

Freedom of Information Publication Scheme
Department of Agriculture, Food and the Marine

Introduction

The Department of Agriculture, Food and the Marine has prepared and published this Publication Scheme in accordance with Section 8 of the Freedom of Information Act 2014. The Scheme has been drafted in conformity with the Model Publication Scheme and Guidelines issued by the Minister for Public Expenditure and Reform.

The purpose of this Scheme is to publish as much information as possible in an open and accessible manner on a routine basis outside of FOI, having regard to the principles of openness, transparency and accountability as set out in Sections 8(5) and 11(3) of the Act. The Scheme will assist the general public in understanding the type of information that is held by this Department and how to access it.

A printed version is available for inspection by members of the public during normal office hours, subject to not less than one day's advance notice being provided. Please contact the Department's Freedom of Information Unit by telephone at 057 8694327 or by email at freedomofinformation@agriculture.gov.ie if you wish to view a printed version. The printed version can be viewed at the following locations:

Department of Agriculture, Food and the Marine
Agriculture House
Kildare Street
Dublin 2

Or at:

Department of Agriculture, Food and the Marine
Pavilion A
Grattan Business Centre
Dublin Road
Portlaoise
Co Laois

The scheme is split into 6 distinct areas:

1. General Information about the Department
2. Information on Services Provided
3. Information on Decision Making
4. Financial Information
5. Procurement
6. FOI/AIE Disclosure Logs and Other Information

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1. General Information about the Department

Establishment of Department

The Department of Agriculture was created in 1919 with Robert Barton as the Director of Agriculture and T.P. Gill as its first Secretary. Over the years its name has changed several times. The Department was previously known as the following:

- Department of Agriculture (1919–1924)
- Department of Lands and Agriculture (1924–1930)
- Department of Agriculture (1930–1965)
- Department of Agriculture and Fisheries (1965–1977)
- Department of Agriculture (1977–1987)
- Department of Agriculture and Food (1987–1993)
- Department of Agriculture, Food and Forestry (1993–1997)
- Department of Agriculture and Food (1997–1999)
- Department of Agriculture, Food and Rural Development (1999–2002)
- Department of Agriculture and Food (2002–2007)
- Department of Agriculture, Fisheries and Food (2007–2011)
- Department of Agriculture, Food and the Marine (2011–present)

Roles, responsibilities and functions

The Mission Statement of the Department is:

Our mission is to lead the sustainable development of the agri-food, forestry and marine sector and to optimise its contribution to national economic development and the natural environment.

In carrying out its mandate the Department undertakes a variety of functions including:

- Policy advice and development on all areas of Departmental responsibility.
- Representation in international, especially EU, and national negotiations.
- Development and implementation of national and EU schemes in support of Agriculture, Food, Fisheries, Forestry and Rural Environment.
- Monitoring and controlling aspects of Food Safety.
- Control and audit of public expenditure under its control.
- Regulation of the Agriculture, Fisheries, and Food industries through national and EU legislation.
- Monitoring and controlling animal and plant health and animal welfare.
- Monitoring and direction of State Bodies engaged in the following areas - research training and advice - market development and promotion - industry regulation and development - commercial activities.

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- Direct provision of support services to Agriculture, Fisheries, Food and Forestry.

Governance/Management arrangements

The Department is led by the Minister for Agriculture, Food and the Marine and a Minister of State.

The Management structure of the Department under the Secretary General, Mr Brendan Gleeson, comprises Assistant Secretaries, the Chief Veterinary Officer, the Chief Agricultural Inspector, the Director of Laboratories and the Director of IMT.

Further information on the management structure of this Department can be found [here](#).

Details on the Department Corporate Governance can be found [here](#).

Corporate Plans and Strategies

Corporate plans and strategies include:

[IMT Strategy 2017-2020](#)

[Statement of Strategy 2016-2019](#)

[Foodwise 2025](#)

[Forestry Programme 2014-2020](#)

[National Strategic Plan for Sustainable Aquaculture Development.](#)

[Scéim Teanga 2016-2019/Irish Language Scheme 2016-2019](#)

Annual Reports

We publish both an [Annual Report](#) and an [Annual Review and Outlook](#).

Organisation and Pay/Grading Structures

Details of the pay structures for Civil Service Grades are set out in the Department of Public Expenditure and Reform [Circular](#).



Staff Numbers in
the Department.pdf

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Locations and Contact details for the organisation

Should you wish to access the contact details for any area of the Department please click [here](#).

The contact details for the schemes administered by the Department are available in our [Schemes and Services 2014-2020 booklet](#).

Freedom of Information

Individuals seeking access to records under the Freedom of Information Act, Data Protection Act or Access to the Environment Regulations should contact the:

Freedom of Information Unit
Department of Agriculture, Food and the Marine
Pavilion A
Grattan Business Centre
Dublin Road
Portlaoise
Co Laois
R32 K857
Phone: 057 8694327
Email: freedomofinformation@agriculture.gov.ie

Further information on making requests under the FOI Act can be found [here](#).

Links to agencies/other bodies under the FOI remit

There are twelve State Bodies under the aegis of the Department as outlined below. The Department has a Performance Framework Arrangement which was approved by the Management Board in 2014 for use in relation to its State Bodies. The document derives from the requirements on Departmental Oversight in the 2016 Code of Practice for the Governance of State Bodies. The objective of the Arrangement is to define the Department's performance expectations for a State Body. The Arrangement outlines the process for setting the performance expectations of a State Body, the procedure for reviewing their achievement and the respective responsibilities of the State Body and the Department in this regard. The Arrangement is also to facilitate performance evaluation between a State Body and the Department whilst respecting the operational independence of the Body. The document can be amended by Line Divisions as circumstances require in relation to the individual State Bodies. The Arrangement envisages a six-monthly or annual meeting, as appropriate, between officials of the Department and the State Body.

These bodies are split into two categories Non Commercial and Commercial.

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Non Commercial Bodies:

- [Aquaculture Licensing Appeals Board](#)
- [Bord Bia](#)
- [Bord Iascaigh Mhara](#)
- [Marine Institute](#)
- [National Milk Agency](#)
- [Sea-Fisheries Protection Authority](#)
- [Teagasc](#)
- [Veterinary Council of Ireland](#)

Commercial Bodies

- [Bord na gCon](#)
- [Coillte Teoranta](#)
- [Horse Racing Ireland](#)
- [Irish National Stud](#)

Details of Board appointments to the board of these organisations can be found [here](#) and guidelines on making appointments [here](#).

COFORD

[COFORD](#) - the Programme of Competitive Forestry Research for Development (formerly National Council for Forest Research and Development) - is based in the Research Division of the [Department of Agriculture, Food and the Marine](#).

Details of Service Level Agreements/Memoranda of Understanding

For information on Service Level Agreements please contact data.protection@agriculture.gov.ie.

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Farmers' Charter of Rights

The [Farmers' Charter of Rights 2015-2020](#) was agreed following discussions with the farming organisations. The Charter sets out specific delivery targets to our farmer customers and covers the following schemes:

- Basic Payment Scheme and Greening Payments;
- Areas of Natural Constraint;
- Beef Data and Genomics Programmes;
- Knowledge Transfer Schemes;
- REPS;
- AEOS;
- GLAS;
- Organic Farming Scheme;
- TAMS II;
- Forestry Grant and Premium Schemes;
- Horticulture;
- Animal Health Schemes;
- Sheep Welfare;
- Young Farmers Scheme;
- Burren Scheme;
- National Reserve.

The Farmers' Charter continues our commitment to the principles of Quality Customer Service set out in our Customer Charter and Action Plan. Progress under the Charter is monitored by a review committee under an independent chairman. The committee is comprised of representatives of farm organisations and Department of Agriculture, Food and the Marine staff.

Further information regarding the Farmers' Charter of Rights can be obtained from the Quality Service Unit, Corporate Affairs Division, Department of Agriculture, Food and the Marine, Pavilion A, Grattan Business Centre, Dublin Road, Portlaoise, Co. Laois R32 K857. Tel: 057 8694331 or e-mail: qualityserviceunit@agriculture.gov.ie.

Customer Charter and Customer Action Plan

A [Customer Charter and Customer Action Plan](#) is also in place. This Customer Charter is a clear statement describing the level of service our customers can expect from the Department of Agriculture, Food and the Marine. Our Customer Action Plan which follows this Customer Charter describes in detail how the commitments and standards set out in our Customer Charter, and other customer service improvements, will be delivered and evaluated by the Department.

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Codes of Practice or Guidelines

[The Civil Service Code of Standards and Behaviour.](#)

2. Information on Services Provided

Information on services provided by the Department can be found in our [Schemes and Services 2014-2020 booklet](#) .This booklet contains details of the schemes administered by the Department including how to apply for the various schemes and what the appeals procedure is if you are unhappy in relation to a decision of the Department. It also contains information on the [Research Projects](#) carried out by the Department.

3. Information on Decision Making

Information on our [Public Consultations](#) can be found on the Customer Service page of our website.

4. Financial Information

The Departments Annual Accounts are published in the [Annual Report 2018](#).

The Annual Appropriation Account of the Department is audited by the Office of the Comptroller and Auditor General. The most recent audited account is the [2018 Appropriation Account](#). This Account includes information on ex-gratia payments made by the Department in 2018.

The Departments Estimated Expenditure for 2019 is €1,303,683,000 further information on this can be found [here](#). Information regarding plans for capital expenditure by this Department can be found at page 29 of this [Capital Plan](#).

We have a section on our website dedicated to [Payments Information](#). This page contains details of Purchase Orders made by this Department since 2012 to date and prompt payment reports from 2010 to date.

In line with EU Regulations 1306/2013 the Department publishes the [beneficiaries of CAP funding](#) for both legal and non-legal persons which remains available for two years from the date of initial publication.

5. Procurement

Procurement Policy

It is the Department's policy that the procurement function:

- operates to the highest standards of financial management in full compliance with EU and national procurement rules and requirements,
- implements processes that demonstrate best practice, achieve value for money and apply the principles of equal treatment, transparency and value for money; and
- implements Public Sector Reform requirements relating to procurement.

Procurement Publication Policy

It is the Department's policy to publish, on a quarterly basis, the following:

- **Public contracts awarded including contract type, contractor, value, award date, duration and brief description (tabular format) over €25k for Works or Goods and Services contracts** (exclusive of VAT), including the following details:
 - ✓ Whether this is an award for a single contract or an award from a framework,
 - ✓ Name of winning contractor and legal address,
 - ✓ Value of the contract (exclusive of VAT),
 - ✓ Type of Contract (Works or Goods and Services),
 - ✓ Contract Award Date,
 - ✓ Duration of contract in months,
 - ✓ Brief description of contract.

Procurement competitions:

The following processes are undertaken for public procurement competitions:

Office of Government Procurement (OGP)

- Central framework contracts are put in place by the OGP and other Public Sector Bodies e.g. The Educational Procurement Service (EPS) and the Health Service Executive (HSE). In accordance with public sector reform of procurement, the OGP is responsible for centralising the public procurement function for the public service. The OGP model envisages the following:
 - that the Public Service will speak with one voice to the market for each category of expenditure or commodity, eliminating duplication of procurement activities across the public service,

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- that the OGP will be the sole vehicle for sourcing common categories of goods and services, and
- where a designated public agency/body retains a sectoral procurement function in accordance with OGP rules, it will establish a single sector procurement function e.g. EPS, Department of Defence.

In circumstances where the OGP or an other public body has put in place central frameworks that facilitates DAFM requirements, DAFM will source procurement requirements directly from those contracts. This can take the form of mini-competitions or direct draw down.

Official Journal of the EU (OJEU)

- Published in the OJEU:
 - Requests for tenders for works or goods and for which central framework contracts are not in place, and for which the respective estimated value exceeds the financial thresholds (exclusive of VAT) referred to in Directive 2014/24/EU on public procurement and as implemented by S.I. No. 284/2016; Directive 2014/25/EU on procurement by entities operating in the water, energy, transport and postal services sectors and as implemented by S.I. No. 286/2016; and Directive 2014/23/EU on the award of concession contracts and as implemented by S.I. No. 203/2017, are published in the Official Journal of the EU and advertised on the government e-tenders website www.etenders.gov.ie

The current financial thresholds are as follows:

Works		
Contract Notice	€5,548,000	Threshold applies to Government Departments and Offices, Local and Regional Authorities and public bodies
Goods and Services		
Contract Notice	€144,000	Threshold applies to Government Departments and Offices

These thresholds are reviewed by the EU Commission every two years, with the next review due 1st January 2020.

Etenders

- Published on national e-tenders website:

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- Requests for tenders for goods and services for which central framework contracts are not in place and that have an estimated value **above €25,000** and **below €144,000** are advertised on the government e-tenders website www.etenders.gov.ie
- Requests for tenders for works that have an estimated value **above €50,000** and below **€5,548,000** are advertised on the government e-tenders website www.etenders.gov.ie

Quotes

- Requests for tenders issued directly to suppliers
 - Requests for tenders for works or goods and services that have an estimated value of **below €5,000** and for which central framework contracts are not in place are purchased on the basis of email quotes from at least three competitive suppliers or service providers;
 - Requests for tenders for goods and services that have an estimated value of **below €25,000** and **above €5,000** and for which central or framework contracts are not in place are purchased on the basis of responses to a specification sent by DAFM by e-mail to at least three suppliers or service providers;
 - Requests for tenders for works requirements that have an estimated value of **below €50,000** and **above €5,000** and for which central framework contracts are not in place are purchased on the basis of responses to a specification sent by DAFM by e-mail to at least five suppliers or service providers to tender.

Current tender competitions published on e-tenders

In order to access current Requests for Tenders on the e-tenders website suppliers are required to register an interest on-line on www.etenders.gov.ie.

[Public contracts awarded by DAFM](#)

6. FOI Disclosure Log and other Information

[FOI Disclosure Log](#)

Please click [here](#) to access the Ministers Information Centre.