

## Ministerial Channel - how to make a report

If a worker is or was employed by the Department of the Taoiseach or a body under its aegis, the worker may make a protected disclosure to the Taoiseach as the “relevant Minister” subject to certain conditions set out in the Act being met.

In order to make a disclosure to a relevant Minister, the worker must reasonably believe that the information disclosed tends to show one or more relevant wrongdoings; and one or more of the following must also apply:

- The worker has previously made a disclosure of substantially the same information to their employer or a prescribed person, as the case may be, but no feedback has been provided to the worker in response to the disclosure within the period allowed, or, where feedback has been provided, the reporting person reasonably believes that there has been no follow-up or that there has been inadequate follow-up
- The worker reasonably believes the head of the public body concerned is complicit in the relevant wrongdoing reported
- The worker reasonably believes that the disclosure contains information about a relevant wrongdoing that may constitute an imminent or manifest danger to the public interest, such as where there is an emergency situation or a risk of irreversible damage

Such disclosures relevant to the Department of the Taoiseach should be submitted to [MinisterialProtectedDisclosure@taoiseach.gov.ie](mailto:MinisterialProtectedDisclosure@taoiseach.gov.ie). All reports received through the Ministerial reporting channel will be transmitted by the Department of the Taoiseach, within ten calendar days, to the Protected Disclosures Commissioner who will ensure the report is sent to the most appropriate person to deal with the concern raised. Any queries or further correspondence in relation to the original report should be directed to the Protected Disclosures Commissioner. Correspondence from disclosing persons addressed to the Taoiseach but submitted outside of the Ministerial Channel will also be transmitted to the Protected Disclosures Commissioner. This includes correspondence which has the potential to be a protected disclosure. This includes correspondence which has the potential to be a protected disclosure. Any further queries or correspondence from a reporting person following transmission should be referred to the Commissioner.

## Details that should be included in a disclosure

It is recommended that, at a minimum, disclosures should include the following details:

- a. that the disclosure is being made under the Policy;

- b. the reporting person's name, position in the organisation, place of work and confidential contact details;
- c. the date of the alleged wrongdoing (if known) or the date the alleged wrongdoing commenced or was identified;
- d. whether or not the alleged wrongdoing is still ongoing;
- e. whether the alleged wrongdoing has already been disclosed and if so, to whom, when, and what action was taken;
- f. information in respect of the alleged wrongdoing (what is occurring/has occurred and how) and any supporting information;
- g. the name of the person(s) allegedly involved in the alleged wrongdoing (if any name is known and the worker considers that naming an individual is necessary to expose the wrongdoing disclosed); and
- h. any other relevant information.