



An Roinn Gnóthaí Eachtracha agus Trádála
Department of Foreign Affairs and Trade

Mr Gavin Sheridan

Our Ref: FOI /REQ/16/015

7th March 2016

Dear Mr Sheridan

I refer to the request which you have made under the Freedom of Information Act 2014 for access to records held by this Department, as follows:

1. The appointments diary of the Minister for Foreign Affairs and Trade for 2015
2. The log of non-personal FOI requests received in 2015.

I refer also to the acknowledgement of your request which was sent to you on 18th February 2016.

I have identified 12 records that fall within the scope of your request. The records are listed in the schedule attached.

I am the deciding officer in this case. I have decided to grant you access to the Minister's diary. From time to time there may have been supplementary activity which arose on an ad hoc basis and which is not listed in the diary. Please note that the email address attached to the diary has been "*blacked out*" on each page as I consider this information outside the scope of the request. This email address is only used internally to host the diary and is not managed nor monitored by staff as it has no function with regard to Ministerial or Departmental correspondence.

You will recall that with regard to the log of non-personal FOI requests received in 2015 I have already directed you to <https://www.dfa.ie/about-us/accountability/how-we-are-accountable/foi-requests/> where this Department publishes non-personal FOI requests received broken down by year and responding Division.

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

Frances Kiernan