of each institution and to encourage them to maximise their appeal to the general public and, in particular, to young people, the socially disadvantaged and visitors from abroad.
- To support the work of the Council of National Cultural Institutions in connection with the Heritage Fund and to prepare the Annual Report and Accounts of the Fund.
- To manage and record all transactions made under the National Heritage Fund Act, 2001.
- To chair and provide a secretariat to the Selection Committee established under Section 1003 of the Taxes Consolidation Act, 1997.
- To manage the licensing of the export of cultural goods.
- To manage the licensing of alterations to heritage objects
- To fund cultural projects
- To assist non-national cultural institutions, holding collections of national importance.

7.2.2 Services provided to the public

As the Unit deals mainly with policy issues affecting a specific group of cultural institutions, in general, no services of an operational nature are provided to the public.

While this Unit is responsible for channelling funds to the national cultural institutions as provided for by the Exchequer, responsibility for the day-to-day operational and professional aspects of the work of the institutions rests with the individual bodies concerned. This Unit has no role in such matters. Information on policy matters is provided to the public as requested. In instances of receipt of queries etc. relating to these institutions, the Unit will direct the member of the public to the relevant body.

The National Cultural Institutions with which the Unit is concerned are:

- The National Museum of Ireland.
- The National Library of Ireland.
- The National Archives.
- The National Gallery of Ireland.
- The National Concert Hall.
- The Irish Museum of Modern Art.
- The Chester Beatty Library.
- Crawford Art Gallery, Cork.

Information requests are dealt with by all officers of the Unit.

The Unit is also concerned with the following non-national cultural institutions:

- The Hunt Museum
- The Irish Architectural Archive
- Marsh's Library
- The National Print Museum
- Foynes Flying Boat Museum
- The James Joyce Centre
- The Maritime Museum
- The Cork Butter Museum
- The Irish Colleges in Rome and Louvain

7.2.3 Information available

A notice outlining the operation of Section 1003 of the Taxes Consolidation Act, 1997, which provides for tax relief for donation of heritage items, is available from the Unit or from the Office of the Revenue Commissioners.

7.2.4 Classes of records held

- Policy matters.
- Legislation.
- Administration of relevant Structural Funds.
- Correspondence and relationship with the national cultural institutions.
- Administration of scheme for tax relief for donation of heritage items.
- Register of important cultural objects.
- Internal administration.
- Heritage Fund matters.
- Section 1003 of Taxes Consolidation Act, 1997 matters.

7.3 CULTURAL INSTITUTIONS SPECIAL PROJECTS UNIT

7.3.1 Functions

The Cultural Institutions Special Projects Unit, established by the Minister in 2003, has the following functions:

- To implement the remaining aspects of the National Cultural Institutions Act 1997 following on from the establishment of the National Museum of Ireland and the National Library of Ireland as separate legal entities in May 2005.
- To review the National Archives Act, 1986, with emphasis on the relationship to Freedom of Information legislation.
- To progress in conjunction with the National Archives the 1901& 1911 Census Project, developing the availability of census information on-line.
- To address, in conjunction with the Department of Defence, the need for a Military Archives storage facility, and public access to military records.

- To consider and make recommendations on the review undertaken of the role, functions and organisation of the Irish Manuscripts Commission.

7.3.2 Services Provided to the public

The work of the Unit does not involve regular direct contact with the public.

7.3.3 Classes of records held

Records relating to:

- The autonomy process for the National Museum of Ireland and National Library of Ireland.
- The review of Archives legislation.
- The review undertaken of the role, functions and organisation of the Irish Manuscripts Commission.
- Proposals to digitise the 1901 & 1911 Census material.
- Proposals for a Military Archives facility.
- Samuel Beckett Centenary
- The James Joyce Cultural Centre
- The "ReJoyce – Dublin 2004" Festival (celebrating the "Bloomsday" Centenary).

7.3.4 Information available and contact points

The unit does not publish any information or issue leaflets or public notices.

For general information,

Contact: Assistant Principal Officer at Ph: 0642 7341

Fax: 0642 7350

7.4 SPORTS UNIT 1

7.4.1 Functions

The Unit has responsibility for:

- The development of sport policy: including preparation of relevant legislative proposals
- Liaison with the Irish Sports Council.
- The administration of the Sports Capital Programme, which is funded from the proceeds of National Lottery. For Tax Relief on Donations to Sports Capital Programme enquiries,
- The approval of sporting or recreation projects for the purposes of the Tax Relief for Donations to certain Sports Bodies scheme.

- Liaison with the EU and Council of Europe in relation to sports issues.
- The development of the horse and greyhound racing industries; including the preparation of relevant legislation.
- Liaison with Horse Racing Ireland and Bord na gCon.

7.4.2 Services provided to the public

Receipt and evaluation of applications and the payment of grants as determined by the Minister, to sports clubs and voluntary and community organisations under the Sports Capital Programme.

7.4.3 Classes of records held

Records relating to:

- Grant application files for individual clubs/organisations under the Sports Capital Programme.
- Other sports capital projects for which funding has been approved.
- Grant allocations and payments.
- Ongoing monitoring of expenditure under the Sports Capital Programme, and future development of the programme.
- Applications for approval of sporting or recreational projects under the Tax Relief for Donations to certain Sports Bodies scheme.
- Various sport and recreation policy initiatives.
- Department of Finance sanctions for expenditure managed by the Unit.
- Liaison Meetings with Irish Sports Council, Horse Racing Ireland and Bord na gCon.
- Corporate and policy issues relating to Horse Racing Ireland and Bord na gCon.

7.4.4 Information available and contact points

Applications for funding under the Sports Capital Programme are invited on an annual basis through advertisements in the national press. The relevant Guidelines, Terms and Conditions document and Application Form for the Programme are made available for download each year on the Department's website at www.dast.gov.ie as is the full listing of grants subsequently allocated under the Programme. The Guidelines to the Tax Relief for Donations to Certain Sports Bodies scheme are also available for download from the Department's website.

Further information is available on request:

For Sports Capital Programme or for Tax Relief on Donations to Sports Capital Programme enquiries,

Contact: (064) 27365 / 27301 / 27367 / 27371 / 27363 / 27366 / 27369 / 27364 / 27368 / 27388.

General information in relation to the activities, schemes and programmes operated by the Irish Sports Council (which was established on a statutory basis with effect from 1st July, 1999), Horse Racing Ireland and Bord na gCon are available directly from these bodies:

Address: Irish Sports Council
Top Floor
Block A
West End Office Park
Blanchardstown
Dublin 15
Phone: (01) 8608800
Fax: (01) 8608880
EMail: info@irishsportsCouncil.ie

Address: **Horse
Racing Ireland**
Ballymany
The Curragh
Co. Kildare
Phone: (045) 455455
Fax: (045) 455456
EMail: info@horseracingireland.ie

Address: Bord na gCon
104 Henry Street
Limerick
Phone: (061) 316788
Fax: (061) 316739
EMail: admin@igb.ie

7.5 SPORTS UNIT 2

7.5.1 Functions

The primary role of the unit is to facilitate and monitor the delivery of major sports capital projects and to develop a long-term strategic plan for the development of local sports facilities throughout the country.

This includes:

- Facilitating and overseeing the development of the Sports Campus at Abbotstown and the redevelopment of Lansdowne Road Stadium.
- Monitoring the operation of the National Aquatic Centre at Abbotstown.

- Developing a long-term strategy for the development of sporting facilities throughout the country.
- Undertaking a national audit of local sports facilities.
- Coordination of the Departmental Programme of Expenditure Reviews.
- Coordinating the London 2012 Task Force.
- Implementation of Section 21 of Intoxicating Liquor Act 2003 re National Sporting Arenas.
- Organisation of the annual National Awards to Volunteers in Irish Sport.
- Ratification of UNESCO Anti Doping Convention.
- Sports Legislation – Amendment of Sports Council and Greyhound Racing legislation.
- EU and Council of Europe issues.
- Dormant Accounts (Sport and Disadvantage measures).

7.5.2 Services provided to the public

Apart from queries of a general nature, the work of the Unit does not involve regular direct contact with the public.

7.5.3 Classes of records held

Records relating to:

- The Sports Campus and Lansdowne Road Stadium redevelopment projects.
- The National Aquatic Centre at Abbotstown.
- The development of a sports facilities strategy.
- Expenditure Review Initiative.
- The national audit of sports facilities.
- London 2012 Task Force.
- National Awards to Volunteers in Irish Sport.
- Ratification of UNESCO Anti Doping Convention.
- Section 21 of Intoxicating Liquor Act 2003 and Regulation – re National Sporting Arenas.
- Sports legislation issues.
- EU and Council of Europe issues.
- Dormant Accounts – Sport and Disadvantage measures.

7.5.4 Information available and contact points

The unit published the nomination form and guidelines for the National Awards to Volunteers in Sport.

For general information

Contact: Executive Officer at extn: 3824
Fax: (01) 6313818

7.6 TOURISM MARKETING & IMPACT ASSESSMENT DIVISION

7.6.1 Functions

The main functions of the Tourism Marketing Unit within this Division are to develop, monitor and review the overall policy framework for tourism marketing and to co-ordinate Departmental policy input in relation to the EU, North-South and East-West Co-operation. The high-level objective of the Impact Assessment Unit is to facilitate the implementation of the strategy for Irish Tourism 2003-2012 presented to the Minister on 30 September 2003.

Specifically the Unit is involved in the following activities:

Tourism Marketing

- Management of the Department's tourism marketing Vote under subheads B2 (Tourism Ireland's Pay and Overheads) and B4 (Tourism Marketing Fund), including the preparation of annual and multi-annual budgets for tourism marketing;
- Monitoring the implementation of Tourism Ireland and Fáilte Ireland's marketing programmes in line with agreed objectives and targets;
- Ensuring appropriate corporate governance mechanisms are in place for marketing expenditure;
- Servicing and maintaining liaison arrangements with Tourism Ireland and Northern Ireland Department of Enterprise Trade and Investment;
- Tracking the tourism season;
- Supporting overseas Ministerial visits for tourism promotion purposes.

North-South and British-Irish Coordination

- Servicing the requirements of the SEUPB (Special EU Programmes Body) in relation to PEACE/interreg funding for North/South tourism projects;
- Co-ordinating of the Department's input to the overall policy framework for North/South and British-Irish co-operation;

EU Co-ordination

- Co-ordinating the Department's input to general EU policy issues and to ensure Department's requirements under the EU Oireachtas Scrutiny Act 2002 are met;
- Servicing the Department's engagement with international aspects of Irish tourism policy through the European Union, OECD and other relevant international fora.

Impact Assessment

- Providing the Secretariat for the high level Tourism **Strategy** Implementation Group;
- Monitoring areas of policy and action that impact in a significant manner on the development of tourism and ensuring continuing review of strategy to reflect changing circumstances;
- Influencing and shaping developments, in conjunction with Tourism State Agencies, across a broad range of Government policies that affect tourism—particularly in terms of access, macroeconomic policy, environmental best practice, rural development and policy research;
- Facilitating the cross-Department input into key strategic Government policies.

7.6.2 Services provided to the public

Dealings with the public mainly relate to requests for information on potential funding for tourism marketing projects. However, neither the Minister nor the Department has direct responsibility for making decisions on the funding of such projects. The Unit also plays a role in referring customer queries and complaints on tourism marketing to the appropriate bodies.

7.6.3 Classes of records held

Records relating to:

- Departmental contact with Fáilte Ireland and Tourism Ireland on tourism marketing and promotion plans
- Expenditure under the Department's Vote on marketing and promotion
- British-Irish Council co-operation on tourism
- North-South Co-operation on tourism.
- Destination and Product marketing issues
- Papers relating to Tourism Statistics and Season.
- Certain EU and OECD papers on tourism
- Secretariat papers for the Tourism Action Plan Implementation Group
- Papers pertaining to general EU matters and Oireachtas Scrutiny Procedures

- Secretariat papers for the Tourism Strategy Implementation Group

7.6.4 Information available and contact points

General information in respect of tourism marketing activities and programmes operated by Fáilte Ireland and Tourism Ireland is set out in a range of publications available directly from them.

Fáilte Ireland
Baggot St. Bridge,
Dublin 2.

or

Tourism Ireland Ltd
5th Floor
Bishop's Square
Redmonds Hill
Dublin 2

1890 525 525 or
(353 1) 602 4000
Fax: (353 1)6024100.

Tel: (353 1) 4763400
Fax:(353 1) 4763666

Web: www.ireland.ie (Domestic Consumer)
www.failteireland.ie (Corporate)
www.discoverireland.com (Overseas Consumer)

For Departmental information, contact

Tel: 064 27376 (marketing), 064 27306 (impact assessment)
Fax: 064 27320
Email: Tourismmarketing@dast.gov.ie

7.7 TOURISM DEVELOPMENT POLICY UNIT

7.7.1 Functions

The role of the Unit is to formulate, monitor, evaluate and adapt the policy framework, institutional arrangements and budgets for tourism development and to liaise with the relevant tourism agencies, Fáilte Ireland and Shannon Development (on its tourism activities). In this context the Unit has particular responsibilities in relation to the National Development Plan, **2007-2013**

In addition to matters relating to the corporate governance of Fáilte Ireland and policy issues relating to tourism development and structures at sub-national level, the Unit has policy responsibility for: the development of the tourism product (including sports tourism and festivals and cultural events); the enhancement of quality and standards (including the framework for the registration and approval of visitor accommodation under the Tourist Traffic Acts); and enterprise development, human resource and training issues in the industry.

The Unit is also responsible for following up on the commitment in the "Agreed Programme for Government" to ensure the construction of a state of the art National Conference Centre in Dublin.

7.7.2 Services provided to the public

Dealings with the public mainly relate to requests for information on potential funding for tourism projects. However, neither the Minister nor the Department has direct responsibility for making decisions on the funding of tourism projects. The Unit also plays a role in referring customer complaints in relation to accommodation and other tourism matters to the appropriate bodies.

Classes of records held

Records relating to:

- Financial information on Fáilte Ireland (formally Bord Fáilte and CERT), Shannon Development and the St. Patrick's Festival Company and details of administrative and policy issues for these agencies.
- Appointment of members to National Tourism Development Authority (Fáilte Ireland), the former Board of Bord Fáilte, the former Council of CERT and the nomination of one member to the Board of Shannon Development.
- Various tourism product development and policy issues including – tourism product and enterprise development, the registration and approval framework for accommodation, accommodation standards, tourism structures, etc.
- National Conference Centre
- Administrative details in relation to the implementation of the **NDP 2000-2006** Regional Operational Programmes and Employment and Human Resource Development Operational Programme, and the tourism elements of the International Fund for Ireland.
- The Tourism Programme of the Enterprise, Science and Innovation Priority of the NDP 2007-2013.
- The Exchequer Grant for the 2003 Special Olympics World Summer Games.
- Sports Tourism Policy
- Festivals and Cultural Events

- Administrative details in relation to the implementation of a number of EU supported programmes over the period 1989-1993 and 1994 – 1999, which have now closed, including the Operational Programme for Tourism, the Ireland/Northern Ireland INTERREG Programmes and the Ireland/Wales INTERREG Programme.
- Papers relating to Sustaining Progress 2003-2005, including the Tourism input for the quarterly Progress Reports.

7.7.3 Information available and contact points

Higher Executive Officer (Tourism Product) (+353 64) 27382

or

Higher Executive Officer (Tourism Enterprise Development and Training) at (+353 64) 27346

Fax the Division: (+353 64 273503)

Email the Unit: Tourismdevelopment@dast.gov.ie

Details about the Regional Operational Programmes and the Employment and Human Resources Development Operational Programme are available on www.ndp.ie and from the Government Publications Sales Office, Sun Alliance House, Molesworth Street, Dublin 2.

General information in respect of enterprise development, training and product development activities and programmes operated by Fáilte Ireland is set out in a range of publications available directly from the Authority.

Fáilte Ireland
Baggot St. Bridge
Dublin 2.

Tel: (353 1) 602 4000
Fax: (353 1) 602 4100

or

Fáilte Ireland
Amiens Street
Dublin 1.

Tel: (353 1) 8847700
Fax:(353 1) 855 6821

Web: www.failteireland.ie

For Department information, contact

Higher Executive Officer (Tourism Product) (+353 64) 27382

or

Higher Executive Officer (Tourism Enterprise Development and Training) at (+353 64) 27346

Fax the Division: (+353 64 27350)

Email the Unit: Tourismdevelopment@dast.gov.ie

7.8 HUMAN RESOURCES UNIT

7.8.1 Functions

The Human Resources Unit has responsibility for:

- Ensuring that Government policy in relation to staffing, pay and other terms and conditions of employment of staff in the Department and Semi-State bodies under the aegis of the Department, are adhered to.
- Implementing Government policy in relation to the decentralisation of the Department to Killarney (The move is likely to take place in Autumn 2008.)
- Staff recruitment.
- Internal services.
- Family Friendly Services
- Accommodation and supplies.
- Telephonist service.
- Purchase and maintenance of office equipment and purchase of stationery and office supplies.
- Ensuring compliance with Health and Safety regulations.
- Dealing with industrial relations matters.
- Implementing and maintaining staff records on the Human Resource Management System

The *Employee Assistance Officer*, while constituting part of the HR function, provides confidential assistance and a wide range of supports to staff and management of the Department in relation to personal or job-related problems. Full details of the service are contained in Department of Finance Circular 35/97.

7.8.2 Services provided to the public

No service is provided directly to the public. However on occasion the Unit may issue replies to queries received or deal with suppliers of goods/services, State Agencies, sports and other public organisations.

7.8.3 Classes of records held

Records relating to:

- Individual staff members.
- Staff recruitment.
- Staff promotion, including internal and external competitions.
- Transfers and secondment of staff.
- Work Sharing.
- Career Breaks.
- All types of leave.
- Family Friendly scheme.
- Flexitime.
- Industrial relations and Departmental Council.
- Health and Safety of staff.
- Staff suggestion scheme files (INPUT).
- Merit Award Scheme.

- Payments files for Government Supplies Agency and on all purchases of office equipment and stationery.
- Assets Register.
- Staffing statistics (for the Department of Finance).
- Correspondence with State Sponsored Bodies on pay and conditions.
- Decentralisation
- Implementation of Employment Legislation

7.8.4 Information available and contact points

Guide to procedures for contract staff, all internal Office Notices and Circulars issued from time to time by the Department of Finance.

Contact: Higher Executive Officer at extn: 3833.

Fax: (01) 631 3857

Decentralisation contact: Assistant Principal Officer at ext: 3904

7.9 CORPORATE DEVELOPMENT SUPPORT UNIT

7.9.1 Functions

The Unit is responsible for providing certain management support services to the Department, including:

- Managing the strategic change process within the Department, including:
 - Statement of Strategy;
 - Business planning;
 - Annual Reports;
 - Human Resource Strategy;
 - Quality Customer Service.
- Overseeing the implementation of the Performance Management and Development System (PMDS).
- Staff training and development.
- Implementation of the Freedom of Information (FOI) Act.
- Partnership process.
- Records Management.
- Data Protection Act
- Coordination and monitoring of the Department's Scheme under the Official Languages Act 2003.
- Coordination of progress reports (for Department and State Agencies) to the Performance Verification Group (PVG) on Action Plans under Sustaining Progress

7.9.2 Services provided to the public

The Unit provides assistance and advice in relation to FOI. It deals with customer complaints and comments and queries relating to the Strategic Management Initiative within the Department. It also responds to queries submitted through the Department's website. The Department's Scheme under the Official Languages Act,

outlines in detail the Department's commitments in relation to the provision of services through Irish. The Scheme is available on the Department's website www.arts-sport-tourism.gov.ie

7.9.3 Classes of records held

Records relating to:

- Implementation of Strategic Management Initiative issues.
- PMDS.
- Training and development.
- Implementation of FOI Act.
- Record management.
- Webmaster queries.
- Quality Customer Service
- Official Languages Act 2003
- Progress Reports to PVG on Action Plans under Sustaining Progress
- Partnership process

7.9.4 Information available and contact points

The Unit publishes on the Department's website, the Quality Customer Service Action Plan, Customer Charter, Statement of Strategy, Annual Reports, , Human Resource Strategy and the Department's Scheme under Section 11 of the Official Languages Act 2003.

Contact: , Assistant Principal Officer at (064) 27380 Higher Executive Officer at ext 3832

EMAIL: foi@dast.gov.ie, customerservice@dast.gov.ie

FOI Section15/16 Reference Book

Contact: Higher Executive Officer at 064 27316

EMAIL: foi@dast.gov.ie, customerservice@dast.gov.ie

7.10 FINANCE AND SPORT UNIT

7.10.1 Functions

The Unit has responsibility for:

- The maintenance and upgrading of Financial Systems.
- Management of the Department's financial resources.
- Annual Estimates.
- Monitoring of Departmental expenditure.
- Preparation of annual Appropriation accounts.
- Implementation of the Management Information Framework project.
- The administration of the Local Authority Swimming Pool Programme which is funded by the Exchequer.
- Inspection of projects funded under the Sports Capital Programme.

- Departmental Risk Register

7.10.2 Services provided to the public

- Evaluation of applications and the payment of grants under the Local Authority Swimming Pool Programme

7.10.3 Classes of records held

Records relating to:

- Annual Estimates and Appropriation Accounts.
- Briefing material for Dáil and Public Accounts Committees.
- Central record of Department of Finance Sanctions.
- Other material as provided to Dept. of Finance from time to time, e.g. monthly profiles of expenditure.
- Records relating to the implementation of the Management Information Framework project.
- Local Authority Swimming Pool proposals.
- Inspection Reports of projects funded under the Sports Capital Programme.

7.10.4 Information available and contact points

Departmental Estimates and Appropriation Accounts (contained in the relevant Government publications) are available from Government Publications Sales Office, Sun Alliance House, Molesworth Street, Dublin 2 **or online at www.finance.gov.ie**

Contact: Higher Executive Officer at **064 27351**.

For Swimming Pool enquiries:

Contact: Assistant Principal at **064 27353** or Higher Executive Officer at **064 27352**.

7.11 INFORMATION TECHNOLOGY UNIT

7.11.1 Functions

The main function of the I.T. Unit is to support the efficient use of Information Technology facilities and systems so that they will be responsive to the needs of customers, staff and the Department. Its main responsibilities are:

- Operation, support, maintenance and enhancement of existing computer systems and security.
- Management, enhancement and support of the Department's local networking..
- Infrastructures in Dublin and Killarney and the dedicated links concerning both them and the Government VPN
- Maintenance of electronic data communications with external organisations.

- Facilitation and implementation of Department's IT Strategy.
- Implementation of eGovernment initiatives.
- Procurement of all I.T. hardware, software and consumables required by the Department.
- Providing user support to Departmental staff including relevant system documentation, access to I.T. Helpdesk and one-to-one tutorials.
- Assistance with provision of/arrangement for in-house or externally supported training.
- Maintenance and enhancement of Department's Internet Website and its internal information database systems.
- Maintenance of I.T. Asset Register.

7.11.2 Services provided to the public

The line divisions of the Department are the main customers of the I.T. Unit, which is largely a service provider to them. The I.T. Unit has a low level of direct contact with members of the public, such contact being mainly in the area of procurement of I.T. hardware, software and services.

7.11.3 Classes of records held

Records relating to:

- Procurement of I.T. hardware, software, consumables and services.
- Reference Material (manuals, promotional material, computer publications)
- Helpdesk queries log, systems procedures.
- I.T. Strategy development.
- Development of new I.T. Systems for the Department.
- I.T. training.
- I.T. staffing and accommodation.
- Involvement with the civil service CMOD (Centre for Management, Organisation and Development) and the interdepartmental I.T. groups under its administration.
- Equipment records (including maintenance, upgrades and asset register).
- Backup of computer data.
- IT system backup data.
- IT security.

7.11.4 Information available and contact points

The I.T. Unit does not publish any information as such. However, the Unit maintains the Department's Website which is accessible at <http://www.arts-sport-tourism.gov.ie/>

Contact: Higher Executive Officer at 064 27321
Executive Officer at ext.3864
e-mail: itunit@dast.gov.ie
Fax: 064 27324

7.12 INTERNAL AUDIT UNIT

7.12.1 Functions

The Audit Unit:

- Undertakes a comprehensive programme of audits of Departmental programmes and activities.

7.12.2 Services provided to the public

The unit does not provide services directly to the public.

7.12.3 Classes of records held

Records relating to:

- Audit Reports.
- Reference manuals, publications etc.
- Government Financial Procedures/Department of Finance circulars.

7.12.4 Information available and contact points

The Unit does not issue leaflets or public notices.

Contact: Higher Executive Officer at extn: 064 27318

7.13 PRESS & INFORMATION OFFICE

7.13.1 Functions

The Unit promotes the Department's policies, activities and achievements to the media and the general public. It is responsible for the preparation and dissemination of press releases and speeches to the media and for publishing them to the Department's website. The Unit deals with enquiries from the media on matters within the Department's remit, and with general enquiries from the public on services provided by the Department.

7.13.2 Services provided to the public

The Unit deals with general enquiries from the public about services provided by the Department, and issues, on request, copies of Departmental publications.

7.13.3 Classes of records held

Records relating to:

- Press releases.
- Speeches.
- Newspaper cuttings.
- General correspondence.

7.13.4 Information available and contact points

Ministerial Statements, Press Releases, Departmental Publications etc.

Contact: Press Office at extn: 3806 / 3807 / 3838

7.14 PRIVATE OFFICE TO MINISTER

7.14.1 Functions

The Private Office acts as a liaison office between the Minister and the officials of the Department; the Minister and other Public Representatives; and the Minister and the General Public. Functions include:

- Management of the Minister's Diary.
- Processing of correspondence to the Minister from the General Public and other Public Representatives.
- Dealing with telephone queries.
- Making arrangements for Minister when taking Adjournment Debates and Private Members motions in the Dáil and Seanad.
- Ensuring Minister has all relevant details for answer of Parliamentary Questions in the Dáil.
- Ensuring Minister has all relevant papers for attendance at Cabinet Meetings.

The Minister's Offices are separated into a Private Office and a Constituency Office. The Minister's Constituency Office deals with all constituency related matters. The Private Office deals with all other matters and also with constituency queries relating to Arts, Sport and Tourism.

7.14.2 Services provided to the public

The Minister replies to correspondence from all members of the Public and also to representations made by public representatives on behalf of members of the Public. The Minister also meets with members of the public and attends functions at the request of various groups and members of the public.

7.14.3 Classes of records held

Records relating to:

- Representations made by Constituents (held in Minister's Constituency Office).
- Copies of acknowledgements issued.

- Final replies issued by the Minister.
- Government Decisions and other Government papers.
- Invitations which Minister was unable to accept.
- A record of correspondence to the Minister is held on a computer database.

7.14.4 Information available and contact points

Contact: Private Secretary to the Minister at extn: 3804

7.15 PRIVATE OFFICE TO SECRETARY-GENERAL

7.15.1

The primary function of the Secretary-General's Office is to provide the secretariat to the Secretary-General and the Assistant Secretaries. In addition, the Office is the co-ordination point for parliamentary questions, other matters of Oireachtas business which may require a Departmental response and such other matters as may arise from time to time.

7.15.2 Services provided to the public

Contact point within the Department for members of the public in relation to general issues.

7.15.3 Classes of records held

Records relating to:

- General correspondence with Secretary-General.
- Database of all PQ's put down to the Department.
- Government Decisions relevant to the work of the Department.
- Observations on Draft Memoranda for Government from other Departments.

7.15.4 Information available and contact points

Contact: Private Secretary to Secretary-General at extn: 3809.

Freedom of Information Act Section 16 Reference Book

Part C - Information on Rules, Practices and Procedures in relation to decision making by the Department

8. Information on Rules, Practices and Procedures of the Department

In accordance with the terms of Section 16 of the Freedom of Information Act, 1997, the Department outlines below the various rules and guidelines it uses in making decisions in relation to the schemes it operates. Where guidelines are under review, or in the course of development, the revised guidelines will be incorporated in later editions of this Reference Book as they become available.

The Department's main telephone numbers are Dublin Offices: (01) 631 3800 and Fossa Office: (064) 27300 however, all internal Departmental telephone contact points for Dublin Offices listed in this section of the Reference Book may be dialled direct by dialling (01) 631 + the relevant four digit extension number

If calling from outside the "01" area – please avail of our Lo-Call facility by dialling 1890 383000 and requesting the relevant extension number Lo-call phone number for callers from outside 06 area: 1890 273000, (you will only be charged the price of a local call).

8.1 Film

8.1.1 Certification of Film Projects for Tax Incentive Purposes (Section 481 of the Taxes Consolidation Act, 1997)

A tax incentive scheme called Section 481 Relief (formerly "Section 35" Relief), is available to Irish investors who buy shares in Irish film production companies. Because 80% of the amount invested can be written off for tax purposes, the investor looks for a return on the net cost rather than on the full amount invested. This usually results in a contribution of up to 11% to the budget.

Since 1 January 2005, the Revenue Commissioners have assumed responsibility for the certification of projects under this scheme. The application process and relevant guidelines are available from the Revenue Commissioners. Prior to certification by Revenue all projects are referred to the Department of Arts, Sport & Tourism for authorisation. This authorisation (including conditions as may be laid down) is granted in accordance with Section 481(2) (a) of the Taxes Consolidation Act 1997, as amended, and in accordance with regulations made under this Section. (S.I. No. 869 of 2004 (FILM REGULATIONS 2004.)) Under these regulations this authorisation may not be given by the Minister under Section 481(2) of the Act) in relation to a film unless—

- a) the film is within a category of film eligible for certification by the Revenue Commissioners, and
- (b) the Minister is satisfied that the film will either or both—
 - (i) act as an effective stimulus to film making in Ireland, through, among other things, the provision of quality employment and training opportunities, and
 - (ii) be of importance to the promotion, development and enhancement of the national

culture, including, where applicable, the Irish language.

Detailed information and documentation are available from the Revenue Commissioners website www.revenue.ie

8.2 Music

8.2.1 Business Expansion Scheme for Music

The following guidelines have been agreed between the Minister for Arts, Sports and Tourism and the Minister for Finance and are intended to outline the criteria to be used in certifying suitable projects for the purposes of this tax relief.

8.2.2 Guidelines for scheme

1. In order to ensure orderly processing of applications for certificates, companies should submit their application to the Minister of Arts, Sports and Tourism as early as possible.
2. Where a company also intends to apply to the Revenue Commissioners for outline approval for the project this may be done at the same time.
3. A qualifying company is a company whose trade solely consists of the production, publication, marketing and promotion of a qualifying recording or qualifying recordings by one and only one new artist and which shows to the satisfaction of the Revenue Commissioners that a certificate has been given, and not revoked, by the Minister for Arts, Sports and Tourism.
4. A qualifying recording means a recording produced in a studio in the State in any recording format in any musical style, including any associated video directly related to such a recording, by a new artist subject to conditions set down in a certificate issued by the Minister for Arts, Sports and Tourism under Section 16 of the Finance Act, 1984 (as amended by the Finance Act, 1996).
5. A "new artist" means
 - (i) a sole artist, or
 - (ii) a group comprising more than one artist whose total album sales in all markets have not exceeded 5000 units prior to the receipt of the application by the Minister for Arts, Sports and Tourism.
6. An album is any published recording that comprises five or more discrete musical works or, in the event that it comprises less than five such works, the music content has a total duration in excess of twenty minutes.
7. Applicants are required to submit a 3-year credible business plan with copies of full legal documentation connected with the company and any other information which the Minister may reasonably request.

8. The Business Plan, should specify the main objectives of the Plan and also include details such as how the BES funds are to be spent, target markets, projected sales, financial projections, projected employment, etc., over the life of the plan together with details of associated companies where any transfer of employees or assets is envisaged in the Plan.
9. It is a condition of issue of the certificate that each company submit an Annual Progress Report on the Business Plan to the Minister in respect of each of the 3 years following the share issue (or longer period if agreed with the Minister). That report is to be submitted not later than 31 March of each such year or such other date as may be agreed with the Minister.
10. The Minister for Arts, Sports and Tourism may determine the maximum amount of money which can be raised.
11. A qualifying recording must be produced in a studio in the State by the company within 12 months of a certificate being issued and published within a further 12 months.
12. In considering whether to give a certificate, the Minister will have regard to the manner, extent and timing in which the money to be raised is to be used by reference to any or all of the following criteria:
 - (a) the numbers employed (full-time or full-time equivalents) at all levels of the project (rehearsal, recording, promotion, touring) - including administrators, musicians, studio personnel - who are domiciled, resident or ordinarily resident in the State and the proportion of those persons relative to the total number of persons employed at each level and stage of the project;
 - (b) the extent, type and quality of training to be afforded to individuals domiciled, resident or ordinarily resident in the State;
 - (c) the amount of the project's budget to be spent on facilities available in the State e.g. studio facilities, merchandising, graphic design, CD/tape production, etc. will be central to the evaluation of the project. It is accepted that some level of expenditure on a project outside the State may be necessary;
 - (d) the amount of management, accountancy, legal and other professional fees provided for in the contracts between the shareholder/promoters and the artist or group;
 - (e) the extent to which the project will continue to be based in Ireland while exploiting international markets. The location of management and publishing contracts, the destination of publishing royalties etc. would be of relevance here.
13. In coming to a decision whether or not to issue a Certificate, the Minister may seek the advice of any person or body of persons as in the Minister's opinion may be of assistance to him/her in respect of the project concerned.
14. The issue of a certificate does not represent any form of approval of the commercial viability of a project by the Minister. It may not be used to promote a project to potential investors in any prospectus or other promotional material or

be given as a letter of comfort. However, in order to indicate that the Minister has issued a certificate the following standard form of wording only should be used:

"A certificate has been issued under Section 16 of the Finance, Act 1984 (as amended by the Finance Act, 1996). This certificate does not represent any form of approval of the commercial viability of the project".

15. It must be emphasised that the issue of a certificate by the Minister to a company in respect of its Business Plan does not in any way imply that the company will be automatically regarded by the Revenue Commissioners as a qualifying company for the purpose of the BES or that relief will be granted to investors in the company. These are matters solely, in the first instance, for the Revenue Commissioners.
16. The Minister may amend or revoke a certificate or any condition thereof in the event of failure by the company to apply the funds raised under Scheme in pursuance of the main objectives of the Business Plan (subject to any significant modifications agreed with the Minister). Revocation of the certificate may lead to the withdrawal of relief granted to investors. A certificate will not be revoked at any time subsequent to 6 months following the issue of the third Progress Report to the Minister. A certificate will also not be revoked where the Minister is satisfied that the Business Plan cannot be adhered to for genuine commercial reasons or arising from adverse economic circumstances, or where the company enters liquidation or receivership for bona fide commercial reasons and not for tax avoidance purposes.
17. The holder of the Certificate will be required to inform potential investors in writing of the conditions under which the Certificate has been issued.
18. In all cases, it will be a condition of the issue of a Certificate that an Economic Database Form designed for all projects be completed and returned to the Minister. This database will form the basis for the ongoing critical analysis of the economic benefits brought about by the introduction of the BES to these projects.

8.3 Culture Ireland

Culture Ireland is the national agency established in 2005 for the promotion and advancement of Irish arts in an international context. The Culture Ireland website is accessible at www.cultureireland.gov.ie

8.3.1 Purpose of Support

Culture Ireland offers support to Irish artists or arts organisations involved in events abroad and facilitates Irish participation at strategic international arts events.

8.3.2 Eligibility and Criteria

Full details on funding is also available on www.cultureireland.gov.ie

Culture Ireland considers applications for all forms of the arts defined in the Arts Act, 2003 as "arts means any creative or interpretative expression (whether traditional or contemporary in whatever form, any includes, in particular, visual arts, theatre, literature, music, dance, opera, film, circus and architecture, and includes any medium when used for those purposes".

The applicant must demonstrate how the event will meet the criteria set out below.

1. Artistic quality and high standard of the proposal
2. Strategic impact in the country in which the activity will take place
3. Financial and operational viability of the proposal
4. Appropriateness of proposal for host country
5. Portion of costs being met by proposer or by other appropriate organisations
6. The contribution of the proposed activity to the strategic aims and objectives of Culture Ireland

There must be an element of exhibition, performance, or presentation to a wider audience (e.g. presenting a paper at a conference, or giving a poetry-reading, as opposed to attendance).

Examples of eligible applications include

- Theatre and dance performances abroad by companies which are professionally based, or led by a professional producer or choreographer.
- The travel costs of film-makers presenting films abroad.
- Performances abroad by professionally based or professionally led musicians, bands or choral groups.
- Travel costs of visual artists and transport of art works.
- Readings by authors of their works

Types of applications not eligible for Culture Ireland support include:

- events that have already taken place
- sports events
- research, study or professional training
- funding for purchase / repair of buildings, costumes or equipment
- town twinning programmes
- travel to Ireland
- school exchanges or visits
- translations

- publication of books
- participation in competitive music and dance events.

8.3.3 Making Applications

Application forms are available from, and should be returned to:

Culture Ireland
Department of Arts, Sport & Tourism
Room 3.32
Frederick Buildings
South Frederick Street
Dublin 2

Tel. (01) 6313905/3994/3917 Fax: (01) 6313956

Applications may be e-mailed to cultureireland@dast.gov.ie

Forms are available on the Culture Ireland website www.cultureireland.gov.ie

Deadlines for Applications:

Culture Ireland will meet to consider applications four times a year in early March, June, September and December. The deadline for receipt of applications is the 15th of the previous month.

In all cases, applications must be received at least eight weeks before the event for which funding is being sought.

The receipt of all applications will be acknowledged. Where applicants have not received an acknowledgement they should contact Culture Ireland. Claims that an application was lost or delayed in the post will not be accepted without proof (registration certificate or certificate of posting).

Applicants will be notified on the decision of the Board as soon as possible after each meeting, generally within 10 working days. There will be no reconsideration by the Board of unsuccessful applications.

Successful Applicants

All successful applicants will be required to meet full conditions of awards set out in "Grant Conditions". These include completion of a report form and submission of the award claim within six weeks of the end of the event and the acknowledgement of Culture Ireland support, including the logo, on any promotional materials.

8.3.4 Payment of Awards

Payment will only be made in respect of events which have taken place. When sending a report and requesting the payment of a grant, only **original** receipts or receipted invoices showing evidence of expenditure should be submitted. Photocopies, faxes and non-receipted invoices are **not** acceptable.

8.4 Cultural Institutions – Heritage Items.

8.4.1 Relief for Donations of Heritage Items to Approved Bodies – Section 1003, Taxes Consolidation Act, 1997.

Tax relief is available in respect of the donation of pre-eminent national heritage items to the Irish National Collections held by approved bodies listed in the Act. The relief consists of a tax credit against particular tax liabilities incurred by the donor. The taxes covered by the relief are Income Tax, Corporation Tax, Capital Gains Tax, Gift Tax and Inheritance Tax.

8.4.1.1 How to qualify for Section 1003 Relief

In order to qualify for the relief, donors of heritage items should take the following steps:

- Contact the Secretary, Section 1003 Selection Committee, c/o Department of Arts, Sport and Tourism, Fossa, Killarney, Co Kerry to obtain an application form and any additional information (phone 064 27341 or 064 27343, Fax: 064 27350.)
- Return completed application form to the Secretary of the Committee.
- The Committee will then evaluate the proposed donation to determine whether or not it meets the requirements of the legislation and will formally request the Revenue Commissioners to acquire an independent assessment as to the donations heritage and financial value.
- If all the necessary requirements are met the donor or his/her agent will be advised that the proposal is acceptable. When the donation has been made the representative of the body in receipt of the donation will certify receipt of the donation and acquisition of ownership. A duplicate of this Certificate will be provided to the Revenue Commissioners who will arrange for the appropriate tax relief.
- Application for Section 1003 tax relief may not be made post donation.

8.4.1.2 The Section 1003 Selection Committee

The Committee is comprised of the Directors of the National Archives, National Gallery of Ireland, National Library of Ireland, National Museum of Ireland and the

Irish Museum of Modern Art, the Arts Council together with the Chief Executive of the Heritage Council. The Secretariat and Chair are provided by the Department of Arts, Sport and Tourism, and the Revenue Commissioners are represented in an observer capacity.

8.4.1.3 Heritage Items

The Section 1003 tax relief provision defines heritage items as any kind of cultural item, which is an outstanding example of its type, pre-eminent in its class, whose export from the State would constitute a diminution of the accumulated cultural heritage of Ireland. The item(s) must also be suitable for acquisition by an approved body. Whether, or not, a particular proposed donation meets the heritage criteria, set out in the Act, is determined by the selection committee. The committee is obliged to seek an independent assessment of the heritage value of a proposed donation from the Arts Council, the Heritage Council or some other appropriate body.

The minimum value of an item, or collection of items that may qualify under the Scheme is €150,000. In addition, in the case of Collections, at least one item in the Collection must have a minimum value of €50,000 and at least one individual item, if offered on its own as a donation, would satisfy the heritage criteria. The aggregate open market value of all heritage items that may be donated in any one calendar year must not exceed €6 million. The Revenue Commissioners will independently determine the financial value of a proposed donation.

The Revenue Commissioners are required to compile and publish the names, descriptions and values of heritage items donated under the Scheme in their Annual Reports.

8.4.2 Approved Bodies

The following is a current list of Approved Bodies under the legislation:

- the National Archives
- the National Gallery of Ireland
- the National Museum of Ireland
- the National Library of Ireland
- the Irish Museum of Modern Art

The Minister for Arts, Sport & Tourism, with the consent of the Minister for Finance, has the authority to approve further bodies for the purpose of the relief. The State or a public or local authority must fund such additional bodies wholly or partly.

Application Forms and Information in relation to the Relief can be obtained from:

Address: The Selection Committee
Section 1003 Donations
c/o Cultural Institutions Unit
Department of Arts, Sport & Tourism
Fossa
Killarney

Co Kerry

Telephone: (064) 27341

Fax: (064) 27350

8.4.3 The Heritage Fund

The Heritage Fund Act, which commenced in 2001, established a Fund with an overall limit of €12,697 million over a five-year period. The Act provides for an allocation of €3,809,214 in the financial year 2001, €2,539,476 in each of the financial years 2002, 2003 and 2004 and finally a sum of €1,269,738 in the financial year 2005.

The five eligible institutions that benefit from the Heritage Fund are Ireland's principal collecting national institutions:

National Archives
National Gallery of Ireland
National Library of Ireland
National Museum of Ireland
Irish Museum of Modern Art

The principal collecting institutions are charged with expanding their collections for present and future generations. The fund allows for the acquisition of heritage objects that are considered outstanding examples and pre-eminent in their class so that Irish people may enjoy, appreciate and value such magnificent artefacts. These artefacts include archaeological objects, manuscripts, books and works of art of national importance. The Act only allows for the acquisition of such artefacts above a valuation of €317,435.

8.5 Sports Capital Programme

The Sports Capital Programme assists sports clubs and organisations and voluntary and community organisations to construct, refurbish, improve and equip high quality, well-designed and sustainable sport and recreational sport facilities. Special priority is given under the Programme to developing facilities in disadvantaged areas in line with Government policy aimed at increasing participation in sport and recreation in these areas. Applications for funding are categorised in terms of local, regional i.e. county or greater catchment area and national e.g. national sporting centres and playing facilities.

Grants are not payable in respect of the purchase of sites or premises or where work has started or a contract signed before the applicant is notified of the Department's decision on its grant application.

8.5.1 Levels of Grant Aid and minimum levels of funding required by applicants

For an application to be deemed valid, applicants must show they can provide a minimum own financial contribution of at least 30% of the overall project cost, or 20% if located in an area designated as disadvantaged. Proof of local funding, the level of which will be a factor taken into account in selection for grant aid, should be submitted with the application i.e. a recent bank, building society or credit union statement.

Aid levels are determined having regard to local contribution levels and other criteria as specified in the Guidelines, Terms and Conditions to the Sports Capital Programme, and in any event shall not exceed:

Applicant Status	Maximum Grant Available	Minimum Local Contribution
Local facilities	70%	30%
Disadvantaged areas	80%	20%
Regional/National facilities	As considered appropriate given the scale of the proposed development	

8.5.2 Selection Criteria For Grant Approval

It is vital that applicants show that they have thoroughly researched their projects and explain them fully in their applications. Applications are assessed and scored on the following criteria:

- Whether the project aims to increase active participation in sport and/or improve standards of sports performance in line with clearly stated targets and the applicant shows how they will measure these increases or improvements. In particular, the Department will prioritise facilities which will help promote and enhance female participation in sport.
- Whether the applicant has provided evidence that the project is located in a disadvantaged area and meets a need for sporting facilities in the area.

- Whether the applicant has provided the following: evidence of title to the project site; evidence of planning permission applied for or in place; drawings/specifications for the project; and accurate costings for each element of the project.
- Whether the project is realistic in terms of scale, costs and grant assistance sought.
- Whether the applicant has shown that they have a proven history of fund-raising and have a good level of own funding which will allow them to finish the project within a realistic timeframe.
- Whether the applicant has proved the level of their own contribution towards the project.
- Whether the application includes realistic projections of income from the proposed facility that will be used to maintain it when it is finished.
- Whether the project has a high priority in relation to the applicant's existing facilities.
- Whether there is already a good level of similar sporting facilities in the area.
- Whether the application includes details and evidence of consultation with other clubs, community groups, schools and the local authority, especially those that will use the facility.
- Whether the application clearly explains how the applicant will attract socially excluded people to use the facility.
- Whether the project fits in with the priorities for the applicant's sport as identified by their sport's national governing body (for regional or national-level projects only).

High priority projects include those which are essential or integral to improving sports performance or increasing participation in sport, e.g. developing pitches and installing or improving floodlighting, dressing rooms or showers. Of these, highest priority is given to projects in disadvantaged areas. Priority for funding under the Programme is not afforded towards works which are not essential or integral to sports participation or performance, such as landscaping, car parks, paths etc. Funding is not provided towards bar facilities.

For the purpose of the Programme, disadvantaged areas are defined as those areas which have been designated by Government for special support through the RAPID 1, RAPID 2, Local Drugs Task Force and CLÁR Programmes. These programmes are administered by the Department of Community, Rural & Gaeltacht Affairs.

8.5.3 Selection Procedure

- 8.5.3.1 Each application is assessed by officers from the Sports Capital Unit of the Department, and is scored under the assessment criteria outlined at 8.5.2 above, depending on the extent to which they meet the criteria. Different 'weights' are attached to the various criteria depending on their importance.
- 8.5.3.2 During the assessment process, the Department may consult, as appropriate, with other government departments, local authorities, state agencies and national governing bodies of sport, particularly in relation to regional and national projects. Assessment of regional projects also compares and takes into account the other applications from the region and particularly the cost of the project in relation to the total amount of funding available for allocation.
- 8.5.3.3 At the end of this process each application receives a score, which decides its order of priority within its own county. Recommendations, based on conclusions from this process and having regard to the amount of funding available for distribution, are made to the Minister, who makes the final decision on projects and grants to be provisionally allocated under the Sports Capital Programme.
- 8.5.3.4 Following the decision on provisional grant allocations, unsuccessful applicants are informed by letter of the decision and provided with a copy of their assessment. Successful applicants are informed of the grant provisionally allocated to them and the specific terms and conditions they must meet before this grant can be formally approved and payment issued. These requirements will include matters relating to the preparation of plans, drawings, tenders, feasibility studies, contractual arrangements, tax clearance, insurance, Deeds of Trust, management of the project and commencement. The general scope of these requirements is set out in the Guidelines, Terms and Conditions to the Programme, which are available on the Department's website at www.dast.gov.ie or on request from the Sports Capital Unit of Sports Division 1.

8.5.4 How Grant Payments Are Made and Monitored

- 8.5.4.1 Grants are payable at the rates outlined at 8.5.1 above and are payable in stages as the project proceeds based on the receipt of original, paid, valid invoices or certificates of payment.
- 8.5.4.2 The grantee must acknowledge each grant payment issued to them by the Department by signing and returning an acknowledgement form before they apply for further payment.
- 8.5.4.3 An amount of 5 per cent of the grant is retained pending certification from the grantee's consultant or architect that the project has been satisfactorily completed in all respects and evidence is provided that the required insurance is in place. For larger projects, the grantee must also provide

confirmation from their consultant or architect of the end of the Defects Liability Period of the project and that all matters are in order.

8.5.4.4 Projects are subject to inspection by Department representatives during the construction stage and/or following completion. Documentation relating to each project must be held by successful applicants for at least three years following completion.

8.5.4.5 Applicants found submitting fraudulent documentation or misleading the Department in any way will have their grants withdrawn and will be barred from applying for future funding. The Department of Arts, Sport & Tourism reserves the right to seek legal recourse in cases where grant payments are drawn down under fraudulent circumstances.

8.5.4.6 The Department reserves the right to specify additional or specific conditions for particular projects. The circumstances and conditions may differ for individual projects depending on the grant amount, the project cost, the type and the status of the project being assisted. The specific terms and conditions for the planning, tendering, construction and for the payment of the grant are specified in the Department's letter of grant approval.

8.5.4.7 All grant-assisted projects must display an acknowledgement sign that they are being assisted by the proceeds of the National Lottery.

8.5.5 Procedure for Applying for a Grant

The Sports Capital Programme is advertised annually in the national press each year with a closing date given for receipt of applications. It is open to sports clubs and organisations and voluntary and community groups to apply for funding under the Programme.

Application forms and other details regarding grants are available from:

Address: Sports Capital Unit
Department of Arts, Sport & Tourism
Fossa
Killarney
Co. Kerry

Email: sportsunit1@dast.gov.ie
Telephone: 064 27365 / 27363 / 27364

The Department also provides a facility on its website for the completion and submission of application forms for the Programme on-line. The on-line facility can be accessed, from the time of advertisement of the Programme until the closing date for receipt of applications, at www.dast.gov.ie

On-line applications must be followed by posting a printed and signed copy of the completed application, together with all relevant accompanying documentation, to Sports Capital Unit by the closing date for the Programme.

8.6 Swimming Pool Programme

Grant-aid from the Exchequer is made available to local authorities and bodies supported by local authorities, towards the cost of providing new swimming pools or refurbishing existing pools. The closing date for receipt of applications under the current Programme was 31 July 2000 and since then some 57 applications have or are being dealt with. The priority in relation to the current Local Authority Swimming Pool Programme is the proposals currently on hands. New proposals for swimming pools are not being considered at this time. However, the Department has completed a Value for Money and Policy Review Report on the Swimming Pool Programme, which examined, among other things, how the programme has worked to date, the benefits which have accrued to the areas where pools have been built under the existing programme and what amendments, if any, are required to ensure the effective and efficient delivery of the Programme. The recommendations in the report will be used to assist in formulating future policy in this area and will be published shortly.

8.6.1 Levels of Grant-aid

Under the Local Authority Swimming Pool Programme grants of up to maximum of €3.8 million are available towards the refurbishment of existing pools or the provision of new pools, subject in either case to the total grant not exceeding 80% of the eligible cost of the project or, in the case of projects located in disadvantaged areas, 90% of the eligible cost.

8.6.2 Construction Standards

Pools must be constructed to standards set down in the Department's Procedures for the Planning, Approval and Financing of Swimming Pools and the Department's Technical Guidelines – copies of the Guidelines are available, on request, from **Swimming Pools Unit, Department of Arts, Sport and Tourism, Fossa, Killarney, Co Kerry. Telephone no (064) 27352**

8.6.3 Selection Criteria for Grant Approval

Criteria for the approval of projects under the Swimming Pool Programme include:

- the need for a swimming pool in an area;
- suitability of the proposed site;
- future viability of the project, particularly in relation to operational and maintenance issues;
- construction and operating standards of existing facilities;
- satisfactory financial plan; and
- the need to achieve an equitable geographical spread of funds.

8.6.4 Deed of Trust

In the case of a pool/site, which is not owned by a local authority, a Deed of Trust is required for a period of not less than 15 years. This is to ensure that the State investment in the facility is protected should it be sold or cease to operate for the purpose for which it was built.

8.6.5 Selection Procedure

When funding becomes available, proposals are examined having regard to the criteria outlined in paragraph 8.6.3 above.

8.6.6 How Grant Payments are made

Grants are paid to Local Authorities on receipt of Architect's certificates /consultants invoices, which have been certified by the Council Engineer. An amount equal to 10% of the grant is retained pending receipt of Final Accounts for the project and certification that the project has been completed in all respects.

Projects may be subject to visits by Department officials or representatives either during construction or on project completion. The Department also reserves the right to specify additional or specific conditions in particular projects. The circumstances and conditions may differ in individual projects depending on the grant amount, the project cost, the type and the status of the project being assisted.

8.7 Major Sports Projects

Such projects as Lansdowne Road redevelopment and provision of facilities at the Sports Campus in Abbotstown are monitored in line with relevant Government policies and EU and national public procurement procedures - which are set out in the relevant publications of the EU and the Department of Finance and are available from the Government Publications Sales Office, Sun Alliance House, Molesworth Street, Dublin 2.

8.8 Scheme of Tax Relief on Donations made towards Sports Capital Projects

Section 41 of the Finance Act 2002 provides for a scheme of tax relief for relevant donations to approved sports bodies for the funding of approved sports projects.

8.8.1 Criteria

- The scheme applies in respect of donations of over €250 made toward expenses incurred by an approved sports body in relation to a sports project, including the purchase of land, after 1st May 2002.
- The ceiling on the amount against which tax relief can be claimed is €40 million.

- The donation must be freely given with no benefit derived in return by the donor.
- Prior approval must be obtained from the Revenue Commissioners as well as the Department of Arts, Sport and Tourism before a sports body can be in receipt of donations against which tax relief can be claimed.

8.8.2 Who can claim?

- If the donor is a PAYE taxpayer the sports body claims the tax relief at the donor's marginal rate.

e.g. an individual on the higher rate of tax (42%) makes a donation of €580 to a sports body. The sports body will then also be able to claim €420 from Revenue at the end of the tax year, i.e. the amount of tax already paid to Revenue by the donor on the net amount of €580.
- Individual taxpayers on the self-assessment system will be able to claim relief on their annual tax returns as a deduction from their total income.
- A corporate entity may claim relief on a donation by treating it as a deductible trading expense.

8.8.3 Approved Sports Bodies

A sports body seeking approval under this scheme must first secure the following documents from the Revenue Commissioners;

- a certificate certifying that the body is one to which section 235 of the Taxes Consolidation Act 1997 applies. In other words, it is a body established for the sole purpose of promoting amateur games or sports whose income is exempt from tax, and
- a current valid tax clearance certificate.

Details of their sports project must then be sent, along with an application form, to the Sports Capital Unit at the same address as 8.5.5. above. The Sports Capital Unit is responsible for approving projects as valid for the purpose of the scheme.

Note that this scheme applies strictly to approved sports bodies only and does not extend to community groups, local bands, scouts/guides, etc.

8.8.4 Approved Projects

The Sports Capital Unit assesses whether or not a project is valid under the provisions laid down in Section 41 of the Finance Act 2002. An "approved project" means one or more of the following:

- the purchase, construction or refurbishment of a building or structure, or part of a building or structure, or part of a building or structure, to be used for sporting or recreation activities provided by the approved sports body,
- the purchase of land to be used by the approved sports body in the provision of sporting or recreation facilities,
- the purchase of permanently based equipment (excluding personal equipment) for use by the approved sports body in the provision of sporting or recreation facilities,
- the improvement of the playing pitches, surfaces or facilities of the approved sports body, and
- the repayment of, or the payment of interest on, money borrowed by the approved sports body on or after 1 May 2002 for any of the purposes mentioned in paragraphs (a) to (d).

If the project is considered valid a certificate of approval is issued to the approved sports body and the Revenue Commissioners are notified about the approved project.

8.9 Personnel & General Administration.

The Department is responsible for implementing a wide range of regulations covering the terms of conditions of employment of the staff of the Department. These regulations are determined from time to time by the Department of Finance and notified to all Government Departments by way of Circulars, and these are dealt with in the Department of Finance - Rules and Practices - Freedom of Information Act, 1997 - Section 16 Reference Book (available from the Dept. of Finance, Upper Merrion Street, Dublin 2).

In the vast majority of cases, Human Resource Units are required to implement the Circulars strictly in line with the conditions set out therein. However, in a small number of cases, a certain degree of discretion is allowed. The various circulars and letters are available to the general council staff side, other associations and all staff of the Department.

8.9.1 Refund of Educational Fees Scheme

Corporate Development Support Unit administers the refund of educational fees scheme. Under the scheme an applicant may receive a full refund of their fees on completion of their exams. The rules governing the operation of the scheme are laid down in Department of Finance circular 21/78. In order for the scheme to be operated in a fair and equitable manner, the Department also operates a cut off date for receipt of applications.

8.9.2 Merit Award Scheme

Under the Merit Award Scheme, up to 0.2% of the Department's subhead A1 - Salaries, Wages and Allowances - is available in any particular year for awards to staff in recognition of exceptional performance of duty. The merit awards are made by the Management Advisory Committee in consultation with line management.

8.9.3 Special Leave

Department of Finance Circular 28/91 provides for the provision of up to 5 days special leave with pay to staff in the event of unforeseen and serious illness of an immediate relative. The Human Resource Unit interprets the term "unforeseen and serious" in as sensitive a manner as possible.

8.9.4 Carry over of Annual Leave

The Human Resource Unit implements a 3 year annual leave cycle as prescribed by Department of Finance Circular 26/85. However, the Human Resource Unit will, in exceptional cases, consider individual applications by staff to carry forward un-taken leave outside of the cycle period. Each application is considered on its own merits.

8.9.5 Promotion

In filling staff vacancies, the Department meets all its obligations set down by the Department of Finance, in relation to inter-departmental panels and new recruits. It also fills, where appropriate, internal vacancies through promotion of serving staff. The systems used for such promotions are decided by the Management Advisory Committee in consultation, where appropriate, with staff interests.

8.9.6 Recruitment

With few exceptions, the staff of the Department of Arts, Sport and Tourism and all other Government Departments, is recruited by the Public Appointments Service through competitions advertised in the Public Press.

8.9.7 Training

The Corporate Development Support Unit compiles training programmes in response to specific identified training and development requirements. In addition to in-house training, the Department makes effective use of the resources and expertise of the Civil Service Centre for Management and Organisation (CMOD).

8.9.8 Safety Health and Welfare

The Department works towards ensuring full compliance with legislation in relation to securing the safety, health and welfare of its employees and for protecting others against risks to safety and health in connection with departmental work activities.

8.9.9 Procurement of Goods and Services

The award of contracts (including I.T. contracts) by the Department is in accordance with procedures outlined in Department of Finance publications and circulars, where relevant, and these are dealt with in the Department of Finance - Rules and Practices - Freedom of Information Act, 1997 - Section 16 Reference Book (available from the Dept. of Finance, Upper Merrion Street, Dublin 2 or from www.finance.gov.ie).

8.9.10 Official Languages Act 2003

In 2005, the Department developed a Scheme under Section 11 of the Official Languages Act which was approved by the Minister for Community, Rural and Gaeltacht Affairs. The three-year scheme which came into effect on 1 July 2005 sets out the range of services available from the Department through Irish. The full text of the Scheme is available on the Department's website www.arts-sport-tourism.gov.ie

8.9.11 Decentralisation

Under the Government's programme of decentralisation, the Department is one of the "early movers" and it is expected that the move to the new permanent building in Killarney will take place in the last quarter in 2007.

Three of the Department's agencies have also been earmarked for relocation; the Irish sports Council to Killarney, the Arts Council to Kilkenny and Fáilte Ireland to Mallow. No timeframes have been set for these moves.

Freedom of Information Act Section 15 Reference Book

Part D - Appendices

- Summary table of fees payable
- Explanatory leaflet regarding requests made by email
- FOI Application Form
- Glossary of Terms

Fees that must accompany an FOI request/review application:

Type of Request/Application	<u>Standard Fee*</u>	<u>Reduced Fee * **</u>
<u>Request for a record</u>		
Initial Request	€15	€10
Internal Review	€75	€25
Review by Information Commissioner	€150	€50
<u>Request for a record or containing personal information</u>	No charge	No charge
<u>Application under section 17 for amendment of a record containing incorrect, incomplete or misleading personal information</u>	No charge	No charge
<u>Application under section 18 for the reasons for a decision affecting the individual</u>	No charge	No charge

** Fee will not apply where a person appeals a decision to charge a fee or deposit, or a fee or deposit of a particular amount under section 47 of the FOI Act*

*** Reduced fee will apply in respect of third parties who appeal a decision of a public body to release their information on public interest grounds*

- Search and retrieval: €20.95 per hour
- Copying charges
 - Photocopy per sheet: €0.04
 - Floppy disk: €0.51
 - CD Rom: €10.16
 - Radiograph: €6.35

FOI REQUESTS BY EMAIL

FOI requests made by email are valid **only** when the upfront fee is received in the case of non-personal requests and if made in plain text format to **foi@dast.gov.ie** - requests sent to the email addresses of individual staff members are not valid. Please note that in submitting a request by email the sender is deemed to be aware of, and to have consented to, the following:

- Although requests can be sent by e-mail, a non-personal request can only be deemed a valid FOI request when the upfront fee has been received by the Department.
- Email requests will only be deemed received by this Department when the email has been actually opened in the Department and has been acknowledged to the sender. Until the email has been acknowledged, the email is not deemed received by the Department.
- Please note that a notification to the sender of an email request via the "return receipt" or "delivery report" system does not guarantee that the email application has been actually received in this Department. The email application will only be deemed received by this Department when opened in the Department and an acknowledgement made to the sender of the request in question.
- Where an email request is received by the Department outside of office hours, it will be opened on the next working day and will be acknowledged to the sender on that day. The request will be deemed received only when the acknowledgement has been made to the sender.

The Department cannot guarantee the confidentiality of any communications sent by email.

FOI REQUESTS – APPLICATION FORM

Request for Access to Records under the FOI Act, 1997 and the FOI (Amendment) Act 2003

Please use BLOCK letters

Details of Applicant

Surname : _____

First Name : _____

Postal Address: _____

Telephone Number(s)

Office Use Only

Home: _____

Business: _____

Date FOI Request Received _____

Identify Verified _____

Consent Confirmed _____

Personal Information

Before you are given access to personal information relating to yourself, you may be asked to provide proof of your identity.

Form of Access

My preferred form of access is:

(please tick as appropriate)

to receive copies of the records by post

other - please specify _____

Contact details for related Bodies or Bodies within or under the aegis of the Department which are covered by FOI – FOI requests must be made directly to those bodies:

Agency/BODY	Contact Details	Main Responsibilities
The National Museum of Ireland	Tel: (01) 6486 438 Fax: (01) 6486 462 E-mail: mdowling@museum.ie Web: www.museum.ie	<ul style="list-style-type: none"> Manages the national collection of artefacts.
The National Library of Ireland Kildare Street Dublin 2	Tel: (01) 603 0200 Fax: (01) 676 6690 E-mail: info@nli.ie Web: www.nli.ie	<ul style="list-style-type: none"> Collection, preservation and presentation of books and manuscripts of Irish interest. Genealogy service. National photographic archive.
The National Archives Bishop Street Dublin 8	Tel: (01) 407 2300 Fax: (01) 407 2333 E-mail: mail@nationalarchives.ie Web: www.nationalarchives.ie	<ul style="list-style-type: none"> To secure the preservation of records relating to Ireland which warrant preservation as archives. To ensure that appropriate arrangements are made for public access to archives.
The National Gallery of Ireland Merrion Square West Dublin 2	Tel: (01) 661 5133 Fax: (01) 661 5372 E-mail: info@ngi.ie Web: www.nationalgallery.ie	<ul style="list-style-type: none"> To house and care for the national art collections. Provision of art courses, workshops and outreach activities.
National Concert Hall Earlsfort Terrace Dublin 2	Tel: (01) 417 0077 (Admin) Fax: (01) 417 0078 E-mail: info@nch.ie Web: www.nch.ie	<ul style="list-style-type: none"> Presentation of musical performances. Undertake nationwide musical educational programme.
The Chester Beatty Library Dublin Castle Dublin 2	Tel: (01) 407 0750 Fax: (01) 407 0760 E-mail: foi@cbl.ie Web: www.cbl.ie	<ul style="list-style-type: none"> Art museum and library of Oriental art and manuscripts; early Christian and western manuscripts and texts.
Irish Museum of Modern Art Royal Hospital Military Road Kilmainham Dublin 8	Tel: (01) 612 9900 Fax: (01) 612 9999 E-mail: info@modernart.ie Web: www.modernart.ie	<ul style="list-style-type: none"> Collection and presentation of modern and contemporary art.
Irish Manuscripts Commission 45 Merrion Square Dublin 2	Tel: (01) 676 1610 Fax: (01) 662 3832 E-mail: support@irishmanuscripts.ie Web: www.irishmanuscripts.ie	<ul style="list-style-type: none"> To report on manuscripts and papers of literary, historical and general interest, relating to Ireland, whether in private or public ownership and to advise on their preservation and publication.
The Arts Council 70 Merrion Square Dublin 2	Tel: (01) 6180200 Fax: (01) 6610349 E-mail: foi@artscouncil.ie Web: www.artscouncil.ie	<ul style="list-style-type: none"> To stimulate public interest in and promote the knowledge, appreciation and practice of the arts. Principal instrument of State funding to the arts. Advisory body to Government on arts matters.
Culture Ireland	Tel: (01)6313905/3994/3917	Established in 2005 as the national agency for the promotion of the arts in an

<p>Dept of Arts, Sport & Tourism Room 3.32 Frederick Buildings South Frederick Street Dublin 2</p>	<p>Fax: (01) 6313956 E-mail: cultureireland@dast.gov.ie</p>	<p>for the promotion of the arts in an international context. The specific activities of Culture Ireland may include, but are not confined to:-</p> <ul style="list-style-type: none"> • Grant Giving: to Irish artists or arts organisations in response to applications received for such assistance and evaluated in accordance with transparent criteria to be determined and published by Culture Ireland • Funding and facilitation of Irish participation at strategic international arts events. • Managing of special emblematic cultural and artistic events and/or activities either in Ireland or abroad as required by the Minister for Arts, Sport and Tourism. • Giving advice to the Minister on international arts and cultural affairs, and providing such assistance as is requested by the Minister from time to time.
<p>The Irish Film Board (Bord Scannán na hÉireann) Queensgate 22 Dock Road Galway</p>	<p>Tel: (091) 561 398 Fax: (091) 561 405 E-mail: info@irishfilmboard.ie Web: www.irishfilmboard.ie</p>	<ul style="list-style-type: none"> ▪ To assist in the development and production of Irish films from script to screen. • To improve the marketing, sales and distribution of Irish films. • To promote training and development in all areas of film making. • To promote the Irish film industry internationally • To promote Ireland as an international film location.
<p>Irish Sports Council Top Floor Block A West End Office Park Blanchardstown Dublin 15</p>	<p>Tel: (01) 860 8800 Fax: (01) 860 8880 E-mail: info@irishsportsCouncil.ie Web: www.irishsportsCouncil.ie</p>	<ul style="list-style-type: none"> • Development of sport in Ireland. • Provision of grants to National Governing Bodies of Sport. • Administration of the International Carding Scheme, the Sport and Recreation for Young People Scheme, and the Anti-Doping Programme.
<p>Campus & Stadium Ireland Development Ltd. Top Floor, Block A West End Office Park Blanchardstown Dublin 15</p>	<p>Tel: (01) 8097300 Fax: (01) 809 7332 E-mail: info@sportscampusireland.ie Web: www.csid.ie</p>	<ul style="list-style-type: none"> • To oversee the planning, development and the procuring of all elements of a Sports Campus at Abbotstown, Co. Dublin.
<p>Horseracing Ireland Thoroughbred County House Kill Co. Kildare</p>	<p>Tel: (045) 842800 Fax: (045) 842801 E-mail: info@horseracingireland.ie Web: www.horseracingireland.ie</p>	<ul style="list-style-type: none"> • Administration, development and promotion of the Irish horseracing industry, including the development of authorised racecourses. • Control of the operation of authorised bookmakers. • Allocation of race fixtures and the setting of race programmes. • Operation of racecourses which are owned by the Authority. • Operation of a totaliser at all racecourses.

		<ul style="list-style-type: none"> • Operation of the registry office function e.g. horserace entries, registration of owners etc. • Promotion of the Irish thoroughbred horse in Ireland and internationally.
Bord na gCon 104 Henry Street Limerick	Tel: (061) 316 788 Fax: (061) 316 739 E-mail: admin@igb.ie Web: www.igb.ie	<ul style="list-style-type: none"> • Promotion and development of the greyhound industry. • Licencing of greyhound tracks. • Grant-aiding amenity improvements at tracks. • Allocation of race fixtures and race events. • Control of the operation and licencing of on-course bookmakers. • The licenced operator of Totalisators wagering on greyhounds.
Fáilte Ireland	Baggot Street Office, Dublin 2: Tel: 1850 230 330 (info) (01) 602 4000 (admin) Fax: (01) 602 4100 Amiens Street Office, Dublin 1: Tel: 1850 256 256 (info) (01) 884 7700 (admin) Fax: (01) 855 6821 E-mail: for email contacts please see http://failteireland.ie/contact.asp Web: www.failteireland.ie	Working with industry groups, Fáilte Ireland will promote and support the development of Irish tourism by: <ul style="list-style-type: none"> • Identifying emerging business opportunities • Benchmarking competitors in other destinations • Identifying & promoting principles of tourism best practice • Establishing & promoting standards of excellence in customer service • Stimulating & supporting the development of new tourism products • Developing compelling marketing propositions for tourism products, & supporting industry marketing (overseas marketing initiatives will be delivered via Tourism Ireland Ltd.) • Building capability at all levels within the industry • Continuing to develop and promote the critically important home holiday segment • Encouraging the removal of barriers to development within the broader business environment • Monitoring industry performance & customer experiences • Providing support for the six Regional Tourism Authorities.
Tourism Ireland 5 TH Floor Bishops Square Redmonds Hill Dublin 2	Tel: + 353 1 476 3400 Fax. + 353 1 476 3642 e-mail: info@tourismireland.com Web: www.tourismireland.com	Established under the Good Friday agreement, Tourism Ireland Ltd. <ul style="list-style-type: none"> • Promotes increased tourism to the island of Ireland • Supports the industry in Northern Ireland to reach its potential • Strategic destination marketing role • Undertakes regional/product marketing and promotional activities on behalf of Fáilte Ireland and the Northern Ireland Tourist Board.

Glossary of Terms

ACCESS	Arts and Culture Capital Enhancement Support Scheme
Administrative Budget	The amount of the annual Vote allocated for administrative and non-programme expenditure
Appropriation Account	An annual balancing account of how the Vote was expended
Asset Register	A register of items purchased and/or held by the Department
BES	Business Expansion Scheme for Music
CDIS	Cultural Development Incentive Scheme
CERT	State Agency for Education, Recruitment and Training for the Hotel, Catering and Tourism Industry
Circular	An Official Notice conveying information, policy, guidelines or advice, normally issued by the Department of Finance
Departmental Council	Forum for management & trade union discussions within Department
DAST	Department of Arts, Sport and Tourism
ERDF	European Regional Development Fund
ESF	European Social Fund
Estimate	A Department's projected estimate of income and expenditure which is placed before the Oireachtas for approval on an annual basis
EU	European Union
FMS	A computerised Financial Management System used in Accounts areas
FOI	Freedom of Information Act, 1997
HRMS	Human Resources Management System
INPUT	Staff Suggestion Scheme which rewards ideas for improvement in service, efficiency or results in savings to the State
NDP	National Development Plan
Merit Award Scheme	A scheme whereby a proportion of the annual vote for salaries may be awarded to certain officers for exceptional performance
OECD	Organisation for Economic Co-operation & Development
Office Notice	An internal document providing direction, guidance or advice
OTMI	Overseas Tourism Marketing Initiative
PAC	The Public Accounts Committee of the Dáil
PAS	Personnel Administration System, a computer system used by Personnel Units in the Civil Service
PSMA	Public Service Management Act, 1997.
RTMI	Regional Tourism Marketing Initiative
Section 481	Scheme for the certification of film projects for tax incentive purposes
Shannon Development	Shannon Free Airport Development Co., responsible for Industrial Development and tourism matters in the Mid-west region
ISC	Irish Sports Council
State Agencies	Bodies whose mandate emanates from legislation or other Government authority
Structural Funds	EU funds aimed at bringing a country's standard of living up to an agreed European level
Vote	The amount and structure of spending authorised by the Oireachtas, for the Department in any one year
WTO	World Tourism Organisation