

# Freedom of Information

The Freedom of Information Acts, 1997 and 2003

## **SECTION 15 REFERENCE BOOK**

**Functions and Records  
of Údarás na Gaeltachta**

**2010 - 2012**

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# 1 Introduction

**The Freedom of Information Act, 1997 (“the FOI Act”), as amended by the Freedom of Information (Amendment) Act, 2003, effective from 21 April 1998, established the following statutory rights:**

- A legal right for each person to access information held by public bodies (Section 6);
- A legal right for each person to have official information about himself/herself amended where it is incomplete, incorrect, or misleading (Section 17);
- A legal right to obtain reasons for decisions affecting oneself taken by a public body (Section 18);
- A legal right for parents, guardians and next-of-kin with rights under Sections 17 and 18 on behalf of an individual.

The Act asserts the right of members of the public to obtain access to information to the greatest extent possible consistent with the public interest and the right to privacy of individuals subject to certain exemptions.

**The following records come within the scope of the FOI Act:**

- All records relating to personal information held by public bodies, regardless of when created;
- Personnel records of staff with effect from the 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, any member of staff;
- All other records created on, or after, the 21st April 1998 subject to certain exemptions;
- Any other records necessary to help the understanding of a current record.

The Act applies to Údarás na Gaeltachta from 21<sup>st</sup> January 2001.

This reference book was prepared in compliance with the requirements of Section 15 of the FOI Act. Its purpose is to assist the public in accessing information held by Údarás na Gaeltachta, by describing:

- the structure and functions of an tÚdarás
- the services provided and the manner in which they may be accessed;
- the classes of records held by an tÚdarás; and
- the manner in which records should be requested from an tÚdarás under the Freedom of Information Acts.

This book also provides an insight into the manner in which a person should make an application under the Act for information that may not be available through normal channels. There is a process, involving time limits and certain exemptions, laid down in the Act for making such an application.

The Freedom of Information (Amendment) Act 2003 introduced a number of amendments notably in relation to fees. Upfront fees apply to all non-personal FOI requests under Section 7 of the FOI Act (requests for access to records) and applications under Section 14 (Internal Review) and Section 34 (Review by the Information Commissioner).

The Section 15 Reference Book is available to the public on Údarás na Gaeltachta website at: [www.udaras.ie](http://www.udaras.ie).

**Information that is normally available**

Údarás na Gaeltachta already provides information to the public regarding its functions, work and schemes. The public can access such information on an informal basis at any time without having recourse to the Freedom of Information Acts. The Section 15 Reference Book describes the manner in which information regarding all aspects of the work done by Údarás may be accessed.

**Confidentiality**

The Freedom of Information Acts contain specific sections which are designed to allow a public body to protect information which is sensitive and confidential. Údarás na Gaeltachta will ensure, insofar as possible, that it uses all exemptions available under the FOI Act to protect information that is confidential, sensitive or personal.

Údarás na Gaeltachta will endeavor to ensure the confidentiality of any information given in confidence, insofar as it is in keeping with the legal obligations of Údarás, including the Freedom of Information Acts, 1997 and 2003.

## 2 Accessing Records held by Údarás na Gaeltachta

Under the Freedom of Information Act 1997 everyone has a right to apply for access to information not otherwise available. Each person has a right to:

- Access records held by Údarás na Gaeltachta
- Correct personal information relating to oneself held by an tÚdarás where it is incomplete, incorrect or misleading
- Access reasons for decisions made by Údarás na Gaeltachta directly affecting oneself.

### 2.1 Applications under the provisions of the Act

- The request should be in writing and must be accompanied by an application fee. The standard application fee is currently set at €15 with a reduced fee of €10 applying if a requester is covered by a medical card. Payment should be made by way of bank draft, money order, postal order or personal cheque made payable to Údarás na Gaeltachta. Some requests are exempt from fees – see Fees below.
- It should indicate clearly that the information is sought under the Freedom of Information Acts. If information is desired in a particular form i.e. photocopy, computer disk, etc. this should be mentioned in the application.
- When an application is being made, please give as much information as possible to enable the staff of Údarás na Gaeltachta to identify the relevant records.
- If you have difficulty in identifying the precise records which you require, Údarás na Gaeltachta will be happy to assist you in preparing your request.

Applications for records under the Freedom of Information Acts, 1997 and 2003 should be sent to:

**The Freedom of Information Officer,  
Údarás na Gaeltachta, Na Forbacha, Co. na Gaillimhe.**

Other contact details:

**Phone:** (091) 503100 **Fax:** (091) 503101

**E-mail:** [asf@udaras.ie](mailto:asf@udaras.ie)

### 2.2 Timescale for Requests

Údarás na Gaeltachta is obliged to:

- Acknowledge such a request within 10 working days of receipt of the request. *Working days under the provisions of the Acts exclude Saturdays, Sundays and public holidays.*
- Reply to a request for a record within 20 working days.

In certain circumstances, the period allotted for replying to a request may be extended as follows:

- 15 working days if the information being requested was given to Údarás by a third party or relates to a third party who must be consulted under the provisions of the Act before the information can be released. It may be necessary to extend this period for a further 10 working days depending on the number of third parties to be notified.
- 20 working days if the request relates to a very large number of records, or a large number of requests for the same records in which case all the requests could not be reasonably handled within the allotted time.

If the period is extended, you will receive notice of this before the end of the initial 20 working days and the reasons for the delay will be explained.

If Údarás na Gaeltachta considers that the request should have been sent to another public body, the request shall be forwarded to that body without delay and you shall be notified that this has happened. If it is appropriate, an tÚdarás will do this within 10 working days of receipt of your request. The request will then be handled by the relevant public body as a new request and will follow the timescales for reply as outlined above.

Similarly if Údarás na Gaeltachta holds some, but not all of the records requested, then the requester will be informed of this as soon as possible and Údarás will endeavor to supply the name(s) and contact details of the public bodies from whom the requester should request those records not held by an tÚdarás.

## **2.3 Request to have Personal Information Amended (Section 17)**

This section of the Act confers a legal right on each person to have information relating to him/herself amended where it is incomplete, incorrect or misleading.

A request to amend information must:

- be in writing (to the FOI Officer of Údarás na Gaeltachta at the address indicated above at 2.1)
- give details of the information which is believed to be incorrect, incomplete or misleading
- specify the amendments to be made
- supply appropriate information in support of the application.

## **2.4 Reasons for Decisions (Section 18)**

This Section of the FOI Act confers a legal right on each person to be provided with:

- the reasons for acts of public bodies particularly affecting that person
- findings on any material issues of fact made for the purposes of the acts.

Applications under Section 18 should be in writing to the FOI Officer of Údarás na Gaeltachta at the address indicated above at 2.1.

## 2.5 Rights of Review and Appeal

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. The applicant will be advised where an tÚdarás invokes these provisions to withhold information. Decisions in relation to deferral of access, charges, forms of access etc. may also be subject of appeals (see 2.5.1 and 2.5.2 below).

An internal review of the initial decision may be sought in the first instance. If the internal review is unsatisfactory an external review may be requested from the Information Commissioner. The procedure to be followed in seeking an internal review or an external review by the Information Commissioner is stated below.

With effect from 7 July 2003, fees are applicable in relation to appeals for internal and external review of non-personal requests. (see paragraph 3 below).

### 2.5.1 Internal Review

An internal review, performed by an executive at a higher level than the person by whom the initial decision was made, may be requested in the following circumstances:

- when access to information is refused
- when the information provided is incomplete
- when a request to amend a record is refused
- when access to a record is refused due to administrative problems
- when dissatisfied with the initial decision, e.g. form of access, cost, etc.
- when a reply to the initial request has not been received within 20 working days. This is deemed to be a refusal of the request, in which case the applicant may proceed with a request for an internal review.

Such an application for an internal review must be submitted within 20 working days of the initial decision.

An tÚdarás must complete an internal review within 15 working days.

Requests for internal review must be submitted to:

**The Freedom of Information Officer,  
Údarás na Gaeltachta, Na Forbacha, Co. na Gaillimhe.**

Other contact details:

**Phone:** (091) 503100 **Fax:** (091) 503101

**E-mail:** asf@udaras.ie

The internal review must normally be completed before an appeal may be made to the Information Commissioner.

### 2.5.2 Review by the Information Commissioner

Following completion of an internal review, the applicant may seek an independent review of the decision from the Information Commissioner.



An applicant may also appeal the matter to the Commissioner if a reply has not been received to a request for an internal review within 15 working days as this is also deemed to be a refusal.

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

**The Information Commissioner,  
18 Lower Leeson Street,  
Dublin 2.**

**Fón:** (01) 6395689    **Facs:** (01) 6395674 nó (01) 6395676

**Low Call:** 1890-223030

**e-mail:** [info@oic.ie](mailto:info@oic.ie)

**Intenet:** <http://www.oic.ie>

### **3 Fees**

Fees may be charged as follows:

#### **Application Fee**

##### **(a) Request for records under Section 7**

- A standard application fee of €15.00 must accompany an FOI request under Section 7 of the Freedom of Information Act for records containing non-personal information.
- A reduced fee of €10.00 applies if the person making such a request is the holder of a medical card or a dependant of a medical card holder.
- The following requests are exempt:
  - (i) A request under Section 7 for a record containing only personal information related to the requester (including a request made pursuant to Section 28(b) by a parent or guardian on behalf of a minor or disabled person or the next-of-kin or personal representative of a deceased person);
  - (ii) An application under Section 17 (right of amendment of records relating to personal information);
  - (iii) An application under Section 18 (right of person to information regarding acts of public bodies affecting the person);
  - (iv) An application in relation to a decision to charge a fee.

##### **(b) Internal Review under Section 14**

- A standard fee of €75.00 must accompany an application for internal review under Section 14.
- A reduced fee of €25.00 applies if the person making the request is covered by a medical card holder or a dependant of a medical card holder.
- The following internal review applications are exempt:

- (i) An application under Section 14 in relation to a decision concerning records containing only personal information related to the applicant (including an application made pursuant to Section 28(b) by a parent or guardian on behalf of a minor or disabled person or the next-of-kin or personal representative of a deceased person);
- (ii) An application in relation to a decision under Section 17 (right of amendment of records relating to personal information);
- (iii) An application in relation to a decision under Section 18 (right of person to information regarding acts of public bodies affecting the person);
- (iv) An application in relation to a decision to charge a fee or deposit of a particular amount.

**(c) Review by Information Commissioner under Section 34**

- A standard fee of €150.00 must accompany applications to the Information Commissioner under Section 34.
- A reduced fee of €50.00 applies if:
  - (i) The Applicant is a medical card holder or a dependant of a medical card holder, or
  - (ii) The person is specified in Section 29(2) i.e. a third party with the right to apply directly to the Information Commissioner where a public body decides to release their information on public interest grounds.
- The following applications to the Information Commissioner are exempt:
  - (i) An application concerning records containing only personal information related to the applicant (including an application arising from a request under Section 28(6) by a parent or guardian on behalf of a minor or disabled person or the next-of-kin or personal representative on behalf of a deceased person);
  - (ii) An application in relation to a decision under Section 17 (right of amendment of records relating to personal information);
  - (iii) An application in relation to a decision under Section 18 (right of person to information regarding acts of public bodies affecting the person);
  - (iv) An application in relation to a decision to charge a fee or deposit exceeding €25.00 under Section 47 in respect of search and retrieval and photocopying of records (decisions in relation to the charging of fees or deposits for search and retrieval and/or photocopying of less than €25.00 are not subject to review by the Information Commissioner);
  - (v) An application in relation to a decision to charge a fee under Section 47(6A), or a fee of a particular amount under Section 47(6A), on the grounds that the records concerned do not contain only personal information related to the requester or the requester is not a medical card holder or a dependant of a medical card holder.

**Other Fees**

Under Section 47 of the Freedom of Information Act, 1997, a fee may be charged for certain aspects of the work involved in the processing of a request under the Act.

The following is a schedule of the approved costs as currently specified in Statutory Instrument Number 139 of 1998.

- A fee of €0.04 per page in copying costs
- A fee of €20.95 per hour for the effective time spent in locating and copying records
- A fee of €0.51 for information supplied on computer disk (floppy) or €10.16 if supplied on CD-ROM.

In respect of personal records, the charge of €0.04 for copying can be applied though this can be waived having regard to the means of the requester and the nature of the records concerned. Fees for search and retrieval of personal information do not apply unless a very large number of records are involved.

No charge will apply for the time spent in processing the application. Such charges pertain only to the locating and copying of records, whether in paper form or in electronic form.

A deposit may be payable if the fee is greater than €50.80. In such circumstances an tÚdarás is obliged to assist the applicant as much as possible, if requested, to amend the application so as to reduce or cancel the amount of the deposit.

A fee may be waived in the following circumstances:

- Where the cost of collecting the fee is greater than the fee itself (this will apply in respect of fees less than €6.35)
- Where the information would be of particular assistance to the understanding of an issue of national importance
- In the case of photocopying personal information, where it would not be reasonable having regard to the means of the requester and the nature of the records sought.

## **4 Responsibilities of Údarás na Gaeltachta**

### **The Gaeltacht**

The Gaeltacht covers extensive parts of the counties of Donegal, Mayo, Galway and Kerry – all on the western seaboard – and also parts of the counties of Cork, Meath and Waterford. These Gaeltacht areas are the only parts of Ireland where Irish is still spoken as a community language. The population of the Gaeltacht is in excess of 92,000 people according to the 2006 Census of Population.

Since the beginning of the State, the preservation and development of the Gaeltacht as an Irish-speaking community has been regarded by successive Governments as being of the utmost importance. Not only does the Gaeltacht present an opportunity and a challenge to preserve Irish as a living community language, it also provides the ideal environment for people who wish to become proficient in Irish. Those regions provide an environment in which the language can develop naturally within a modern society.

### **Údarás na Gaeltachta**

It is the duty of Údarás na Gaeltachta to promote the economy of the Gaeltacht as a foundation for the preservation and the enrichment of the Irish language as a primary community language. To achieve this purpose Údarás fosters productive schemes of employment through the development of local natural resources, by promoting and developing skills and enterprise, and by attracting mobile investment to the Gaeltacht.

Údarás also promotes community development and assists in a wide range of linguistic and cultural activities in which community groups and businesses throughout the Gaeltacht are involved.

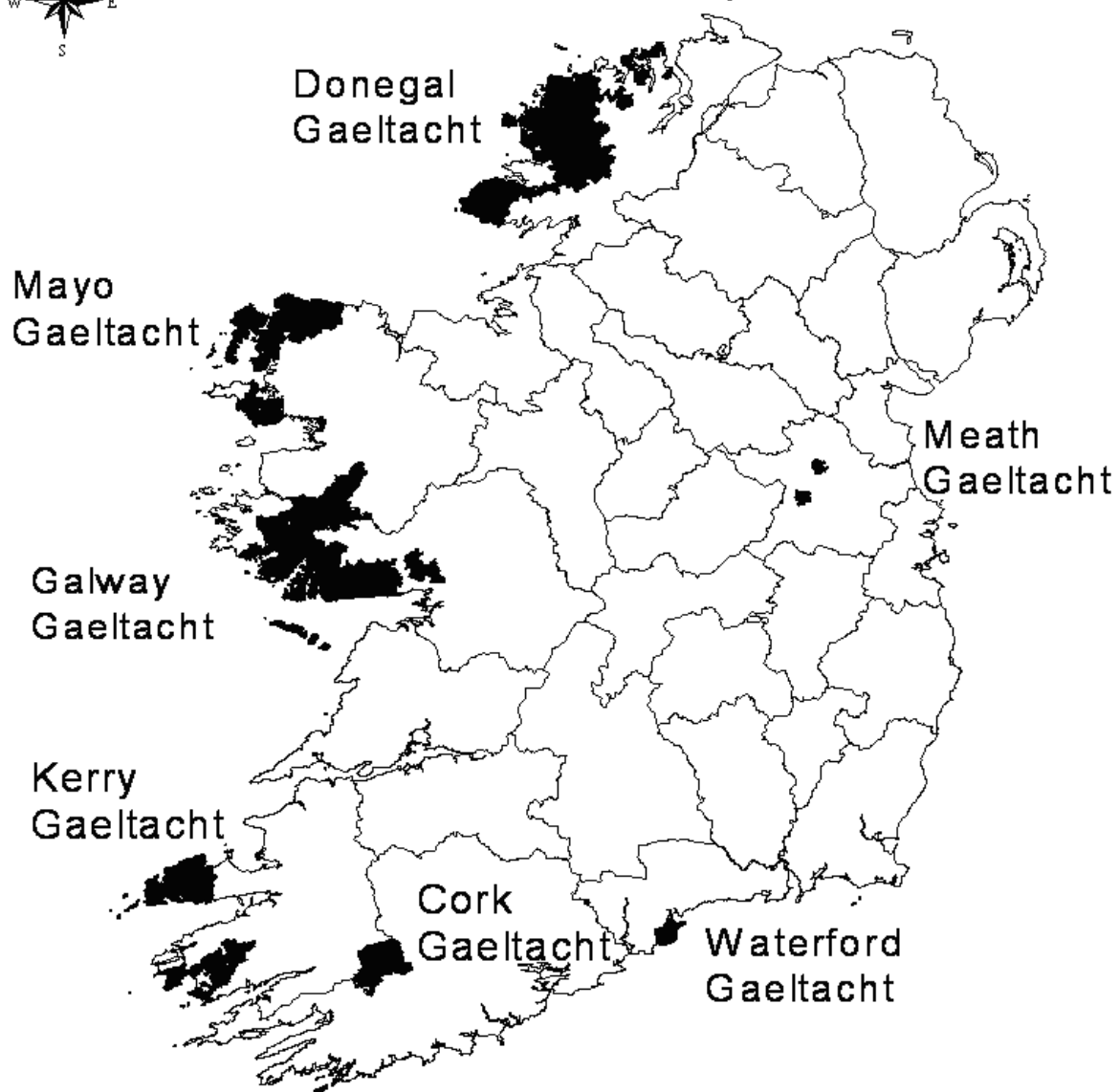
### **The Údarás na Gaeltachta Acts, 1979 to 1999**

Údarás na Gaeltachta was established on the 1st January 1980, under the Údarás na Gaeltachta Act of 1979. Údarás functions under that Act and amendments that have been made to it since then. The Act and its amendments are referred to as the Údarás na Gaeltachta Acts, 1979 to 1999.

The Act and its amendments give the following functions to Údarás na Gaeltachta:

- encourage the preservation and extension of the use of the Irish language as the principal medium of communication in the Gaeltacht and ensure that Irish is used to the greatest extent possible in the performance by it and on its behalf of its functions;
- carry on, control and manage in the Gaeltacht (either directly or, in any particular case, through a body corporate controlled by an tÚdarás) such industries and productive schemes of employment as it thinks fit;
- For the purpose of establishing, developing or maintaining productive schemes of employment in the Gaeltacht, an tÚdarás shall have the power in any particular case
  - (a) to form a body corporate;
  - (b) to take part with other persons in the formation of a body corporate or in a partnership or otherwise, and
  - (c) subject to Section 10, to purchase or take or sell shares in a body corporate;
  - (d) to provide financial assistance (grants, shares and expenditure on buildings or otherwise)
- administer schemes, projects, programmes and other financial facilities requiring the disbursement of funds from an institution of the European Community or the disbursement of such other funds as the Minister may from time to time, with the consent of the Minister for Finance, approve;
- for the purposes of Section 10 of the Act, an tÚdarás shall have the power to acquire, receive on transfer, hold, sell, mortgage, lease, let, or otherwise dispose of land, buildings, markets, premises or plant and to erect, alter or maintain buildings, markets, premises or plant.

# The Gaeltacht



The Gaeltacht

Northern Region  
Donegal Gaeltacht

Connacht/Leinster Region  
Gaeltachts of Mayo, Galway & Meath

Southern Region  
Gaeltachts of Kerry, Cork & Waterford

Foinse: 8 dara rna Gaeltachta  
Gairbhéiríocht Ordánais Eileann  
Lúnasa 2002

## **5 The Údarás na Gaeltachta Strategy and Mission Statement**

### **Strategy**

In keeping with the aspirations of the State and the Government, the strategic aim of Údarás na Gaeltachta is to preserve, foster and develop a productive Gaeltacht community, defined by language, culture and environment. The primary objective is a cohesive development strategy and every aspect of that strategy must have due regard for the Irish language and its development, so that the language can be acquired and maintained as the normal language of the Gaeltacht.

The Irish language, culture and the environment, being the defining elements of the Gaeltacht, give us the strength and pride that encourage us to fulfill the optimum potential of the Gaeltacht and its people.

### **Mission Statement: Sustaining Communities and Maintaining Language**

To strengthen and develop the Gaeltacht as the foundation for preserving the Irish language as the principal medium of communication of the community.

This objective will be achieved through strategic aims in the following areas:

- Community and Language Initiatives
- Enterprise and Employment
- Training and Human Resource Development

These aims are interlinked and take the following into account:

- That a strong community is dependent on economic development and on profitable industries, and on a broad range of activities and beneficial community-based services;
- That economic development, industries and beneficial social employment are dependent on a skilled and efficient workforce;
- That people understand the value of skills that are essential to sustain an active self-confident community.

## **6 An Overview of Údarás na Gaeltachta**

The Head Office of Údarás na Gaeltachta is in Na Forbacha, Co. Galway. Regional offices are located in Gaoth Dobhair, Co. Donegal; An Daingean, Co. Kerry; and Na Forbacha, Co. Galway. There are sub-offices in Béal an Mhuirthhead, Co. Mayo, and Baile Mhic Íre, Co. Cork.

The Board of Údarás na Gaeltachta has 20 members, seventeen of whom are elected directly by the people of the Gaeltacht in an election that is held approximately every five years. The other three, including the Chairperson, are appointed by the Minister for Community, Rural and Gaeltacht Affairs.

### **Approval of Aid for Development**

Údarás Na Gaeltachta promotes development in the Gaeltacht by providing both financial and non-financial assistance for industrial, service and community based projects. Assistance can be by way of grant-aid, share investment, the provision of premises, or other as appropriate for the specific proposal within the confines of assistance schemes being operated by an tÚdarás at the time.

Sanctioning of aid given by an tÚdarás for industrial development and for the development of employment opportunities is made at Údarás Board level or at Regional Committee level. There are three Regional Committees, composed of the local members of the Údarás Board which have statutory authority under the Údarás na Gaeltachta (Amendment) (No.2) Act 1999. These Regional Committees function on a geographical basis as follows:

- The Northern Regional Committee is responsible for the Donegal Gaeltacht
- The Connacht/Leinster Regional Committee is responsible for the Gaeltacht areas in the counties of Mayo, Galway and Meath
- The Southern Regional Committee is responsible for the Gaeltacht areas in the counties of Kerry, Cork and Waterford.

## **7 Organisation Structure**

The Údarás executive is composed of four main strategic divisions, which are composed of sections, to deal effectively with its obligations. The four main divisions are:

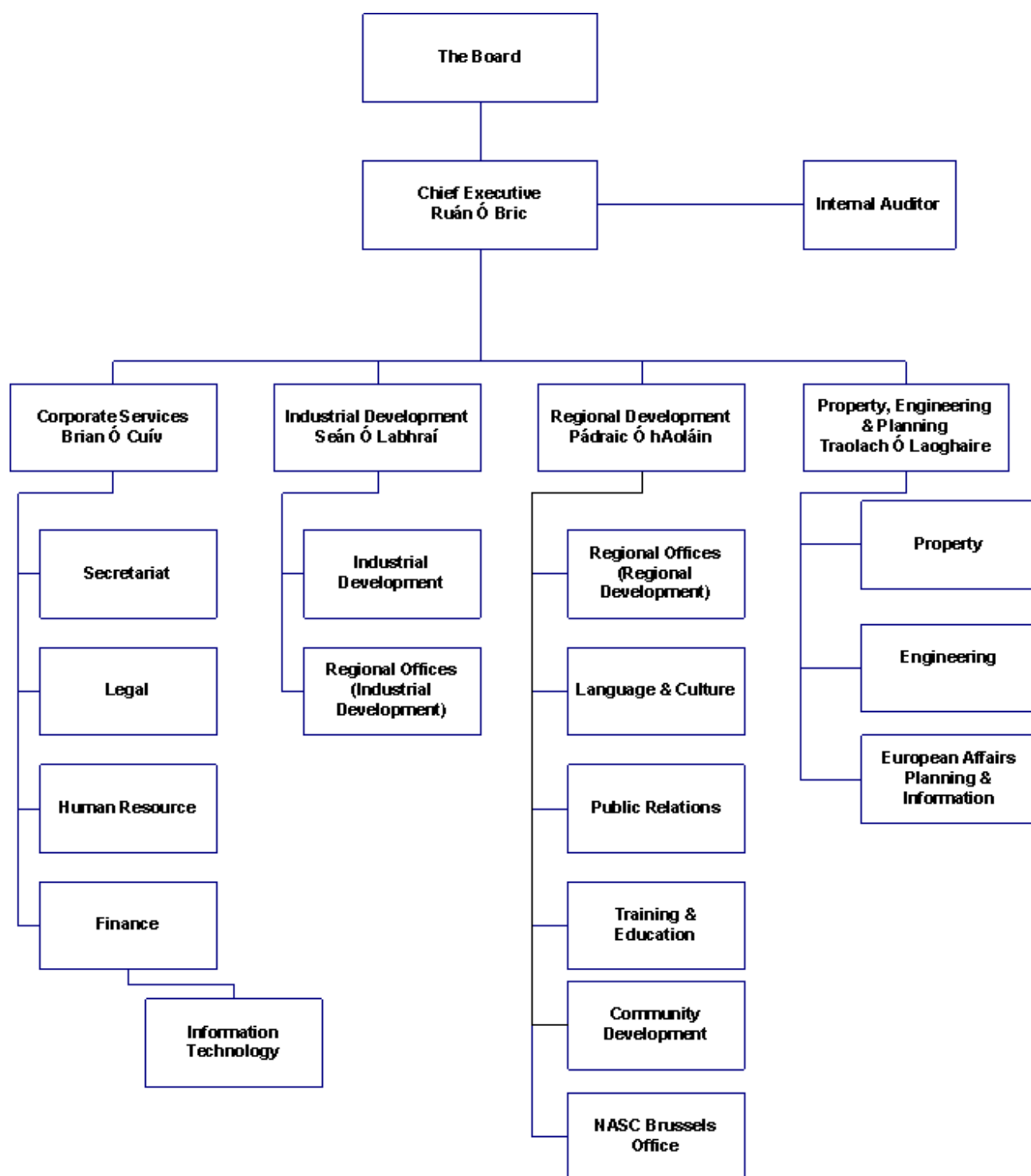
- Corporate
- Policy and Planning
- Enterprise and Employment
- Property and Engineering

All the main divisions report to the Chief Executive in the performance of their duties.

The following pages describe these main divisions, their sub-divisions, their role, structure and obligations, and the classes of records held by them.

The Organisation Chart gives an overview of the executive structure in Údarás na Gaeltachta.





## 8 Divisions of Údarás na Gaeltachta

### 8.1 The Office of the Chief Executive

#### Role and Structure

The Chief Executive is responsible for the day to day management and administration of Údarás na Gaeltachta.

He reports to the Údarás Board and has overall responsibility for the administration of the executive.

#### Services Provided

- Management and administration of the organisation
- Promotion of business relationships and linkages between an tÚdarás and the Public Sector in general and the Gaeltacht community.

#### Accessing Information

Information regarding the functions of the Chief Executive's Office may be obtained by contacting the Secretariat Section at:

**An Rannóg Rúnaíochta,  
Údarás na Gaeltachta  
Na Forbacha,  
Co. na Gaillimhe.**

**Phone:** 091 503100      **Fax:** 091 503101

**E-mail:** runai@udaras.ie

#### Classes of Records

The main classes of records held by the Chief Executive's Office are:

- Administrative Files
- Correspondence Files
- Statements from Board Members and from designated officers under the Ethics in Public Office Acts
- Various Reports and Publications.

*Records may be in electronic and/or in paper form*

#### 8.1.1 Internal Audit

##### Role and Structure

An external company provides internal audit services to an tÚdarás and its subsidiary companies on a contract basis. The company agrees, carries out and reports on an internal audit programme and follows up on it as is necessary at the request of the Chief Executive or the Audit Committee of an tÚdarás. The Secretary provides assistance with the coordination of this service on behalf of the Chief Executive and the Audit Committee. Every aspect and action of an tÚdarás and its subsidiaries are open to audit by the service.

## Services Provided

The internal audit service is provided to the organisation itself.

## Accessing Information

Inquiries regarding the work of the internal auditing service should be directed to:

**An Rúnaí,**  
**Údarás na Gaeltachta, Na Forbacha, Co. na Gaillimhe.**  
**Phone:** (091) 503100 **Facs:** (091) 503101  
**E-mail:** [runai@udaras.ie](mailto:runai@udaras.ie)

## Classes of Records

The internal auditing service contains the following file categories:

- Internal Audit Files
- Files relating to its business affairs with an tÚdarás
- General correspondence files with an tÚdarás and its subsidiary companies.

*Records may be in electronic and/or in paper form*

## 8.2 The Corporate Division

The corporate administrative responsibilities of an tÚdarás, including the Secretariat, Legal, Personnel, Financial and Computer Sections, come under the Corporate Division.

### 8.2.1 The Secretariat Section

#### Role and Structure

The role of the Secretariat Section is to assist an tÚdarás in implementing appropriate corporate practices in the performance of its duties. The section ensures that Údarás na Gaeltachta fulfils its legal obligations, that it adheres to policies, schemes and to the guidelines under which the organisation is obliged to function, and that it implements satisfactory policies and procedures to fulfill those obligations.

This Section is responsible for:

- Attending to the requirements of an tÚdarás Board, its meetings, certain sub-committees of the Board, the Evaluation Committee and the Audit Committee.
- Attending to the working relationship between an tÚdarás and the Department of Community, Rural and Gaeltacht Affairs to which an tÚdarás reports
- Providing information in response to parliamentary questions and other requests for information from public representatives, State departments and other State bodies such as Enterprise Ireland, the Industrial Development Agency, Forfás and Shannon Development
- The Freedom of Information Act, Data Protection Act and Access to Information on the Environment

- Office supplies and other administrative services for the organisation.
- Revocation and writing-off of grants

## **Services Provided**

1. **Company Registration Service**  
A limited company registration service is provided for Údarás clients. This service can be availed of primarily by contacting the development officer in an tÚdarás who is dealing with the client in any particular case.
2. **Requests and Inquiries**  
Where members of the public are dissatisfied with or unclear about the activities of Údarás Na Gaeltachta or its staff, representations are often made by public representatives on their behalf. Such representations are channeled through the Secretariat Section. Such requests and enquiries may be forwarded to: The Secretary, Údarás na Gaeltachta, Na Forbacha, Co. na Gaillimhe.
3. **Complaints Procedure**  
A formal procedure exists for dealing with complaints. The Corporate Secretary is the contact point for submitting such complaints except in instances concerning the Secretary himself where such complaints may be forwarded to the Chief Executive at the same address.

## **Accessing Information**

Inquiries regarding the work of the division should be directed to:

**Brian Ó Cuív, Secretary,**  
**Údarás na Gaeltachta, Na Forbacha, Co. na Gaillimhe.**  
**Phone:** (091) 503100 **Fax:** (091) 503101  
**E-mail:** b.ocuiv@udaras.ie

## **Classes of Records**

The main classes of records held by the Údarás Corporate Secretary's Office are:

- Board documents and minutes of the meetings of an tÚdarás, the Evaluation Committee, Audit Committee and the Regional Committees
- Share Register for corporate bodies for which the section provides a secretarial service, as well as files of supporting information, which include copies of statutory minutes
- Records of the travel and subsistence claims by, and payments to, members of the Board of Údarás na Gaeltachta and the Evaluation Committee
- Documentation relating to schemes, guidelines, levels of authority, procedures and other provisions; and documents relating to the terms of reference, standing orders and membership of sub-committees of an tÚdarás
- Letters from the Department of Community, Rural and Gaeltacht Affairs regarding appointments to an tÚdarás and to the Evaluation Committee and other letters of approval and authority
- A register of Board members' and staff interests under Section 15A of the Údarás na Gaeltachta Act, 1979 (as inserted by article 12 of the Údarás na Gaeltachta Act (Amendment) (No. 2), 1999), and annual records of decisions in which such interests were disclosed
- Administrative files on the work of the section

- Files relating to correspondence with public representatives and relating to other inquiries, and to discussions and correspondence with the Department of Community, Rural and Gaeltacht Affairs regarding the various aspects of the Údarás functions and its working relationship with the Department
- Files relating to the internal audit service
- Copies of certificates issued by an tÚdarás from time to time under the Tax Relief Scheme for Seed Capital and the Enterprise Expansion Scheme
- Files relating to applications for information under the Freedom of Information Act and Access to Information on the Environment (if any)

*Records may be in electronic and/or in paper form*

### **8.2.2 The Legal Section**

#### **Role and Structure**

The primary purpose of the Legal Section is to provide a legal service for an tÚdarás in fulfilling all aspects of its work. A qualified lawyer heads this section.

#### **Services Provided**

The Legal Section prepares:

- Grant Agreements
- Shareholders' Agreements
- Leases on buildings and other Údarás property
- Documentation regarding the sale and purchase of property
- Documentation regarding legal cases involving an tÚdarás and legal advice sought by an tÚdarás.

As this section deals solely with the legal affairs of the organisation, no services are provided to the general public.

#### **Accessing Information**

There is no published information available regarding the workings of this section. General inquiries regarding the work of the section should be directed to:

**Mairéad Ní Rinn, Legal Officer,**  
**Údarás na Gaeltachta, Na Forbacha, Co. na Gaillimhe.**  
**Phone:** (091) 503100    **Fax:** (091) 503101  
**E-mail:** mnirinn@udaras.ie

## Classes of Records

The following Classes of Records are held in the Legal Section

- Precedents of legal agreements between an tÚdarás and its clients, e.g. grant agreements, leases, share subscription agreements
- Legal agreements between an tÚdarás and its clients
- Title Documents
- Legal Files, including:
  - Correspondence between the Legal Division and Údarás clients or their agents
  - Correspondence between the Legal Division and the Land Registry, the Land Commission, the Revenue Commissioners and other State agencies
- General administration files.

*Records may be in electronic and/or in paper form*

## 8.2.3 The Human Resources and Staff Development Section

### Role and Structure

The primary purpose of the Human Resources and Staff Development Section is to participate in the corporate goals of Údarás na Gaeltachta through the implementation of the organisation's human resources and staff development policies.

### Services provided

The following principal aspects pertain to the performance of the section's duties:

- Identifying staffing needs, seeking approval, advertising for and filling positions
- Identifying staff training requirements and providing development opportunities
- Promoting goodwill with the staff and its unions
- Getting approval for and implementing staff salary structures and other terms of employment
- Administration of superannuation schemes
- Implementing staff welfare schemes and other duties that come under the section
- Údarás responsibilities regarding the implementation of the Safety, Health and Welfare at Work Act
- Fostering good practice in an tÚdarás, in staff and employment matters
- Administration of the Management Development Scheme, the Apprenticeship Development Scheme and other work related to the development of Human Resources and Staff Development

### Accessing Information

Inquiries regarding the work of the section should be directed to:

**Pádraic Ó Conghaile, Human Resources and Staff Development Executive**  
**Údarás na Gaeltachta, Na Forbacha, Co. na Gaillimhe.**

**Phone:** (091) 503100 **Fax:** (091) 503101

**E-mail:** [p.oconghaile@udaras.ie](mailto:p.oconghaile@udaras.ie)

## **Classes of Records**

The following classes of records are held in the Personnel Section:

- Personnel records on the administrative, professional and technical staff of an tÚdarás containing information on employment contracts, service records, wages and salary rates, and all other aspects of the organisation's relationship with its staff and former staff
- Records regarding staff recruitment
- Staffing related correspondence with the Department of Community, Rural and Gaeltacht Affairs
- The Údarás na Gaeltachta Safety Statement
- Copies of various employment statutes
- Correspondence with the staff and their unions
- Code of Conduct, staff manual and agreements with the staff of the organization
- Files on the Superannuation Schemes and their administration.
- Files on the Management Development Scheme
- Files on the Apprenticeship Development Scheme

*Records may be in electronic and/or in paper form*

## **8.2.4 The Financial Section**

### **Role and Structure**

The Financial Section has a central role in the functions performed by an tÚdarás in its attending to the total financial requirements of the organisation.

The Section staff includes qualified accountants and other members of staff. An tÚdarás utilises the Financial Section to provide young Gaeltacht graduates with a worthwhile work contract while they study for their professional qualification.

### **Services Provided**

The Financial Section is responsible for the total financial management of an tÚdarás.

The services provided include:

- The preparation the Annual Estimates of an tÚdarás
- Claiming and managing the Údarás funding from the Exchequer
- Making all Údarás payments
- Keeping taxation matters and other legal financial matters up to date
- Keeping a register of Fixed Assets
- Collecting rent from Údarás tenants and collecting other debts
- Preparing Monthly and Year-end accounts.
- Ensuring that obligations under the Late Payment in Commercial Transactions Regulations 2002 are fulfilled

- Accounting for the funding received from the Structural Funds and from other European Union funds
- The Financial Controller also functions as Procurement Officer for an tÚdarás, overseeing compliance with proper practices regarding public procurement.

### **Accessing Information**

General inquiries regarding the work of the section should be directed to:

**Gearóid Breathnach, Financial Controller,  
Údarás na Gaeltachta, Na Forbacha, Co. na Gaillimhe.**

**Phone:** (091) 503100 **Fax:** (091) 503101

**E-mail:** breathnach@udaras.ie

All information regarding the financial matters of an tÚdarás, capital and current, are available in this section, as are all the books of account that must be maintained to fulfill the statutory obligations of an tÚdarás.

### **Classes of Records**

The following records are available in the Financial Section:

- Financial Accounts of Údarás na Gaeltachta
- Client Files
- Files relating to the NASC office in Brussels
- Details of suppliers and contractors and guidelines on public procurement
- Files relating to Community Employment Schemes
- Fixed Asset Register
- Details of creditors and debtors
- Administration Files.

*Records may be in electronic and/or in paper form*

## **8.2.5 The Computer Section**

### **Role and Structure**

The Computer Section is responsible for:

- Maintaining and supporting electronic systems in the organisation
- Promoting the development of electronic systems
- Developing the use of new technology for the achievement of the organisation's goals

### **Services provided**

The section fulfils its responsibilities by providing the following services to the organisation:

- Managing the organisation's computer hardware and software
- Managing the organisation's communications systems, both computer and telecommunications
- Assisting the management, maintenance and development of electronic systems for the organisation's effectiveness



The section does not provide any services to the general public.

### **Accessing Information**

Inquiries regarding the work of the division should be directed to:

**Seán Ó Ráighne, Computer Manager,  
Údarás na Gaeltachta, Na Forbacha, Co. na Gaillimhe.  
Phone: (091) 503100 Fax: (091) 503101  
E-mail: [oraighne@udaras.ie](mailto:oraighne@udaras.ie)**

### **Classes of Records**

The following records are available in the Computer Section:

- All electronic information systems of an tÚdarás
- Information files, systems manuals
- General Administration Files.

*Records may be in electronic and/or in paper form*

## **8.3 The Planning and Policy Division**

This division is responsible for matters relating to corporate planning and policy. The planning function includes strategic and corporate planning and language planning. The implementation of these functions are delegated to various sub-sections as follows.

Planning  
Language and Culture  
Community Development  
Cultural Tourism  
NASC Office in Brussels  
Regional Development

### **Accessing Information**

Inquiries regarding the work of the division should be directed to:

**Stiofán Ó Cúláin, Senior Manager for Planning and Policy,  
Údarás na Gaeltachta, Na Forbacha, Co. na Gaillimhe.  
Phone: (091) 503100 Fax: (091) 503101  
E-mail: [stoc@udaras.ie](mailto:stoc@udaras.ie)**

### 8.3.1 Planning

#### Role and Structure

The primary responsibility of this section relates to corporate planning.

#### Services Provided

The section provides the following services:

- A central role in the formation of organisational strategy
- Reporting on the progress of the action plan, based on the agreed targets and measures
- Liaising with other State departments and organisations
- An annual employment survey and various other surveys carried out on behalf of the organisation
- A monitoring role in respect of the Project Information System in conjunction with the Computer Section
- Coordinating the interpretation and implementation of EU and State Rules on State Aid in the organisation

#### Accessing Information

General inquiries regarding the work of the section should be directed to:

**Sonya Nic Lochlainn, Planning Executive,**  
**Údarás na Gaeltachta, Na Forbacha, Co. na Gaillimhe.**  
**Phone:** (091) 503100 **Fax:** (091) 503101  
**E-mail:** snl@udaras.ie

#### Classes of Records

The following records are available in the Planning:

- Files on State Aid
- The Organisation's Strategic Plan
- Files on Correspondence with State Departments
- Files on Correspondence with other Organisations
- Employment Surveys and other Surveys
- Geographic Information System and Maps.

*Records may be in electronic and/or in paper form*

### 8.3.2 Language and Culture

#### Role and Structure

The role of Údarás na Gaeltachta in relation to the Irish language emanates from the provision in the Údarás na Gaeltachta Act, 1979 which states that an tÚdarás shall encourage the preservation and extension of the use of the Irish language as the principal medium of communication in the Gaeltacht. This section has the primary aim of strengthening the Irish language as the principal means of communication in the affairs of an tÚdarás and in the community.

**The following are the main aspects of the section's duties:**

- Devising suitable schemes and resources to ensure that the Irish language is used in the diverse range of projects being funded by an tÚdarás
- Encouraging the preservation and extension of the use of the Irish language as the principal medium of communication in the community within the terms of reference and schemes of the organisation.

**Services Provided**

The Language and Culture Section administers a wide range of projects which are directed at the fostering, extensions and development of the Irish language and culture within the Gaeltacht. The primary projects and schemes being administered in full or in part to promote the Irish language include:

- Comhar Naíonraí na Gaeltachta Teo - an independent Company providing early childhood education services
- Óige na Gaeltachta Teo. - an independent Company providing youth services in the Gaeltacht
- Language Services Centres - Irish Courses for adults
- Developing and fostering language-based arts, cultural and community events
- Promoting the use of the Irish language in Gaeltacht companies
- Promoting the Community Language Scheme 'Gaeilge 2010'

**Accessing Information**

Information in relation to the section's schemes may be accessed by requesting a copy of the section's information brochures or by contacting the Language and Culture Development Officer in the relevant region.

General inquiries regarding the work of this section should be directed to:

**Maire Ní Mhainín, Language Co-ordinator or Peadar Ó Maoláin, Development Executive,**  
**Údarás na Gaeltachta, Na Forbacha, Co. na Gaillimhe.**

**Phone:** (091) 503100 **Fax:** (091) 503101

**E-mail:** [m.nimhainin@udaras.ie](mailto:m.nimhainin@udaras.ie), [p.omaolain@udaras.ie](mailto:p.omaolain@udaras.ie)

**Classes of Records**

The following records are available in the Cultural and Linguistic Section:

- Files on the section's dealings with other organisations
- Files on the activities of the section within the community
- General Administration Files.

*Records may be in electronic and/or in paper form*

### **8.3.3 Community Development**

**Role and Structure**

The role of the Community Development Section is to administer Údarás na Gaeltachta schemes which are for the benefit of co-operatives, community-based companies and voluntary community groups. The section promotes community development by way of a consultative process and a range of financial incentives which includes an

administration grant for community co-operatives and the community development programme which is based on a participative role for community groups. The section also administers a large number of Community Employment Schemes in the Gaeltacht in partnership with FÁS and individual community groups. The section is also responsible for administering the Rural Social Scheme in the Gaeltacht in conjunction with POBAL on behalf of the Department of Community, Rural and Gaeltacht Affairs. The Community Development Manager administers the various schemes with the assistance of the Regional Offices structure.

### **Service Provided**

- Advice and assistance to co-operatives and voluntary groups
- Assessment of community proposals
- Administration of Community Employment Schemes
- Administration of Co-operative and Community Based Company Grant Scheme
- Advice in relation to projects in the social economy
- Administration of Rural Social Scheme

### **Accessing Information**

General inquiries in relation to the functions of the section should be addressed to:

**Tadhg Ó Conghaile, Community Development Manager,  
Údarás na Gaeltachta, Na Forbacha, Co. na Gaillimhe.**

**Phone:** (091) 503100 **Fax:** (091) 503101

**E-mail:** [t.oconghaile@udaras.ie](mailto:t.oconghaile@udaras.ie)

### **Classes of Records**

The following records are available in the Community Development Section:

- Brochures on the schemes operated by the section
- General administration files

*Records may be in electronic and/or in paper form*

### **8.3.4 Cultural Tourism**

#### **Role and Structure**

The implementation of cultural tourism programme which aims to market the Gaeltacht and develop tourism products and services.

This section carries out the mandate of the Údarás subsidiary company 'Imeachtaí Gaelsaoire Teo.' which implemented this programme until 2006 under the brand name of 'Gaelsaoire'.

#### **Services Provided**

- Advice on cultural tourism product development
- Advice on Gaeltacht cultural tourism marketing initiatives
- Information on Gaeltacht tourism linkages to regional and national tourism bodies

## Accessing Information

General inquiries in relation to the functions of this section should be addressed to:

**Sonya Nic Lochlainn, Údarás na Gaeltachta,  
Na Forbacha, Co. na Gaillimhe.**

**Phone:** (091) 503100 **Fax:** (091) 503101

**E-mail:** [snl@udaras.ie](mailto:snl@udaras.ie)

## Classes of Records

The following records are available in the Cultural Tourism Section:

- Diverse variety of tourism publications
- Cultural tourism strategic plan 2007 – 2010
- Application forms for various grants

*Records may be in electronic and/or in paper form*

## 8.3.5 NASC Office in Brussels

### Role and Structure

Údarás na Gaeltachta, in partnership with the National University of Ireland, Galway, the County Councils of Donegal, Mayo, Galway, Kerry and Cork, and Galway City Council jointly fund an EU information office in Brussels providing up to date information on EU affairs to the partners.

NASC works on policies and programmes at a regional, national and European Union level and is the primary network used by the partners for their EU proposals.

### Services Provided

The NASC office in Brussels provides the following coordinated services for the NASC partners:

- Regular reports on the various aspects of EU functions, including policies, programmes and sources of aid
- Helping the NASC partners in preparing applications for EU programmes
- Providing information on the EU to the NASC partners
- Helping the partners with inquiries on EU matters.

## Accessing Information

Information in relation to the functions of the Office is available on its website at [www.nasc.ie](http://www.nasc.ie).

General inquiries in relation to the work of the NASC Office should be directed to:

**Seán Ó Beinéid, Director, NASC (West Ireland European Liaison),  
9th Floor, Rond-Point Schuman 6, B-1040 Brussels.**

**Phone:** 00322 282 8404 **Fax:** 00322 282 8406

**E-mail:** [j.bennett@pophost.eunet.be](mailto:j.bennett@pophost.eunet.be).

## Classes of Records

The following records are available in the NASC Office:

- Policies, EU funding programmes
- EU projects
- Information reports
- General Administration files
- Minutes of the Partners' meetings
- European Commission publications
- General correspondence
- Various other publications.

*Records may be in electronic and/or in paper form*

### 8.3.6 Regional Development

#### Accessing Information

Inquiries regarding the work of this Sector should be directed to:

**Stiofán Ó Cúláin, Senior Manager for Planning and Policy,  
Údarás na Gaeltachta, Na Forbacha, Co. na Gaillimhe.**

**Phone:** (091) 503100    **Fax:** (091) 503101

**E-mail:** stoc@udaras.ie

#### Regional Offices of Údarás na Gaeltachta

##### Role and Structure

To fulfill its regional obligations, Údarás na Gaeltachta has regional offices in the three principal Gaeltacht regions.

These offices are responsible for the implementation of Údarás policies and schemes locally. The regions of operation are as follows: the Gaeltacht areas of Donegal in the northern region; Galway, Mayo and Meath in the Connacht/Leinster region; and Kerry, Cork and Waterford in the southern region. The Map of the Gaeltacht in this reference book illustrates the Gaeltacht areas covered by each region.

The Regional Offices report to the Senior Manager for Planning and Policy.

##### Services in the Regions

###### The Donegal Gaeltacht

The main office of an tÚdarás in the Donegal Gaeltacht is located in the Gaoth Dobhair Business Park and all members of the Údarás staff for the Donegal Regional Office are located there. A regular service is provided in Gleann Cholm Cille, an Ghaeltacht Láir, Na Rosa, Cloich Cheann Fhaola and in the Fánaid area, as well as in the Gaeltacht Islands of Donegal as required, to ensure that a full service is provided to the community.

###### The Connacht/Leinster Gaeltacht

In addition to its Regional Office located at the Údarás headquarters in na Forbacha, Údarás also has a permanent office in Béal an Mhuirthead. Executives are also available on a weekly basis in Carna, Ceantar na nOileán, Dúiche Sheoigheach, Acaill and in other areas such as Ráth Chairn, Baile Ghib and Tuar Mhic Éadaigh as well as on the three Oileáin Árann on a regular basis and as required.

### **The Munster Gaeltacht**

The main office in the Munster Gaeltacht is located in Corca Dhuibhne (an Daingean), the largest centre of population in the Munster Gaeltacht. There is a permanent sub-office, with a full-time staff, in Baile Mhic Íre, Co. Cork. Údarás officers provide a weekly service in An Rinn/An Seanphobal in Waterford, in Uíbh Ráthach in South Kerry and on Oileán Chléire as required.

By serving the various areas in this manner on a regular basis, Údarás ensures that its services are readily available to the total Gaeltacht population.

### **The Work Programme**

The Regional Offices function through a programme which is agreed internally and with the Board's Regional Committees each year. The programme details the principal developments being envisaged for the various sub-areas, including the time-scale involved and any other relevant matters. In the past number of years the programme has aimed at giving special priority to the most disadvantaged sub-areas in those regions so that they can overcome the various challenges from an economic, social and cultural aspect.

### **Range of Functions**

The Offices deal with a wide range of functions that can be categorised as follows:

- Development of Small Businesses and aftercare of businesses located in their respective regions
- Language and Culture
- Tourism
- Natural Resources
- Community Development
- The Social Economy
- Community Co-operatives Schemes
- Relationship with other organisations, and
- Implementing other Údarás Schemes in the Regions.

The Regional Offices also provide a range of additional secondary services connected with industrial and community development.

### **Accessing Information**

Information regarding the functions of the Regional Offices may be accessed by contacting the Regional Managers as follows:

**Cathal Mac Suibhne**  
**Regional Manager**  
**Údarás na Gaeltachta,**  
**Páirc Ghnó Ghaoth Dobhair,**  
**Doirí Beaga,**  
**Leitir Ceanainn,**  
**Co. Dhún na nGall.**  
**Phone:** (074 ) 9560100 **Fax:** (074) 9560101  
**E-mail:** cmacs@udaras.ie

**Máirtín Ó Conghaile**  
**Regional Manager**  
**Údarás na Gaeltachta,**  
**Na Forbacha,**  
**Co. na Gaillimhe.**  
**Phone:** (091) 503100 **Fax:** (091) 503101  
**E-mail:** m.oconghaile@udaras.ie

**Éamonn Ó Neachtain**  
**Regional Manager**  
**Údarás na Gaeltachta,**  
**An Daingean,**  
**Co. Chiarraí.**  
**Phone:** (066) 9150100 **Fax:** (066) 9150101  
**E-mail:** eon@udaras.ie

### **Classes of Records**

The following general classes of records are available in the various Regional Offices and sub-offices:

- Files on the meetings of the Regional Committees
- Files on the Regional Offices' clients
- Various other files relating to other organisations, committees, or other material accessed on a regular basis
- Application forms and information leaflets
- Reports and publications
- General Administration Files.

*Records may be in electronic and/or in paper form*



## 8.4 The Enterprise and Employment Section

**Seán Ó Labhraí, Deputy Chief Executive,  
Údarás na Gaeltachta, Na Forbacha, Co. na Gaillimhe.**  
**Phone:** (091) 503100 **Fax:** (091) 503101  
**E-mail:** lowery@udaras.ie

### Role and Structure

One of the primary aims of Údarás na Gaeltachta is to create employment that is economically sustainable as a pre-requisite for the economic, social and cultural development of the Gaeltacht. Through the Industrial Development Division Údarás na Gaeltachta implements industrial development programmes that are aimed at the development of natural resources and entrepreneurial skills, and at attracting mobile investment to the Gaeltacht. Aquaculture and fish processing are regarded as important aspects of the division's role.

The Industrial Development Division has responsibility for marketing the Gaeltacht as an attractive development location and for the sourcing of suitable proposals which will be the basis for economic development and the creation of employment in the Gaeltacht.

The work of the division may be organised on a sectoral basis or on geographical regions, depending on the sectors or geographic regions being targeted at any particular time.

As well as regional development, the Regional Offices also have an industrial development responsibility. This responsibility of the Regional Offices is basically concerned with small businesses and industries that emanate from Gaeltacht project promoters. The Regional Offices report to the Deputy Chief Executive in this aspect of their role.

### Services Provided

The division provides the following services:

- Sourcing and evaluating suitable industrial proposals and presenting recommendations to an tÚdarás
- Supporting promoters, from the sanctioning of aid until the business is up and running
- Providing after-care and development services for projects being supported by the division
- Providing recommendations in regard to the development strategy of an tÚdarás
- Ensuring that the Gaeltacht community gets the fullest benefit from the natural resources in their areas, especially in respect of all aspects of aquaculture
- Processing applications from Gaeltacht industries seeking support from the various European Union schemes for economic development
- Recognising and promoting the various sectors that have development potential.

### Accessing Information

General inquiries regarding the work of the division should be directed to:

**Séamus Mac Eochaidh, Enterprise and Employment Manager,  
Údarás na Gaeltachta, Na Forbacha, Co. na Gaillimhe.**  
**Phone:** (091) 503100 **Fax:** (091) 503101  
**E-mail:** smce@udaras.ie

## **Classes of Records**

The following records are available in the Industrial Development Division:

- General files on clients
- Files on various development schemes
- Reports and information on various sectors
- General Administration Files.

*Records may be in electronic and/or in paper form*

## **8.5 The Communications and Marketing Section**

### **Role and Structure**

The Communications Section deals with marketing, public relations and the gathering and distribution of information relating directly or indirectly to the activities and functions of an tÚdarás, at both the planning and implementation stage.

### **Services Provided**

The following are used in fulfilling the section's functions:

- Regular Press Releases and Newsletters
- Information leaflets about Údarás schemes and incentives
- Publication and distribution of the Annual Report and Accounts
- Providing sponsorship for a wide range of local events and projects that have a linguistic or cultural aspect
- Providing a public relations and publicity support service to Údarás assisted businesses
- Maintenance of the website [www.udaras.ie](http://www.udaras.ie)

### **Accessing Information**

General inquiries regarding the work of the section should be directed to:

**Siubhán Nic Grianna, Communications and Marketing Manager,  
Údarás na Gaeltachta, Na Forbacha, Co. na Gaillimhe.**

**Phone:** (091) 503100 **Fax:** (091) 503101

**E-mail:** [sng@udaras.ie](mailto:sng@udaras.ie)

### **Classes of Records**

The Classes of Records held by the section include:

- General administration files
- Payment files
- Various reports and brochures.

*Records may be in electronic and/or in paper form*

## 8.6 Training and Education Function

### Role and Structure

The objectives of the Training and Education function are to provide a support structure to the Gaeltacht Community to enable it gain the greatest possible benefit from training and education as a tool for achieving their full employment potential and personal development. In order to achieve this goal an tÚdarás organises and funds a broad spectrum of education and training courses for both adults and post-primary school pupils to help develop their skills and earn qualifications that will assist them in their quest for suitable employment.

### Services provided

The principal Schemes provided by an tÚdarás are as follows:

- Apprenticeship Development Scheme
- Management Development Scheme
- Work-experience opportunities
- Schemes for assisting groups and individuals
- Services/Courses for second level schools

### Accessing Information

General inquiries regarding the work of the Training and Education Function should be directed to:

**Éamonn Ó Neachtain,**  
**Údarás na Gaeltachta, An Daingean, Co. Chiarraí.**  
**Phone:** (066) 9150100 **Fax:** (066) 9150101  
**E-mail:** eon@udaras.ie

### Classes of Records

The principal classes of files held relating to the Training and Education Function are:

- Files on the Apprenticeship Development Scheme
- Files on the Management Development Scheme
- Files on training courses
- Files on other individual trainees/groups
- Administrative files, payment files and general correspondence
- Files on Communication/Recruitment
- Files on organisations who have dealings with an tÚdarás
- Various Reports

*Records may be in electronic and/or in paper form*

## 8.7 The Property and Engineering Division

## **Role and Structure**

All aspects of Údarás na Gaeltachta property portfolio, including property and engineering are managed by this division.

The primary responsibility of the Property and Engineering Section is the provision of the physical facilities, including buildings, industrial estates and infrastructure, to assist Údarás na Gaeltachta in meeting its development targets. This is achieved by providing a design and management service for projects with the assistance, as required, of external consultancy services.

This section also caters for all aspects of the management of Údarás property, including property that has been let to tenants. An tÚdarás has a wide range of holdings, dispersed throughout the Gaeltacht regions, as a basic requirement for its development. That range of holdings includes premises, factories, enterprise units, offices, craft centers, air-strips houses, etc., and land which includes industrial estates, sites, bogs and such.

This section is organised on a regional basis with Property Managers in the Údarás regional offices at na Doirí Beaga, Co. Donegal, An Daingean, Co. Kerry and in the Údarás headquarters in na Forbacha, Co. Galway who administer the regional functions of their respective regions. The administration of the section is carried out in the Údarás Head Office in na Forbacha.

## **Services Provided**

Business premises, industrial estates, other premises and infrastructure are built to assist the Development Programme of An tÚdarás as instructed by the Údarás Board. Most of the building work is done by external contractors, but a small percentage is done using an inhouse building team.

The section fulfils its obligations by:

- Implementing the decisions of Údarás in respect of the usage of its property
- Ensuring that leasing terms are being fulfilled by Tenants
- Maintaining and managing Údarás property that is not in the care of a tenant
- Ensuring that all Údarás holdings are covered by insurance
- Buying and selling property, as required and directed by the Board of Údarás
- Coordinating the statutory role of an tÚdarás in respect of the Planning and Development Act 2000 and regulations under the Act.

This section does not provide services to the general public however a limited service is provided to Community Groups and to An Roinn Gnóthaí Pobail, Tuaithe agus Gaeltachta when feasible and appropriate.

## **Accessing Information**

Inquiries regarding the work of the Property and Engineering Section should be directed to:

**Peadar Ó hUallacháin, Property and Engineering Manager,  
Údarás na Gaeltachta, Na Forbacha, Co. na Gaillimhe.**

**Phone:** (091) 503100 **Fax:** (091) 503101

**E-mail:** [tol@udaras.ie](mailto:tol@udaras.ie)

## **Classes of Records**

The following records are available in the Property and Engineering Section:

- Files on Building projects
- Contractors' Register
- Consultants' Register
- Building and Property Programme
- Safety Files
- Leases and Letting Agreements
- Administration files
- Building Records
- Drawings & Maps
- Technical Files
- Property Maintenance files
- Files on insurance matters
- (i) An Appointments System for choosing Building Services Consultants and (ii) a Tender System for choosing External Contractors.

*Records may be in electronic and/or in paper form*

## 9 The Requirements of Section 16

Section 15 (1) (c) of the FOI Act requires public bodies to make available in this reference book a general description of the matters referred to in paragraphs (a) and (b) of Section 16 (1) of the Act. Those paragraphs of Section 16 (1) lay down that public bodies, including Údarás na Gaeltachta, shall publish the following:

- (a) *‘the rules, procedures, practices, guidelines and interpretations used by the body, and an index of any precedents kept by the body, for the purposes of decisions, determinations or recommendations, under or for the purposes of any enactment or scheme administered by the body with respect to rights, privileges, benefits, obligations, penalties or other sanctions to which members of the public are or may be entitled or subject under the enactment or scheme, and*
- (b) *appropriate information in relation to the manner or intended manner of administration of any such enactment or scheme.’*

The following sections provide that general description. Full details of much of the material is available in leaflets which an tÚdarás publishes and on our website [www.udaras.ie](http://www.udaras.ie). Where the material is not so published, or if a person wishes to receive a copy of material which is on our website from us, copies will be made available on request.

### A The Financial Section

The Financial Section follows procedures as specified as follows:

#### **Údarás na Gaeltachta Act, 1979**

Section 18 of the Údarás na Gaeltachta Act, 1979 requires an tÚdarás to keep, in such form as may be approved by the Minister [for Community, Rural and Gaeltacht Affairs] with the concurrence of the Minister for Finance, all proper and usual accounts of all moneys received or expended by it, including an income and expenditure account and a balance sheet, and, in particular, shall keep in such approved form all such special accounts as the Minister, on his own motion or at the request of the Minister for Finance, may from time to time direct. Not later than four months after the expiration of the year to which they relate accounts kept under this section are submitted by an tÚdarás to the Comptroller and Auditor General for audit and, immediately after the audit, a copy of the accounts and a copy of the Comptroller and Auditor General's report on the accounts are presented to the Minister, who causes copies thereof to be laid before each House of the Oireachtas. An tÚdarás then publishes its Annual Report with those accounts.

#### **The Prompt Payment of Accounts Act, 1997 [as amended by the European Communities (Late Payment in Commercial Transactions) Regulations 2002 (S.I.388 of 2002)]**

This Act, as amended, provides for prompt payment for the supply of goods and services and specify the timeframes allowed. Also set out are the system for querying invoices and the circumstances in which the payment of an interest penalty is required in the case of delay. The Act and the Regulations are available from the Government Publications Sales Office and at

<http://www.irishstatutebook.ie/2002/en/si/0388.html>

Explanatory notes and a copy of the Regulations are available on the website [www.entemp.ie](http://www.entemp.ie).

## **B Human Resources and Staff Development**

The Human Resources and Staff Development Section is responsible for implementing and co-ordinating a wide range of regulations, statutory provisions and policies governing employment and recruitment matters, and health and safety at work , regarding Údarás na Gaeltachta staff. It also gives support to the Planning and Policy Division in its role regarding staff in community employment schemes and rural social schemes. The Property and Engineering Section also has a role in health and safety matters relating to external Údarás staff and with regard to places of business on business parks and other external Údarás property.

In accordance with the Údarás na Gaeltachta Act, 1979, as amended by the Údarás na Gaeltachta (Amendment) (No. 2) Act, 1999, the terms and conditions of service and remuneration of members of staff of an tÚdarás are determined with the approval of the Minister for Community, Rural and Gaeltacht Affairs given with the consent of the Minister for Finance. An tÚdarás has regard to Government or nationally agreed guidelines and to Government policy concerning remuneration and conditions of employment.

Employment policies and practices are developed in accordance with employment law and negotiation from time to time with recognised trade unions. The following are current recruitment and employment policies (these are in the Irish language, being the working language of an tÚdarás)\*:

- Staff Recruitment and Selection**
- Employment Contracts**
- Staff Induction**
- Staff Planning**

Other policies and guidelines include the following\*:

- Staff Handbook**
- Dignity at Work Policy**
- Health and Safety in the Workplace**
- Staff Pension and Superannuation Schemes**
- Various Leave Arrangements (annual, maternity, compassionate etc.)**
- Career Breaks and Job Sharing**
- Travel and Subsistence Rates**
- Staff Code of Conduct**
- Staff Training and Development**

Copies are available on request from the Secretary's Office.

\* These are in the Irish language, being the working language of an tÚdarás.

## **C Procurement**

An tÚdarás complies with the following guidelines and legislation:

**Code of Practice for the Governance of State Bodies 2009, issued by the Department of Finance**

**Guidelines for the Appraisal and Management of Capital Expenditure Proposals in the Public Sector, Department of Finance, January 2005**

**Public Procurement Guidelines – Competitive Process, National Public Procurement Policy Unit, 2004**

**Guidelines for Engagement of Consultants and other External Support by the Civil Service, Department of Finance, 2006**

**European Communities (Award of Public Authorities' Contracts) Regulations, S.I. No. 329, 2006**

**Directive 2007/66/EC of the European Parliament and of the Council of 11 December 2007 amending Council Directives 89/665/EEC and 92/13/EEC with regard to improving the effectiveness of review procedures concerning the award of public contracts**

**National Public Procurement Policy Framework, National Public Procurement Policy Unit, Department of Finance**

**Capital Works Management Framework**

Copies of the above publications can be obtained from [www.finance.gov.ie](http://www.finance.gov.ie) and /or from the Government Publications Office with the exception of the Capital Works Management Framework which can be obtained from [www.constructionprocurement.gov.ie](http://www.constructionprocurement.gov.ie). The Údarás handbook **Building and Maintenance Works Contracts Tendering Procedures** is available on request from the Procurement Officer.

## **D Corporate Division**

The Financial Section is responsible for the provision and maintenance of the handbook on Delegated Levels of Authority. The Corporate Division is responsible for the provision and maintenance of the following handbooks and guidelines:-

**Standing Orders of Údarás na Gaeltachta\***

**Reserved Powers of the Board\***

**The Rules of the Regional Committees\***

**Procedures To Deal With Inter-Agency Transfer Of Companies\***

**The Rules of Procedure of the Evaluation Committee\***

**The Procedures for the filling of casual vacancies among elected members of the Board of an tÚdarás\***



**General Terms of Reference for Údarás Committees\***  
**Údarás Client Code and Charter \***  
**Board Members Code of Conduct\***  
**Charter for the Internal Audit Service**

Copies of the above are available on request from the Secretary's Office.

\* These are in the Irish language, being the working language of an tÚdarás.

**E Property and Engineering Division**

This division holds the following:

**Property Sale and Purchase Guidelines\***  
**Guidelines for Rents for Business Buildings\***  
**Litter Action Plan\***

Copies of the above are available on request from the Property and Engineering Manager.

\* These are in the Irish language, being the working language of an tÚdarás.

**F Development**

In addition to the general strategy of Údarás na Gaeltachta as set out in its publication **Strategic Development Plan 2005-2010**, leaflets and guidelines are available from the organisation and on its website [www.udaras.ie](http://www.udaras.ie) regarding:

**Approved grant and support schemes for businesses and industries**  
**Evaluation Criteria and Rules Governing Assistance and Investment**  
**Support for cultural, language, community and youth organisations**  
**Support for education and training**  
**Community Employment and Rural Social Schemes.**

## Appendix One

### Subsidiary Companies of Údarás na Gaeltachta

Under clause 1(5) (g) of the First Schedule of the Act the subsidiary companies of Údarás na Gaeltachta, being subsidiaries of a prescribed body, come under the provisions of the Act.

Applications for records under the Freedom of Information Acts, 1997 and 2003 relating to any of the subsidiaries may be made directly through Údarás na Gaeltachta by sending the applications to:

**The Freedom of Information Officer,  
Údarás na Gaeltachta, Na Forbacha, Co. na Gaillimhe.**

Other contact details:

**Phone:** (091) 503100    **Fax:** (091) 503101

**E-mail:** [asf@udaras.ie](mailto:asf@udaras.ie)

The particular subsidiary should be specified in the Application.

Údarás na Gaeltachta may, at any time, have a number of subsidiaries which are involved in various types of businesses. The current list of subsidiaries are all wholly-owned, and a brief description of the types of business in which they are involved is given below:

Údarás na Gaeltachta, na Forbacha, Co. na Gaillimhe is the registered office for all the subsidiaries.

#### **Saoi Teoranta**

Up until 2009 the majority of the training and human resource development schemes, provided by Údarás within the Gaeltacht were administered through Saoi Teoranta (see Section 8.6). Towards the end of 2009 it was decided to reorganise these responsibilities. Accordingly, from the beginning of 2010 steps are being put in place for the winding up of Saoi Teoranta.

#### **Muintearas Teoranta**

Muintearas na Teoranta is involved in the promotion of research and support programmes for education and training purposes within various Gaeltacht regions. The company concentrates on the requirements and the special circumstances in the various communities. Its headquarters are in Tír an Fhia, Leitir Móir, Co. Galway.

#### **Ealaín (na Gaeltachta) Teoranta**

In partnership with the Arts Council, Ealaín (na Gaeltachta) Teoranta provides incentives and help to promote language-based arts projects in the Gaeltacht.

#### **Arramara Teoranta**

This seaweed processing company is located at Cill Chiaráin, Co. Galway and is wholly owned by an tÚdarás since 2006.