

**REQUEST FOR ACCESS TO RECORDS UNDER THE
FREEDOM OF INFORMATION ACT, 1997**

**FOI UNIT
CAVAN**

- 8 JUL 2008

DEPARTMENT OF COMMUNICATIONS,
ENERGY & NATURAL RESOURCES
ROINN CUMARSAIDE, FUINNIMH
AGUS ACMHAINNI NA OIRTHA

Please address this request to relevant FOI Contact

Please use **BLOCK** letters

Details of Applicant

Surname: Coveney TD

First Name: Simon

Postal Address: Fine Gael, Leinster House,
Kildare Street, Dublin 2.
(pp. Paul O'Brien)

Telephone Number(s)

OFFICIAL USE ONLY

Home : _____

Date FOI request Received: _____

Business: 6183753

Identity Verified: _____

Mobile: (pp. 6184404)

Consent Confirmed: _____

Personal Information

My preferred form of access is: *(please tick as appropriate)*

to receive copies of the record by post
other - please specify _____

Details of Request

In accordance with **Section 7 of the Freedom of Information Act**, I request access to records which are: *(please tick as appropriate)*

Personal
Non-personal

*In the space provided below, please describe the records as fully as you can. If you are requesting **Personal Information**, please state precisely, in whose name those*

records are held. You will not normally be given access to personal information of another person unless you have obtained the written consent of that person.

I request the following records:

All reports, memos, communications and meeting notes that have discussed the lack of staff within units, apart from the Communications Unit, in the Department since January 1st 2007 to present day.

Please sign here: Simon Caveney TD Date: July 6th 2008



Department of Communications, Energy and Natural Resources
Roinn Cumarsáide, Fuinnimh agus Acmhainní Nádurtha

9th July, 2008

Deputy Simon Coveney,
Leinster House,
Kildare St.,
Dublin 2.

FOI Request Reference: FOI/2008/40

Dear Deputy Coveney,

I refer to your FOI request under Section 7 of the Freedom of Information Acts, 1997 and 2003, received in this office on 08/07/2008 requesting records regarding staffing within units. The application was received along with the associated fee.

The officer handling your request will be Ms Ann Kissane, Human Resources Division, Department of Communications, Energy and Natural Resources, 29 – 31 Adelaide Rd., Dublin 2. She can be contacted at 01 6782173.

You can expect to receive your decision by the 06/08/2008.

If you have not received a decision by that time, you are automatically entitled to appeal to the Department for a review of the matter. This review proceeds on the legal basis that the initial request is considered to be refused once the specified time for responding to it has expired. A request for a review should be addressed to the undersigned at the address shown.

Please note the Department of Communications, Energy and Natural Resources has a policy of posting a summary of non-personal requests and decisions on the Departments website for reference purposes.

Yours sincerely,

Mary Rabbitte
FOI Unit
Department of Communications, Energy and Natural Resources
Elm House,
Earlsvale Rd.,
Cavan.

Phone: 01 6782903



An Roinn Cumarsáide,
Fuinnimh agus Acmhainní Nádurtha
Baile Átha Cliath 2.

Department of Communications,
Energy and Natural Resources,
Dublin 2.

3 September 2008

Deputy Simon Coveney, T.D.
Leinster House
Kildare St.
Dublin

FOI Request Reference: FOI/2008/40

Dear Deputy

I refer to the request you have made under the Freedom of Information Acts, 1997 and 2003, in relation to all reports, memos, communications and meeting notes that have discussed the lack of staff within units, apart from the Communications Unit, in the Department since January 1st 2007 to present day.

I have made a final decision to your request and I attach all relevant information with this letter. If you have any queries regarding this correspondence you can contact me by telephone at the number below. A schedule of the records covered by your request is also attached.

I wish to advise you that, if for any reason you are not satisfied with the outcome of your request, you are entitled to seek a review by appealing the decision. To appeal, you need to write to the FOI Unit, Department of Communications, Energy and Natural Resources, Elm House, Earlsvale Rd, Cavan, Co Cavan. You must make your appeal within 4 weeks of the date of this letter, but the making of a late appeal may be permitted in certain circumstances. The review will involve a complete reconsideration of the matter by a more senior member of the staff of this Department.

Please note that an application fee for an appeal is currently €75.00 and a reduced fee of €25.00 applies if you are covered by a Medical Card.

If claiming a reduced application fee, the request must also be accompanied by

- The Medical Card registration number
- The name of the issuing Health Board
- Your consent to the verification of these details with that Health Board.

Payment should be made by way of bank draft, money postal order, or personal cheque made payable to "Department of Communications, Energy and Natural Resources".

On receipt of the fee, you will be advised of when you can expect a decision on your appeal, and the contact details of the person handling the appeal.

Yours sincerely

Ann Kissane
Human Resources Division
Phone: (01) 6782173
email: ann.kissane@dcentr.gov.ie



An Roinn Cumarsáide,
Fuinnimh agus Acmhainní Nádurtha
Baile Átha Cliath 2.

Department of Communications,
Energy and Natural Resources,
Dublin 2.

25/07/2008

Deputy Simon Coveney, T.D.
Leinster House
Kildare St.
Dublin 2

FOI Request Reference: FOI/2008/40

Dear Deputy

I refer to your FOI request under Section 7 of the Freedom of Information Acts, 1997 and 2003, received in this office on 08/07/2008, in relation to all reports, memos, communications and meeting notes that have discussed the lack of staff within units, apart from the Communications Unit, in the Department since January 1st 2007 to present day.

Under Section 9 and Section 29 (2A) (a) of the Acts, a copy of which is enclosed, the department is applying the following extension of time to the request:

Extension Type	Nos of Days
Volume Extension	20

The extension means that you can expect to receive your decision by 03/09/2008. However, depending on the actual volume of documentation to be assessed, an earlier response time may prove possible. The undersigned Officer may be contacted at the details below should you have any questions or concerns about your request.

Right of Appeal

You may appeal this decision by writing to the Office of the Information Commissioner, 18 Lower Leeson Street, Dublin 2.

Yours sincerely

Ann Kissane
Human Resources Division
Phone: (01) 6782173
email: ann.kissane@dcentr.gov.ie

Freedom of Information (Amendment) Act 2003

Amendment of
section 29
(procedure in
relation to
certain requests
under section 7
to which section
26, 27 or 28
applies) of
Principal Act.

24.—Section 29 of the Principal Act is amended by inserting the following subsection after subsection (2):

“(2A) (a) The head may, as respects a request to which this section applies received by him or her, extend the period specified in subsection (2) for compliance with that subsection by such period as he or she considers necessary but not exceeding a period of 2 weeks if in the opinion of the head—

- (i) the request relates to such number of records, or
- (ii) the number of persons required by subsection (2) to be notified of the matters referred to in paragraphs (i) to (ii) of that subsection is such,

that compliance with that subsection within the period specified therein is not reasonably possible.

- (b) Where a period is extended under this subsection, the head concerned shall cause notice in writing, or in such other form as may be determined, to be given to the requester concerned, before the expiration of the period, of the extension and the period thereof and reasons therefor.
- (c) The reference in subsection (2) to 2 weeks shall be construed in accordance with any extension under this subsection of that period.”

Freedom of Information Act, 1997

[GA] Extension of time for consideration of requests under *section 7*—
9.—(1) The head may, as respects a request under *section 7* received by him or her ("the specified request"), extend the period specified in *section 8 (1)* for consideration of the request by such period as he or she considers necessary but not exceeding a period of 4 weeks if in the opinion of the head—
7.

[GA] (a) the request relates to such number of records, or

[GA] (b) the number of other requests under *section 7* relating either to the record or records to which the specified request relates or to information corresponding to that to which the specified request relates or to both that have been made to the public body concerned before the specified request was made to it and in relation to which a decision under *section 8* has not been made is such,

[GA] that compliance with that subsection within the period specified therein is not reasonably possible.

[GA] (2) Where a period is extended under this section, the head concerned shall cause notice in writing or in such other form as may be determined, to be given to the requester concerned, before the expiration of the period, of the extension and the period thereof and reasons therefor.

[GA] (3) The reference in *section 8 (1)* to 4 weeks shall be construed in accordance with any extension under this section of that period.

Schedule of Records: Summary of Decision Making

Requesting records that have discussed the lack of staff within units, apart from the Communications Unit, in the Department since January 1st 2007 to present day.

Record No.	Brief Description & Date of Record	File Ref.	No. of Pages	Relevant facts	Findings/ conclusions (Public Interest Considerations, (If applicable))	Grant/refuse/ part-grant	Basis of Refusal: Section of Act	Record edited/Identify deletions
1 Pages 1-6	Internal emails dated 16/11 & 26/11/07 attaching submission from Energy Efficiency Division re staffing		6			Grant		Staff member's name deleted
2 Pages 7-10	Exploration & Mining Division (EMD) submission to HR re staffing requirements, Sept 2007.		4			Grant		
3 Page 11	Submission dated 19/6/2007 from Principal Geologist (EMD) re Graduate Geologist Professional Development Scheme		1			Grant		
4 Page 12	Emails dated 28/3/2007 from Principal Officer EMD to Personnel Officer & response regarding staff vacancies		1			Grant		
5 Page 13	Emails dated 4/5 & 9/5/2007 from Personnel Officer to Principal Officer EMD & response regarding staff vacancies		1			Grant		Names of Staff deleted
6 Page 14	Extract from minutes of EMD/GSI Liaison meeting of 29/2/2008 re staffing shortages		1			Grant		
Record 7 Pages 15-16	Memo dated 27/2/2007 from Petroleum Affairs Division to Personnel Officer re staffing		2			Grant		

Record 8 Pages 17-18	Emails dated 16/11/07, 26/11/07 & 3/1/08 regarding submission re staffing of Energy Efficiency Division (Record 1)	2				Grant	Staff member's name deleted
Record 9 Page 19	Emails dated 17/1/2008 regarding Hydrogeology posts in Geological Survey of Ireland (GSI)	1				Grant	Names of staff members deleted
Record 10 Pages 20-21	Emails of 24/1/2008 attaching submission to HR re replacement Driller	2				Grant	Names of staff members deleted
Record 11 Pages 22-23	HR email of 11/2/08 with attachment regarding GSI staff resources	2				Grant	Names of staff members deleted
Record 12 Page 24	Internal GSI memo regarding GSI vacancies	1				Grant	Staff member's name deleted
Record 13 Pages 25-26	Memo dated 13/2/08 from Personnel Officer to Secretary General regarding staffing issues	2				Grant	Names of staff members deleted
Record 14 Page 27	HR email dated 21/2/08 regarding staffing resources	1				Grant	Names of staff members deleted
Record 15 Pages 28-31	Emails dated 8/5/08 between GSI & HR regarding replacement of staff on maternity leave	4				Grant	Names of staff members deleted
Record 16 Page 32	HR email dated 20/2/08 regarding recruitment of Geologists	1				Grant	Names of staff members deleted
Record 17	HR email dated 13/6/08 regarding staffing issues	1				Grant	Names of staff members deleted
Record 18 Pages 34-36	Email dated 30/6/08 with attachment from Minister's Private Secretary to HR regarding staffing issues	3				Grant	Names of staff members deleted
Record 19 Pages 37-38	Memo from GSI to HR regarding HR issues	2				Grant	Items not relevant to request deleted
Record 20 Pages 39-40	Fax dated 17/1/07 from GSI to HR regarding filling of Technician post	2				Grant	

Record 21 Page 41	Emails dated 3/1/07 & 17/1/07 between GSI & HR regarding GSI staffing plan	1				Grant		
Record 22 Pages 42-43	Extract from GSI minutes of Partnership committee meeting of 19/4/07	2				Grant	Items not relevant to request deleted	
Record 23 Page 44	Minute of meeting between GSI, HR & IMPACT 23/4/07	1				Grant	Staff member's name deleted	
Record 24 Page 45	GSI email of 21/6/07 to HR regarding recruitment of Senior Geologist	1				Grant	Staff member's name deleted	
Record 25 Page 46	Email of 2/7/07 from HR to GSI regarding Lab Technician vacancies	1				Grant	Staff member's name deleted	
Record 26 Pages 47-50	GSI emails dated 8/8/07 with attachment regarding GSI staff restructuring	4				Grant		
Record 27 Pages 51-52	Emails dated 8/8 & 9/8/07 between GSI & HR regarding GSI staff restructuring	2				Grant		
Record 28 Pages 53-54	Email dated 3/10/07 from HR to GSI with attachment regarding staffing for Central Technical Services	2				Grant		
Record 29 Pages 55-58	Email and attachment from Asst Sec to Personnel Officer regarding GSI HR issues	4				Grant		
Record 30 Page 59	Extract from minutes of GSI management meeting 27/11/07	1				Grant	Items not relevant to request deleted	
Record 31 Page 60	Email of 17/11/07 from GSI to HR re staffing	1				Grant	Items not relevant to request deleted	
Record 32 Page 61	Email of 17/1/2008 from GSI to HR regarding Hydrogeology posts	1				Grant	Staff member's name deleted	
Record 33 Pages 62-63	Email of 24/1/08 from GSI to HR re replacement of Assistant Driller	1				Grant	Staff member's name deleted	

Record 34 Page 64	Emails of 24/1/08 between HR and GSI regarding replacement of Assistant Driller	1				Grant		Staff member's name deleted
Record 35 Pages 65-66	Extract from minutes of GSI Partnership Committee meeting of 30/1/08	2				Grant		Items not relevant to request deleted
Record 36 Pages 67-69	Emails plus attachment of 27/2/08 from GSI to HR and reply regarding Technician post	3				Grant		Staff member's name deleted
Record 37 Pages 70-71	Extract from minutes of GSI management meeting of 12/3/08	2				Grant		Names of staff members deleted
Record 38 Pages 72-74	Memo of 20/3/08 from GSI to HR and HR reply of 26/3/08 regarding HR issues	3				Grant		Names of staff members deleted
Record 39 Pages 75-76	Extract from GSI Partnership Committee meeting of 1/4/08	2				Grant		Names of staff members deleted
Record 40 Pages 77-81	Emails of 10/4,11/4,14/4 & 15/4/08 between GSI & HR regarding recruitment of temporary Graduate Geologists	5				Grant		Names of staff members deleted
Record 41 Pages 82-83	Internal GSI emails of 20/4 & 23/4/08 regarding Geologist in the Minerals Section	2				Grant		
Record 42 Pages 84-94	HR email plus attachment dated 9/5/08 regarding restructuring of GSI	11				Grant		
Record 43 Pages 95-96	Emails of 26/5 & 27/5/08 between GSI & HR regarding HR issues	2				Grant		Staff member's name deleted
Record 44 Pages 97-100	Extract from Corporate Services Division Business Plan 2008	4				Grant		Items not relevant to request deleted
Record 45 Pages 101-104	Email of 11/12/07 plus attachment from Corporate services to Assistant Secretary & Personnel Officer regarding staff changes	4				Grant		References to staff members deleted

Record 46 Pages 105-122	Emails dated 11/1, 14/1 15/1, 4/2, 22/2 5/3, 11/4 & 6/4/08 between Corporate Services, Decentralisation Unit and HR regarding HEO vacancy in Coordination Unit	18					Grant	Staff member's name deleted
Record 47 Pages 123-125	Emails dated 29/1 7 31/1/08 between Accounts Unit & HR regarding replacement of staff member on maternity leave	3					Grant	Staff member's name deleted Items not relevant to request deleted
Record 48 Page 126	Internal HR email of 22/5/08 regarding filling of vacancy in Exploration & Mining Division	1					Grant	Staff member's name deleted
Record 49 Page 127	Email of 19/5/08 from Electricity & Gas Regulation Division regarding departure dates for staff	1					Grant	Names of staff members deleted
Record 50 Page 128	Email of 12/6/08 from Electricity & Gas Regulation Division regarding staffing concerns	1					Grant	Names of staff members deleted
Record 51 Page 129	Internal HR emails dated 18/6, 19/6 & 20/6 regarding HEO vacancies	1					Grant	
Record 52 Pages 130-131	Emails dated 11/6, 12/6, & 23/6/08 between HR & Public Appointments Service (PAS) regarding PAS panels	2					Grant	
Record 53 Pages 132-137	Internal HR email of 27/8/07 regarding email submission of 24/8/07 from Energy Planning Division making a case for increased staff	6					Grant	Staff member's name deleted
Record 54 Pages 138-139	Efficiency Review 2008, Exploration and Mining Division	2					Grant	