Ref: FOI/REQ/17/077

1 June 2017

Dear Ms Hade,

I refer to your recent request under the Freedom of Information Act 2014 for access to records as follows:

*I wish to be furnished with details in relation to education and training programmes offered to staff within the department from January 1, 2016, to date.*

*This should include the following details:*

- A list of external training providers
- Total expenditure on training for the Department
- Expenditure in relation to education programmes covered under Refund of Fees
- A narrative on the range of courses
- Total number of staff in the Department

I refer also to the acknowledgement of your request which was sent to you on the 24th May.

I have identified three records that fall within the scope of your request. The records are listed in the schedule below.

<table>
<thead>
<tr>
<th>Record Description</th>
<th>Granted/Part-Granted/Refused</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 A list of external training providers</td>
<td>Granted</td>
</tr>
<tr>
<td>2 Total expenditure on training for the Department</td>
<td>Granted</td>
</tr>
</tbody>
</table>
The Department runs an extensive training programme using in-house experts and, when required, external providers. Training provided at HQ includes induction programmes; leadership and management training; development training; audit and risk assessment; communications skills training; negotiations skills training; health and safety training as well as training on passport and consular services; foreign policy issues and briefings on personal and Mission security.

In addition to language training, the Department provides its officers with a comprehensive pre-posting training programme in advance of taking up their duties in our Missions overseas.

A proportion of the training budget is spent in Missions abroad, largely on language training provided by local suppliers.

In 2016, all newly recruited AO/Third Secretaries in the Department participated in the Civil Service wide Graduate Development Programme run by the Department of Public Expenditure & Reform.

The Department currently has a total of 1,529 staff approximately. This figure includes 351 local staff based abroad. In addition, the Department currently has 216 Temporary Clerical Officers working in the Passport Offices.

**Right of Appeal**

Should you wish to appeal this decision, you may do so in writing to the Freedom of Information Unit, Department of Foreign Affairs and Trade, 76-78 Harcourt Street, Dublin 2 or by email to foi@dfat.ie. A fee applies for an appeal for access to non-personal information; the level of this fee has been set at €30. For methods of payment, please contact FOI Unit at foi@dfat.ie, or 01-4082857.

You should make your appeal within 4 weeks (20 working days) from the date of this notification. However, the making of a late appeal may be permitted in appropriate circumstances. The appeal will involve a complete reconsideration of the matter by a more senior member of the staff of this Department.

Yours sincerely

Conor Cahill
Department of Foreign Affairs Trade