

-----Original Message-----

From: Brian Carroll .T- Corporate Finance  
Sent: 24 June 2008 14:36  
To: 'pauline.kiernan@taoiseach.gov.ie'  
Cc: 'Aileen.Healy@taoiseach.gov.ie'; 'amanda.reilly@taoiseach.gov.ie'  
Subject: FW: Transfer of Infosoc functions to DCENR  
Importance: High  
Sensitivity: Confidential

Pauline

Re. attached and following on from our meeting earlier in the month could you:

1. Supply me with information as to actual salary costs in addition to average costs, broken down per individual employee where there are more than two in the grade.
2. With regard to T&S, Training and Telecoms, could you supply breakdown by grade (in addition can you break down by individual employee where there are more than two in the grade). Any extra detail would be appreciated. What is the pattern of these costs over time?
3. More detail on nature of spend on entertainment, advertising and publicity would also be appreciated. What is the pattern of these costs over time?

In particular, could you highlight information as it relates to posts only (3?) transferring and possible people with posts (3)?

Is all programme spend non pay current? Is it to be an ongoing allocation of €3m per annum? Have you been in contact with DoF?

Thanks and regards  
Brian T. Carroll

Corporate Finance and Planning  
Department of Communications, Energy and Natural Resources

-----Original Message-----

From: Dave Hanley  
Sent: 05 June 2008 10:16  
To: Brian Carroll .T- Corporate Finance  
Subject: FW: Transfer of Infosoc functions to DCENR  
Importance: High  
Sensitivity: Confidential

Brian, copy of spreadsheet I received from Taoiseach's re costs associated with Infosoc functions.

Dave.

-----Original Message-----

## Information Society Policy Unit (ISPU)

### Estimate of Annual Staffing Cost

Grade	Average Salary	No. in Grade	Average Cost
PO	91,070	1	91,070
AP	70,436	2	140,872
HEO	49,555	2	99,110
AO	43,379	1	43,379
EO	37,549	1	37,549
CO	28,445	2	56,889
<b>Total</b>		<b>9</b>	<b>468,869</b> + PRSI at relevant rates.

### Non-Staff Costs (based on 2007 actuals)\*

T&S	26,400
Entertainment	1,500
Training	13,500
Advertising	10,000
Publications	6,500
Telecoms	6,600
<b>Total</b>	<b>64,500</b>

\* Note: These figures are based on the overall cost for the ISPU. It is not possible to distinguish between costs in relation to the various functions of the Unit.

**From:** Albert Jordan  
**Sent:** 01 July 2008 10:27  
**To:** Dave Hanley  
**Cc:** Colette T. Gallagher; Joan Perry  
**Subject:** Roles & Reporting

Good morning,

I attach, for information, in case you have not been provided with a copy already, copies of the **role profiles** for [REDACTED]. They also set out the key issues, processes and deliverables associated with the ASC Grant scheme as well as some other related areas we have been involved in developing. These may be of assistance to you in determining what staff should be assigned by D/CENR to this area for the purposes of **knowledge transfer**.

Regarding Senior Outreach (mentioned in the role profiles), this is a scheme to raise awareness amongst seniors groups – how it would be delivered (if it is to be proceeded with by this department) and its content are still fluid. At the time we devised it it was envisaged that it would be delivered by ISPU staff – but it was understood that this would have resource implications – as to deliver it would require additional staffing resources, or, for it to be done at a time when staff are not required to administer the ASC Grants scheme as the ASC scheme once operational will require (at least) the full time efforts of all available resources.

As soon as you are in a position to advise me on the **reporting arrangements** I can send up the draft proposed Grant scheme. If this is likely to take more than a few days would it be possible to arrange some **interim reporting arrangement** as until we are in a position to get agreement on the details of the grant scheme for this year we are restricted in what we can achieve. I understand that Asst Sec Peter O'Neil will be going on leave soon and if at all possible it would be desirable for him to have sight of the current draft before then.

One further issue – **budget** – is there a budget for our section – if not what is the procedure for setting one up. In the absence of other arrangements one option might be for an operating budget to be funded from the inclusion fund itself.

Finally, is there any form of **induction training** available for staff new to this department – as it would be useful to learn how things are done here – for example the IT systems (eMail) is quite different to the system we are used to.

Albert Jordan

## [REDACTED] – ASC/eInclusion (AP)

[Two staff report to the AP on eInclusion – one HEO and one CO – together with an intern on a 3 month placement which expires in July.]

### Access Skills & Content (ASC) Initiative (Grant Scheme).

- Devise a draft scheme for 2008 – having regard to previous ASC Grant schemes, research findings and new policy priorities. Submit revised and improved scheme – including guidelines and application form for approval together with a proposed evaluation system.
- Oversee the Launch and operation of the new scheme and participate in the evaluation of projects, liaising as necessary with the eInclusion Sub Group, senior management and the Minister with a view to issuing the decisions on funding to be awarded.
- Oversee the arrangements for administration of payments to successful applicants from the eInclusion budget of up to €3m – much of the admin work is undertaken by the HEO & CO.

### Home Computing Initiative (HCI)

- Act as primary Departmental liaison with HCI Alliance – providing assistance as appropriate to help the development of HCI in line with departmental eInclusion objectives and the Government decision of endorsement. This entails:-
  - Attendance at HCI meetings (3 to 4 per year)
  - Liaison with HCI Alliance members as necessary
  - Prepare briefing/speech material on HCI for Minister as necessary

### Research on eInclusion

- Keep abreast of relevant research on eInclusion with a view to informing the development of relevant eInclusion policy especially in relation to the operation of the ASC Grants scheme. This entails:-
  - Liaison with relevant research entities including research being conducted by the C&V and other sectors and relevant bodies in an EU context
  - Working with, convening and participating in the eInclusion Research Group
  - Commissioning/conducting of research if necessary.

### ASC 2006 & 2007 Evaluation

- Assess the effectiveness of the ASC Grant schemes run in 2006 and 2007. This will entail:-
  - Devising an approach to measure quantitative (and so far as is possible qualitative) outcomes achieved by funding recipients with ASC Grants awarded to them in 2006 and 2007.
  - Making arrangements for the conducting of the evaluation(s) and report findings to inform future schemes/policy.

### Seniors Outreach

- Devise a presentation on the relevance of the knowledge society (computers & internet) for senior citizens – to heighten their awareness of its relevance & usefulness to them.
- Subject to the putting in place of the necessary staff and other resources to facilitate the Seniors Outreach programme oversee/participate in the delivery of the programme. This might entail arranging for the presentation to be made to groups of seniors around the country as apt.

**Support to Minister**

Oversee the preparation of material relating to ASC Grants Scheme or the HCI, and if apt Seniors Outreach for the Minister including draft speech and briefing material PQ responses, reps etc and their submission for sign off before transmission to Minister.

**Staff**

Development and supervision of reporting staff.

**ENDS**

## **CO Key Roles in ISPU May 2008**

### **Access, Skills and Content (ASC) Initiative**

- Creation of all ASC files in WSPMS and Hard Copies
- Issue Application Forms by email to former applicants and other interested parties
- File all applications, evaluation forms and other documents.
- Ensure that Tax Clearance Certificates and Bank Details for successful applicants are received and sent to Finance Unit for processing.
- Prepare the Payment Orders for all successful applicants.
- Update the User Manual of Procedures for the ASC Initiative.

### **PQs, Speeches, Briefs, Representations and Press Queries**

- Create Files, answer emails, research material.

### **FOI Requests**

- Create Files, research material.

### **Divisional Administration**

- File Management for all areas of ISPU
- Create Purchase orders for Goods and Services required by the Unit
- Maintain a tracking record of all costs such as Travel, Taxis and Stationary associated with the work of the Unit.
- Draft emails in response to routine enquiries, as requested by line managers.
- Deal with telephone calls in a courteous and efficient manner.

### **Meetings & Events**

- Ensure logistics for meetings are prepared in a timely manner.
- Create and Maintain relevant files.
- Liaise with Technical, Catering and other organisations for any events – e.g. in-house launches – associated with ASC Grant scheme.

**- HEO Key Roles in ISPU May 2008**

**Administration of the 2008 Access, Skills and Content (ASC) Initiative**

- Agree with AP and Minister of State any amendments to the Application Form and Guidelines and Criteria Document.
- Arrange for advertisement of the Initiative once the Minister agrees the launch date.
- Participate in the evaluation of applications and co-ordinate the completion of Evaluation Forms for each application
- On completion of Assessments hold briefing meeting with eInclusion Subgroup to draw up Recommendation for Provisional allocation of Funding
- Agree with the Minister the date(s) when announcement of allocations to be made.

**Assessment of the 2006 and 2007 ASC Fund**

- Make arrangements for and participate with the AP and others as appropriate in an assessment of what was achieved under the 2006 and 2007 ASC Grant schemes. This may involve surveys of the fund recipients for the past 2 years to ascertain what has been achieved. Other Proposals under consideration for Evaluation process include use of Focus Groups and Visits to some projects which will involve participation by the HEO.

**Seniors Outreach Programme**

- Former Minister Kitt initiated a new Seniors Outreach Programme to commence in 2008. It would involve talks being given to groups of older people on how computers and the internet can be relevant and useful to them – and Mobile phones are to be encompassed in this new outreach initiative ( the mobile phone awareness and training programme will be rolled out as part of ASC 2008.) This initiative generated considerable interest and over 100 individuals and groups are eagerly awaiting commencement of the delivery of this Programme. Progress on this initiative will depend on the availability of staff and other resources as the current staff compliment of 3 is unlikely to be adequate to facilitate this initiative. If proceeded with it is envisaged that the HEO may be involved in helping to co-ordinate and deliver these talks.

**PQs, Speeches, Briefs, Representations and Press Queries relating to ASC**

- Research material, consult as appropriate and prepare draft documents in relation to all the above.

**FOI Requests**

- Ensure that all FOI requests are answered in a timely manner and appropriately having regard to the legal obligations pertaining.

**Divisional Administration**

- Approve Purchase orders for Goods and Services required by the Unit
- Oversee maintenance of a tracking record of all costs associated with the eInclusion Fund/ ASC Grant Scheme.
- Supervise work of Clerical Officer.

**From:** Brian Carroll .T- Corporate Finance  
**Sent:** 02 July 2008 09:54  
**To:** 'pauline.kiernan@taoiseach.gov.ie'  
**Cc:** 'Aileen.Healy@taoiseach.gov.ie'; Dave Hanley  
**Subject:** Information Society

Hi Pauline

Just a short note to follow-up on our meeting of yesterday PM. We agreed transfer of funds on the following basis:

- 7 posts are to transfer to DCENR (6 are agreed as 1 PO, 2 APs, 1 HEO and 2 COs; 7<sup>th</sup> post is to be at HEO or SO level – DCENR expressed preference that it be HEO)
- Amount for salaries is to be based on midpoint of scale. Could you forward exact final grade composition of posts to be transferred and salary amount on the basis of full year?
- Travel and Subsistence – to be based on 2007 plus inflator. Can you supply your overall proposed figure? (full year)
- Training – to be based on 3% to 4% of salary costs. Can you supply your overall proposed figure? (full year)
- Telecoms – Albert Jordan's account to be transferred to DCENR; Amount to be transferred to be composed of Mobile; ISD Remote; and Eircom on basis of 2007(7/9) allocation plus inflator. Can you supply your overall proposed figure and breakdown? (full year)
- Entertainment – to be based on 2007 plus inflator. Can you supply your overall proposed figure? (full year)
- Advertising – based on 2007 plus inflator. Can you supply your overall proposed figure? (full year). You mentioned that you need to check if this year's allocation has been fully spent.
- Publications – can you confirm entire allocation is related to e-Government and none of the allocation is to be transferred to DCENR.
- The final amount relates to the programme (current non-pay), I understand that the 2008 allocation is €3m, €66,333.87 has been spent to date.

I spoke with DoF this AM. We need to supply them with figures when agreed. My understanding is that the portion of the full year allocation to be transferred is calculated on basis of:

Full year allocation **MINUS** amount spent by Dept Taoiseach to date of signing of transfer of functions order. DoF said that FREV will be required.

Thanks and regards  
Brian

-----Original Message-----

From: Jerry.Kelleher@taoiseach.gov.ie  
 [mailto:Jerry.Kelleher@taoiseach.gov.ie]  
 Sent: 08 July 2008 13:11  
 To: Brian Carroll .T- Corporate Finance  
 Cc: Pauline.Kiernan@taoiseach.gov.ie  
 Subject: Fw: Transfer of Functions Order

Brian,

See email under to Finance. There is no legislation underpinning this programme - therefore there is no need for a transfer of functions order.

I have spoken to Finance re this. I have asked for advice.

My view is that the Programme budget/AI figures can transfer - with the agreement of the respective Vote Officers in Finance once the numbers are agreed. I am not a Finance Officer - but the Transfer of Function Order is not necessary, in my opinion, as there is no legislation.

You and Pauline should be able to agree figures /dates etc according to standard accounting rules/procedures.

If there is a need to copperfasten the Dail Statement by way of a Goovt Dec this can be done in Sept.

Come back to me if there is a problem.

Jerry

01 - 6194143

----- Forwarded by jerry Kelleher/PROT/DOT on 08/07/2008 13:04 -----

Jerry  
 Kelleher/PROT/DOT  
 Sent by: jerry  
 Kelleher/PROT/DOT

Frank.Ryan@Finance.gov.ie

To

CC

08/07/2008 12:57

Subject  
 Fw: Transfer of Functions Order

Frank,

Please see email under from the eGovernment and Information Society Action Plan Development and Coordination section's which are going to Finance and Communications etc.

I see no requirement for a Transfer of Functions Order as there is no underpinning legislative basis for the programme. We have the Taoiseachs announcement in the Dail - that should suffice.

The administrative transfers of Programme Budgets/AI subheads are normal administrative matters to be dealt according to standard financial procedures.

If there is a need to send a memo to Govt to get a Govt Decision - I can do this in Sept as there is no legislative imperative. The Govt Agenda is crowded for the next few weeks - the memo can wait.

Would welcome your / AGs views in this matter.

Jerry Kelleher  
Personnel Officer  
01 - 6194143

----- Forwarded by jerry Kelleher/PROT/DOT on 08/07/2008 12:36 -----

Carmel  
Madden/ISPDT/DOT

08/07/2008 10:59

Jerry Kelleher/PROT/DOT@DOT To  
Colm Butler@DOT cc  
Subject  
Re: Transfer of Functions Order  
(Document link: Jerry Kelleher)

Jerry, following on from our phone call this morning, I confirm that there is no legislation (or SIs) under this Department relating to the areas being transferred to Depts of Finance and CENR, i.e. eGovernment and Information Society Action Plan Development and Coordination (including eInclusion) respectively.

Rgds

Carmel

Jerry  
Kelleher/PROT/DOT  
Sent by: jerry  
Kelleher/PROT/DOT

Carmel Madden/ISPDT/DOT@DOT To

cc

02/07/2008 17:00

Subject

Transfer of Functions Order

Carmel,

Can you give me a ring 4143 re the need to draft a transfer of functions order etc.

Talk to me.

Jerry

\*\*\*\*\*  
 Tá Roinn an Taoiseach meáite ar seirbhís phroifisiúnta, éifeachtach agus chúirtéiseach a sholáthar dár gcustaiméirí go léir. Chun amharc ar an Chairt do Chustaiméirí, cliceáil ar <http://www.taoiseach.gov.ie//irish/index.asp?docID=1763>

Is le haghaidh an duine nó an aonáin ar seoladh dó/di an t-eolas a seachadadh, agus d'fhéadadh ábhar faoi rún agus/nó ábhar faoi phribhléid a bheith istigh leis. Tá cosc ar aon athbhreithniú, athsheachadadh, scaipeadh faisnéise nó aon úsáid eile den eolas seo ag aon aonáin eile seachas an faighteoir beartaithe, ná aon ghníomh a thógáil i dtuilleamaí an eolais seo. Má fuair tú seo de bharr earráide, téigh i dteagmháil leis an seoltóir agus scríos an t-ábhar ó do ríomhaire le do thoil. Is é polasaí Roinn an Taoiseach cosc a chur ar ábhar maslach a sheoladh, agus más rud é go gceapann tú go bhfuil an t-ábhar istigh leis an teachtaireacht seo maslach ba cheart duit dul i dteagmháil leis an seoltóir ar an bpointe agus le [itu@taoiseach.gov.ie](mailto:itu@taoiseach.gov.ie) freisin.

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\*\*\*\*\*

**From:** Brian Carroll .T- Corporate Finance  
**Sent:** 10 July 2008 16:33  
**To:** Dave Hanley  
**Cc:** Eamonn Molloy; John Donohoe; Jim Whelan  
**Subject:** Savings on Payroll in 2008

Dave

Please see approximate figures below relating to Subhead A1.

[REDACTED] In addition, salaries for 7 posts are to be received from DoTaoiseach i.e. €232k (for half year). Obviously, the salaries of the three on secondment have to be paid i.e. €93k. If the remaining four posts were to remain unfilled, this would reduce the projected overspend to [REDACTED]

1. Would it be feasible to leave 4 posts from DoTaoiseach unfilled this year?

2. [REDACTED]

**A1 SALARIES, WAGES AND ALLOWANCES**

	€k
2008 Estimate	
Forecast Outturn	[REDACTED]
Balance	[REDACTED]
To be received from DAFF	[REDACTED]
Balance	[REDACTED]
To be received from DoTaoiseach	232
Balance	[REDACTED]
To be Paid (Seconded Staff)	93
Balance	[REDACTED]

Thanks  
Brian

**Ann Kissane**

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**From:** Brian Carroll .T- Corporate Finance  
**Sent:** 19 December 2008 10:04  
**To:** Ann Kissane  
**Subject:** Information Society  
**Attachments:** Figures for DCENR 10 July 08.xls; Funds to be transferred.xls

<b>Transfer of Information Society and eInclusion Functions to DCENR</b>	<b>Cost</b>
Salaries (7 in total)	
<b>Appendix 1: Posts transferring only (midpoint of scale - 6 months)</b>	
PO (incl Employers PRSI)	€ 51,859.33
AP (incl Employers PRSI)	€ 40,301.09
CO (incl Employers PRSI)	€ 16,869.99
HEO (incl Employers PRSI)	€ 29,687.65
<b>Appendix 1: Staff on secondment (actual pay 18/07 - 31/12/08)</b>	
AP (incl Employers PRSI)	€ 46,034.53
HEO (incl Employers PRSI)	€ 27,071.63
CO (incl Employers PRSI)	€ 20,119.57
Appendix 2: Travel and Subsistence (based on 2007)	€ 9,946.63
Training (based on 3% of salary costs (7))	€ 2,706.01
<b>Appendix 2: Entertainment (based on 2007 spend)</b>	€ 750.00
<b>Appendix 2: Advertising (In previous years this spend was taken from eInclusion fund)</b>	€ 0.00
<b>Appendix 2: Publications (entire allocation in 2007 was related to eGovernment)</b>	€ 0.00
<b>Appendix 3: Telecoms</b>	€ 0.00
Mobile Phones - Albert Jordan's phone to be transferred to DCENR (based on 2	€ 1,279.18
ISDN Line iro Albert Jordan, Colm Butler and Carmel Madden	€ 660.45
Telecoms	€ 1,929.02
<b>Appendix 4: Programme (remaining balance - current non pay)</b>	<u>€ 2,933,666.13</u>
	€ 3,182,881.21
 Total deduction from our Administrative Budget	
 A1 Salaries	€ 231,943.79
A2 Travel and Subsistence	€ 9,946.63
A3 Incidental Expenses	€ 3,456.01
A4 Postal and Telecommunications Services	<u>€ 3,868.65</u>
	€ 249,215.08

TRANSFER OF INFORMATION SOCIETY AND E-INCLUSION FUNCTIONS TO DCENR (COSTS FOR 6 MONTHS)		
	DCENR Estimate	DoTao/iseach Estimate
Staffing Cost	231944	231944
Travel and Subsistence	13552	9947
Entertainment	594	
Training	5345	
Advertising	3959	
Publications	0	
Telecoms	2613	3869
Incidental Expenses	7708	7708
Total	265714	253467

-----Original Message-----  
From: Eamonn Molloy  
Sent: 23 July 2008 09:11  
To: Brian Carroll .T- Corporate Finance  
Subject: RE: FW: FW: Information Society

Thks Brian

Eamonn

-----Original Message-----  
From: Brian Carroll .T- Corporate Finance  
Sent: 22 July 2008 17:59  
To: 'Pauline.Kiernan@taoiseach.gov.ie'  
Cc: Eamonn Molloy; Dave Hanley  
Subject: RE: FW: FW: Information Society

Pauline

As discussed the week before last and again today we are seeking a total figure of at least €300,000 from the Admin Budget on a half year basis. This amounts to a minimum non-pay admin component of approx. €70,000 for six months (full year would be €140,000). This seems reasonable in light of attached (full year non-pay admin cost of 7 posts in DoTaoiseach is €190,198 on average). It is important that funds transferred do not simply reflect historic spend patterns. Likely future spend must also be taken into account. Already it is clear that commitments will arise on e.g. T&S which will require an allocation that is significantly more than €10k.

Appreciate if you could get back ASAP as we need to finalise this matter.

Thanks and regards  
Brian

-----Original Message-----  
From: Pauline.Kiernan@taoiseach.gov.ie  
[mailto:Pauline.Kiernan@taoiseach.gov.ie]  
Sent: 11 July 2008 11:20  
To: Brian Carroll .T- Corporate Finance  
Subject: Re: FW: FW: Information Society

Brian

I refer to your queries regarding costs transferring to your Department in respect of the above.

1. At the meeting of 1st July we discussed applying an inflator to one or two of the allocations, however, when the 2008 Estimates for this Department were agreed, substantial cuts from Administrative Expenditure were made. These were achieved in part by freezing budgets for certain expenditure categories across the Admin Budget. Consequently we would not expect that expenditure in these areas would exceed 2007 levels and expenditure levels for first half of 2008 are consistent with this.
2. The Department does not allocate budgets to this level but there is a clear understanding that 2008 Admin Budget spend should not exceed 2007 expenditure.
3. I have included figures for employers PRSI in the salary figures

provided. Overtime is allocated in this Department on basis of business case. It is not expected that this will arise in the ISPU context.

4. The eInclusion fund includes expenditure on all aspects of the grants, which includes the cost of advertising the grant scheme.

In the initial spreadsheet i forwarded to you the figure for training was based on a full year and included the total complement of staff (9), i have revised that figure to give half year cost based on 7 staff. I trust this is in order.

Give me a call if you have any further queries.

Kind regards

Pauline Kiernan  
Finance Unit  
Department of the Taoiseach  
Tel: (00 353 1) 619 4140  
Email: pauline.kiernan@taoiseach.gov.ie

(See attached file: Figures for DCENR 10 July 08.xls)  
\*\*\*\*\*  
Tá Roinn an Taoisigh meáite ar seirbhís phroifisiúnta, éifeachtach agus chúirtéiseach a sholáthar dár gcustaiméirí go léir. Chun amharc ar an Chairt do Chustaiméirí, cliceáil ar <http://www.taoiseach.gov.ie//irish/index.asp?docID=1763>

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Record 17

44

**From:** Brian Carroll .T- Corporate Finance  
**Sent:** 05 September 2008 09:43  
**To:** Aidan Dunning  
**Cc:** Susan Lowen  
**Subject:** RE:

Aidan

I will adjust the figure and will see you at 11.00am.

Brian

---

**From:** Aidan Dunning  
**Sent:** 05 September 2008 09:38  
**To:** Brian Carroll .T- Corporate Finance  
**Cc:** Susan Lowen  
**Subject:** RE:

Brian

This figure has to be adjusted to reflect the pay and programme transfers from and Taoiseach's. We are due to meet at 11am.

---

**From:** Brian Carroll .T- Corporate Finance  
**Sent:** 04 September 2008 14:59  
**To:** Aidan Dunning  
**Subject:** FW:

---

**From:** Finneran, Adrian [mailto:Adrian.Finneran@finance.gov.ie]  
**Sent:** 04 September 2008 14:47  
**To:** Brian Carroll .T- Corporate Finance  
**Cc:** O'Donnell, Stephanie; Keane, Pat; Perkins, Michael  
**Subject:** FW:

Brian- see below.

Adrian

---

**From:** Howlin, John  
**Sent:** 04 September 2008 14:45  
**To:** Finneran, Adrian  
**Subject:** RE:

Adrian,

That is the position for D/CENR.

Regards,

John

**From:** Finneran, Adrian  
**Sent:** 04 September 2008 14:36  
**To:** Howlin, John  
**Subject:**

John

Per our brief phone conversation of a couple of minutes ago

D/CENR have been on about their estimates target figure, and I want to be certain before I revert:

[REDACTED]

Can you confirm or correct the above, pl?

Adrian

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[REDACTED]

Tá an r-phost seo faoi phribhléid agus faoi rún.

Mura tusa an duine a bhí beartaithe leis an teachtaireacht seo a fháil, scrios é le do thoil agus cuir an seoltóir ar an eolas. Is leis an údar amháin aon dearcaí nó tuairimí a léirítear.

Scanadh an r-phost seo le MailMarshal agus deimhníodh go raibh sé saor ó víoras leis an bpatrúnchomhad atá in úsáid faoi láthair. Ní féidir a ráthú leis seo áfach nach bhfuil ábhar mailíseach ann.



-----Original Message-----

From: Emerson, Mairead [mailto:Mairead.Emerson@finance.gov.ie]  
 Sent: 08 September 2008 09:00  
 To: Brian Carroll .T- Corporate Finance; Dave Hanley  
 Cc: Hartmann, Eric  
 Subject: FW: Transfer of ISPU to Department of Communications, Energy and  
 Natural Resources and Department of Finance

Brian

Is this your understanding of the amounts to transfer with the functions  
 from Taoiseach's.

Dave

Is this an agreed position with your dept on staff numbers to transfer  
 including the secondment arrangement, also is Employers PRSI included.

As you know we are working against the clock here and the deadlines are very  
 tight so we need to get this sorted asap.

Thanks

Mairead

Mairead Emerson  
 Administrative Budget Section  
 Department of Finance

Ph: 6045616  
 Fax: 6045575  
 e-mail: mairead\_emerson@finance.gov.ie

-----Original Message-----

From: Barry, Eugene  
 Sent: 05 September 2008 17:04  
 To: Emerson, Mairead  
 Subject: FW: Transfer of ISPU to Department of Communications, Energy and  
 Natural Resources and Department of Finance

Mairead,

To see, please. I have copied to Eric and to Michael Perkins and Colm O'Neil  
 also.

Regards,

Eugene

-----Original Message-----

From: Pauline.Kiernan@Taoiseach.Gov.IE  
 [mailto:Pauline.Kiernan@Taoiseach.Gov.IE]  
 Sent: 05 September 2008 13:13  
 To: Barry, Eugene  
 Subject: Transfer of ISPU to Department of Communications, Energy and  
 Natural Resources and Department of Finance

Eugene

Further to our recent conversation the following is the position regarding the above.

A total of 9 staff were allocated to ISPU. Out of that number a total of 7 are transferring to D/CENR, 4 of the posts are transferring only (PO, AP, HEO and CO), and the remaining 3 staff (AP, HEO, CO) are going on secondment. Our Department have agreed with D/CENR the transfer of the following:

the salary levels (based on the actual cost of the staff on loan plus the midpoint of grade for posts transferring without staff) amounting to €231,944  
a proportion of expected expenditure in 2008 for the ISPU based on actual expenditure in 2007 and in the first months of 2008 which amounts to €21,523  
Programme Funding - the grant funding for eInclusion in Subhead I is to be transferred in full, less any expenditure already made by this Department in 2008 - the total to be transferred amounts to €2,933,666.13.

Breakdown as follows:

A1 Salaries	€231,943.79	
A2 Travel and Subsistence		€9,946.63
A3 Incidental Expenses		€7,708.31
A4 Postand and Telecommunications Services		€3,868.65
Programme		€2,933,666.13

A total of €3,187,133.51 is transferring to DCENR.

The remaining two grades are transferring to D/Finance (AO - on secondment and SO - post transferring only). The Department of Finance have made no request for funding from this Department in respect of the transfer to date.

I would be grateful if you would advise me how best to proceed with this.

Kind regards

Pauline Kiernan  
Finance Unit  
Department of the Taoiseach

Tel: (00 353 1) 619 4140

Email: pauline.kiernan@taoiseach.gov.ie

\*\*\*\*\*  
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Is le haghaidh an duine nó an aonáin ar seoladh dó/di an t-eolas a seachadadh, agus d'fhéadadh ábhar faoi rún agus/nó ábhar faoi phribhléid a bheith istigh leis. Tá cosc ar aon athbhreithniú, athsheachadadh, scaipeadh faisnéise nó aon úsáid eile den eolas seo ag aon aonáin eile seachas an faighteoir beartaithe, ná aon ghníomh a thógáil i dtuilleamaí an eolais seo. Má fuair tú seo de bharr earráide, téigh i dteagmháil leis an seoltóir agus scríos an t-ábhar ó do ríomhaire le do thoil. Is é polasaí Roinn an Taoisigh cosc a chur ar ábhar maslach a sheoladh, agus más rud é go gceapann tú go bhfuil an t-ábhar istigh leis an teachtaireacht seo maslach ba cheart



-----Original Message-----

From: Emerson, Mairead [mailto:Mairead.Emerson@finance.gov.ie]  
 Sent: 08 September 2008 12:32  
 To: Dave Hanley; Brian Carroll .T- Corporate Finance  
 Cc: Hartmann, Eric; Finneran, Adrian; Howlin, John  
 Subject: FW: RE:

Dave, Brian

This confirms the 7 posts to transfer to CENR, now we just need the same agreement e-mail for the funds.

Regards

Mairead

Mairead Emerson  
 Administrative Budget Section  
 Department of Finance

Ph: 6045616  
 Fax: 6045575  
 e-mail: mairead\_emerson@finance.gov.ie

-----Original Message-----

From: Hartmann, Eric  
 Sent: 08 September 2008 12:25  
 To: Emerson, Mairead  
 Subject: FW: RE:

FYI

Eric Hartmann  
 Admin Budget Section  
 (01) 6045564

-----Original Message-----

From: Aileen.Healy@taoiseach.gov.ie [mailto:Aileen.Healy@taoiseach.gov.ie]  
 Sent: 08 September 2008 11:13  
 To: Hartmann, Eric; Barry, Eugene  
 Cc: Pauline.Kiernan@Taoiseach.Gov.IE; Jerry.Kelleher@Taoiseach.Gov.IE  
 Subject: Fw: RE:

Eric,

Just to clarify as there seems to be some confusion about the issue of the number of posts relating to the transfer of the ISPU function from this Department to D/CNMR and D/Finance. The attached email excerpt I think adds to the confusion as it relates to the issue of the staff in situ rather than posts.

There were 9 posts attached to the ISPU. It was agreed that these would transfer as follows:  
 7 to D/CNMR

2 to Department of Finance.

An interim arrangement was agreed whereby 4 of the existing staff would go on secondment temporarily to the Departments concerned (1 to Finance and 3 to D/CNMR). None of the DOT staff would transfer definitively as the posts in both receiving Departments were due to decentralise and decentralising staff would be assigned to those positions, at which point the seconded staff would return to DOT and be absorbed into DOT staff numbers. We are not, as yet, aware that any of the posts concerned have been filled in those Departments.

Please do not hesitate to contact our Finance Officer Pauline Kiernan or myself if you have any further queries.

Regards

Aileen

----- Forwarded by Aileen Healy/CA/DOT on 08/09/2008 10:40 -----

"Dave Hanley"  
<Dave.Hanley@dcen  
r.gov.ie>

08/09/2008 10:34

"Emerson, Mairead" To  
<Mairead.Emerson@finance.gov.ie>  
CC  
<Aileen.Healy@taoiseach.gov.ie>,  
<Pauline.Kiernan@taoiseach.gov.ie>,  
"Brian Carroll .T- Corporate  
Finance"  
<BrianT.Carroll@dcenr.gov.ie>

RE: Subject

Mairead, in total 7 posts are transferring from Taoiseach's to DCENR - no actual staff are permanently transferring. We have agreed an interim arrangement whereby 3 staff are temporarily transferred here (on secondment) to facilitate knowledge transfer. They will be returning to Taoiseach's in due course.

Dave.

From: Emerson, Mairead [mailto:Mairead.Emerson@finance.gov.ie]  
Sent: 08 September 2008 10:16  
To: Dave Hanley  
Cc: Hartmann, Eric  
Subject:

Dave

The excerpt from Taoiseach's e-mail below states that 4 posts are transferring only and not 7 can you clarify with Taoiseach's and get back thanks. As I understand it HR Officer in personnel agrees with the 4 !. We will need an e-mail of agreement before any moves are made.

'Out of that number a total of 7 are transferring to D/CENR, 4 of the posts are transferring only (PO, AP, HEO and CO), and the remaining 3 staff (AP, HEO, CO) are going on secondment.'

Thanks in advance.

Mairead

Mairead Emerson  
Administrative Budget Section  
Department of Finance

Ph: 6045616  
Fax: 6045575  
e-mail: [mairead\\_emerson@finance.gov.ie](mailto:mairead_emerson@finance.gov.ie)

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Tabhair aire:

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\*\*\*\*\*  
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Record 20

-----Original Message-----

From: Emerson, Mairead [mailto:Mairead.Emerson@finance.gov.ie]  
 Sent: 11 September 2008 10:11  
 To: Brian Carroll .T- Corporate Finance  
 Cc: Hartmann, Eric; Dave Hanley; -error-5.1.2~"553 source routing not allowed."  
 Subject: FW: Transfer of ISPU to Department of Communications, Energy and Natural Resources and Department of Finance

Brian

As discussed, the e-mail below refers to funds to transfer from Dept of Taoiseach's Admin Budget to CENR for 2008 only for the above functions, what is needed to proceed with the transfer of funds for the 2009 estimates is agreement at a senior level in 2009 terms of the amounts that can be taken from Vote 2 (Taoiseach). An e-mail to this effect will be acceptable.

This is of course now most urgent given the submission deadline.

Regards

Mairead

Mairead Emerson  
 Administrative Budget Section  
 Department of Finance

Ph: 6045616  
 Fax: 6045575  
 e-mail: mairead\_emerson@finance.gov.ie

-----Original Message-----

From: Pauline.Kiernan@Taoiseach.Gov.IE  
 [mailto:Pauline.Kiernan@Taoiseach.Gov.IE]  
 Sent: 05 September 2008 13:13  
 To: Barry, Eugene  
 Subject: Transfer of ISPU to Department of Communications, Energy and Natural Resources and Department of Finance

Eugene

Further to our recent conversation the following is the position regarding the above.

A total of 9 staff were allocated to ISPU. Out of that number a total of 7 are transferring to D/CENR, 4 of the posts are transferring only (PO, AP, HEO and CO), and the remaining 3 staff (AP, HEO, CO) are going on secondment. Our Department have agreed with D/CENR the transfer of the following:

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 a proportion of expected expenditure in 2008 for the ISPU based on actual expenditure in 2007 and in the first months of 2008 which amounts

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A1 Salaries	€231,943.79
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	€3,868.65
	€2,933,666.13

A total of €3,187,133.51 is transferring to DCENR.

The remaining two grades are transferring to D/Finance (AO - on secondment and SO - post transferring only). The Department of Finance have made no request for funding from this Department in respect of the transfer to date.

I would be grateful if you would advise me how best to proceed with this.

Kind regards

Pauline Kiernan

Finance Unit

Department of the Taoiseach

Tel: (00 353 1) 619 4140

Email: pauline.kiernan@taoiseach.gov.ie

\*\*\*\*\*

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**From:** Emerson, Mairead [mailto:Mairead.Emerson@finance.gov.ie]  
**Sent:** 11 September 2008 10:16  
**To:** Brian Carroll .T- Corporate Finance  
**Subject:**

Brian

I have just heard that the Taoiseach template is in without the adjustment so the funds are locked down for the moment so this will cause problems for the acceptance of your template figures without the agreement.

Mairead

**Mairead Emerson**  
**Administrative Budget Section**  
**Department of Finance**

Ph: 6045616  
Fax: 6045575  
e-mail: mairead\_emerson@finance.gov.ie

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---

-----Original Message-----

From: Emerson, Mairead [mailto:Mairead.Emerson@finance.gov.ie]  
 Sent: 16 September 2008 10:26  
 To: Brian Carroll .T- Corporate Finance; Dave Hanley  
 Cc: Hartmann, Eric; Finneran, Adrian; Keane, Pat; Denny, David; Kearns, Eamonn  
 Subject: FW: Transfer of ISPU to Department of Communications, Energy and Natural Resources and Department of Finance

Good morning all

This issue is now live again and still requires the agreement at senior level as discussed last week. As you know the time frame will be very short and the numbers/ agreement needs to be with us within the next two days.

Mairead

-----Original Message-----

From: Brian Carroll .T- Corporate Finance [mailto:BrianT.Carroll@dcenr.gov.ie]  
 Sent: 11 September 2008 11:15  
 To: pauline.kiernan@taoiseach.gov.ie  
 Cc: Emerson, Mairead; Hartmann, Eric; Kearns, Eamonn; Finneran, Adrian  
 Subject: FW: Transfer of ISPU to Department of Communications, Energy and Natural Resources and Department of Finance

Pauline

Please see e-mail below. Can you confirm formal agreement at a senior level for the transfer of funds for the 2009 estimates as follows:

Breakdown as follows:

A1 Salaries	€463,887.58
A2 Travel and Subsistence	€19,893.26
A3 Incidental Expenses	€15,416.62
A4 Post and Telecommunications Services	€7,737.3
Programme	€3m

A total of €3,506,934.76 is transferring to DCENR for 2009. This is now a matter of extreme urgency.

Regards  
 Brian

-----Original Message-----

From: Emerson, Mairead [mailto:Mairead.Emerson@finance.gov.ie]  
 Sent: 11 September 2008 10:11  
 To: Brian Carroll .T- Corporate Finance  
 Cc: Hartmann, Eric; Dave Hanley; -error-5.1.2~"553 source routing not allowed."  
 Subject: FW: Transfer of ISPU to Department of Communications, Energy and Natural Resources and Department of Finance

Brian

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This is of course now most urgent given the submission deadline.

Regards

Mairead

Mairead Emerson  
Administrative Budget Section  
Department of Finance

Ph: 6045616  
Fax: 6045575  
e-mail: mairead\_emerson@finance.gov.ie

-----Original Message-----

From: Pauline.Kiernan@Taoiseach.Gov.IE  
[mailto:Pauline.Kiernan@Taoiseach.Gov.IE]  
Sent: 05 September 2008 13:13  
To: Barry, Eugene  
Subject: Transfer of ISPU to Department of Communications, Energy and Natural Resources and Department of Finance

Eugene

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I would be grateful if you would advise me how best to proceed with this.

Kind regards

Pauline Kiernan  
Finance Unit  
Department of the Taoiseach  
Tel: (00 353 1) 619 4140  
Email: pauline.kiernan@taoiseach.gov.ie

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-----Original Message-----

From: Emerson, Mairead [mailto:Mairead.Emerson@finance.gov.ie]  
 Sent: 16 September 2008 13:17  
 To: Brian Carroll .T- Corporate Finance  
 Cc: Barry, Eugene; Hartmann, Eric; Finneran, Adrian; Denny, David  
 Subject: FW: Transfer of ISPU to Department of Communications, Energy and  
 Natural Resources and Department of Finance

Brian

Are the figures below agreed with you for 2008 if so we can ask Taoiseach  
 Sec Gen to formalise today based on these figures. This is necessary for the  
 Further Revised Estimates for 2008, we also need a formal date for transfer.

Can you include all the above in your reply please.

Thanks

Mairead

Mairead Emerson  
 Administrative Budget Section  
 Department of Finance

Ph: 6045616

Fax: 6045575

e-mail: mairead\_emerson@finance.gov.ie

-----Original Message-----

From: Barry, Eugene  
 Sent: 16 September 2008 11:05  
 To: Hartmann, Eric; Emerson, Mairead; Finneran, Adrian; Keane, Pat; Zambra,  
 Alan  
 Cc: Marks, John; Mcgrath, Michael L; Howlin, John; O'Keeffe, Paddy;  
 Thompson, John; Duffy, Jim; Brennan, Patrick; Leonard, John  
 Subject: FW: Transfer of ISPU to Department of Communications, Energy and  
 Natural Resources and Department of Finance

Please see below details of resources transferring from Taoiseach's to CENR  
 for 2008.

Taoiseach's have confirmed that once this transfer takes place,  
 (€2,933,666.13) on Programme side, there will be no funding left in Subhead  
 I in Taoiseach's Vote. I am informed by Taoiseach's also that their Dept and  
 CENR are in agreement on the resources (staffing + funding) transferring to  
 CENR for both 2008 and 2009, and we are arranging with Taoiseach's for this  
 to be confirmed in writing at Sec Gen level.

We will ask Vote 6 Finance to confirm again (in writing) that D/Finance are  
 not seeking funding from Taoiseach's for 2008 and 2009 for transfer of eGovt  
 to CMOD.

Regards

Eugene Barry

-----Original Message-----

From: Pauline.Kiernan@Taoiseach.Gov.IE  
[mailto:Pauline.Kiernan@Taoiseach.Gov.IE]  
Sent: 16 September 2008 10:15  
To: Barry, Eugene  
Subject: Fw: Transfer of ISPU to Department of Communications, Energy and Natural Resources and Department of Finance

Pauline  
Kiernan/FIN/DOT

05/09/2008 13:13

Eugene.Barry@finance.gov.ie

To  
cc

Subject  
Transfer of ISPU to Department of Communications, Energy and Natural Resources and Department of Finance

Eugene

Further to our recent conversation the following is the position regarding the above.

A total of 9 staff were allocated to ISPU. Out of that number a total of 7 are transferring to D/CENR, 4 of the posts are transferring only (PO, AP, HEO and CO), and the remaining 3 staff (AP, HEO, CO) are going on secondment. Our Department have agreed with D/CENR the transfer of the following:

the salary levels (based on the actual cost of the staff on loan plus the midpoint of grade for posts transferring without staff) amounting to €231,944 a proportion of expected expenditure in 2008 for the ISPU based on actual expenditure in 2007 and in the first months of 2008 which amounts to €21,523

Programme Funding - the grant funding for eInclusion in Subhead I is to be transferred in full, less any expenditure already made by this Department in 2008 - the total to be transferred amounts to €2,933,666.13.

Breakdown as follows:

A1 Salaries	€231,943.79
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A4 Postand and Telecommunications Services Programme	€3,868.65
	€2,933,666.13

A total of €3,187,133.51 is transferring to DCENR.

The remaining two grades are transferring to D/Finance (AO - on secondment and SO - post transferring only). The Department of Finance have made no request for funding from this Department in respect of the transfer to date.

I would be grateful if you would advise me how best to proceed with this.

Kind regards

Pauline Kiernan  
Finance Unit  
Department of the Taoiseach  
Tel: (00 353 1) 619 4140  
Email: pauline.kiernan@taoiseach.gov.ie

\*\*\*\*\*  
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-----Original Message-----

From: Emerson, Mairead [mailto:Mairead.Emerson@finance.gov.ie]  
Sent: 16 September 2008 13:33  
To: Brian Carroll .T- Corporate Finance  
Cc: Barry, Eugene; Hartmann, Eric; Finneran, Adrian  
Subject: RE: Transfer of ISPU to Department of Communications, Energy and Natural Resources and Department of Finance

Thanks Brian

Can you now give me a set of further revised estimates for CENR by subhead i.e. A1 etc, REV plus the amended amount (rounded €000) for the 6 months and we can ask Taoiseach to do the same.

Mairead

Mairead Emerson  
Administrative Budget Section  
Department of Finance

Ph: 6045616  
Fax: 6045575  
e-mail: mairead\_emerson@finance.gov.ie

-----Original Message-----

From: Brian Carroll .T- Corporate Finance [mailto:BrianT.Carroll@dcenr.gov.ie]  
Sent: 16 September 2008 13:27  
To: Emerson, Mairead  
Cc: Dave Hanley; Eamonn Molloy  
Subject: RE: Transfer of ISPU to Department of Communications, Energy and Natural Resources and Department of Finance

Mairéad

Numbers are as agreed with Dept Taoiseach to cover six months which would give a transfer date of 1 July.

Brian

-----Original Message-----

From: Emerson, Mairead [mailto:Mairead.Emerson@finance.gov.ie]  
Sent: 16 September 2008 13:17  
To: Brian Carroll .T- Corporate Finance  
Cc: Barry, Eugene; Hartmann, Eric; Finneran, Adrian; Denny, David  
Subject: FW: Transfer of ISPU to Department of Communications, Energy and Natural Resources and Department of Finance

Brian

Are the figures below agreed with you for 2008 if so we can ask Taoiseach Sec Gen to formalise today based on these figures. This is necessary for the Further Revised Estimates for 2008, we also need a formal date for transfer.

Can you include all the above in your reply please.

Thanks

Mairead

Mairead Emerson  
Administrative Budget Section  
Department of Finance

Ph: 6045616  
Fax: 6045575  
e-mail: mairead\_emerson@finance.gov.ie

-----Original Message-----

From: Barry, Eugene  
Sent: 16 September 2008 11:05  
To: Hartmann, Eric; Emerson, Mairead; Finneran, Adrian; Keane, Pat; Zambra, Alan  
Cc: Marks, John; Mcgrath, Michael L; Howlin, John; O'Keeffe, Paddy; Thompson, John; Duffy, Jim; Brennan, Patrick; Leonard, John  
Subject: FW: Transfer of ISPU to Department of Communications, Energy and Natural Resources and Department of Finance

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[mailto:Pauline.Kiernan@Taoiseach.Gov.IE]  
Sent: 16 September 2008 10:15  
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Subject: Fw: Transfer of ISPU to Department of Communications, Energy and Natural Resources and Department of Finance

Pauline  
Kiernan/FIN/DOT

05/09/2008 13:13

Eugene.Barry@finance.gov.ie

To

cc

Subject  
Transfer of ISPU to Department of  
Communications, Energy and Natural  
Resources and Department of Finance

Eugene

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Pauline Kiernan  
Finance Unit  
Department of the Taoiseach  
Tel: (00 353 1) 619 4140  
Email: pauline.kiernan@taoiseach.gov.ie

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bheith istigh leis. Tá cosc ar aon athbhreithniú, athsheachadadh, scaipeadh faisnéise nó aon úsáid eile den eolas seo ag aon aonáin eile seachas an faighteoir beartaithe, ná aon ghníomh a thógáil i dtuilleamaí an eolais seo. Má fuair tú seo de bharr earráide, téigh i dteagmháil leis an seoltóir agus scríos an t-ábhar ó do ríomhaire le do thoil. Is é polasaí Roinn an Taoisigh cosc a chur ar ábhar maslach a sheoladh, agus más rud é go gceapann tú go bhfuil an t-ábhar istigh leis an teachtaireacht seo maslach ba cheart duit dul i dteagmháil leis an seoltóir ar an bpointe agus le itu@taoiseach.gov.ie freisin.

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#####

**From:** Emerson, Mairead [mailto:Mairead.Emerson@finance.gov.ie]  
**Sent:** 16 September 2008 13:48  
**To:** Brian Carroll .T- Corporate Finance  
**Cc:** Hartmann, Eric; Keane, Pat  
**Subject:**

Brian

Further to the e-mail earlier could you fill in the attached table for the FRE.

2007 Provisional Outturn	2008 Estimate						Change 2008 over 2007 %
	Current Capital Total		Current Capital Total		Current Capital Total		
ADMINISTRATION (a)	€000	€000	€000	€000	€000	€000	
A.1 - SALARIES, WAGES AND ALLOWANCES ....							-
A.2 - TRAVEL AND SUBSISTENCE.....				-			-
A.3 - INCIDENTAL EXPENSES ....				-			-
A.4 - POSTAL AND TELECOM SERVICES ....							-
A.5 - OFFICE MACHINERY AND OTHER OFFICE SUPPLIES AND RELATED SERVICES ...				-			-
A.6 - OFFICE PREMISES EXPENSES ....				-			-
A.7 - CONSULTANCY SERVICES				-			-
A.8 - EQUIPMENT, STORES AND MAINTENANCE ....							-
A.9 - VALUE FOR MONEY AND POLICY REVIEWS ....							-
<b>Subtotal :-</b>							

Please and thanks

Mairead  
 Mairead Emerson  
 Administrative Budget Section  
 Department of Finance

Ph: 6045616  
 Fax: 6045575  
 e-mail: mairead\_emerson@finance.gov.ie

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T an r-phost seo faoi phribhlid agus faoi m.

Mura tusa an duine a bh beartaithe leis an teachtaireacht seo a fhill, scrios le do thoil agus cuir an seoltir ar an eolas. Is leis an dar amhin aon dearca n tuairim a lirtear.

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