



**An Roinn Gnóthaí Eachtracha agus Trádála
Baile Átha Cliath 2**

**Department of Foreign Affairs and Trade
Dublin 2**

21 October 2014

Our Ref: FOI/REQ/2014/078

Ms Colette Sexton
The Sunday Business Post
Hambledon House
19/26 Pembroke Street
Dublin 2

Dear Ms Sexton

I refer to your recent request, under the Freedom of Information Acts 1997 and 2003, for information regarding:

1. The total number of (WTE) staff at the Department
2. The average age of staff at the department and the number of staff by decade
3. Gender breakdown including gender breakdown in each grade
4. The number of staff in each different pay grade
5. The Department's total bill for overtime worked in 2013 including contractors
6. The number of employees/contractors who received more than €5,000, €10,000, €15,000, €20,000, €25,000 and €30,000 in overtime
7. The rate of absenteeism at the Department in 2013
8. The number of staff on the pre-95 pension
9. The total number of staff that received remuneration in 2013 exceeding €80,000, €100,000 and €120,000
10. The number of staff that resigned from the Department in 2013
11. The number of staff that retired from the Department in 2013
12. The number of staff hired by the Department in 2013

I am the deciding officer for the purpose of this request. I have made a decision to provide all the information requested. The information is provided in the attached schedule and associated documents.

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, 76-78 Harcourt Street, Dublin 2.

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

A handwritten signature in cursive script, appearing to read 'Mary Browne', written in black ink.

Mary Browne
Personnel Officer

Schedule

1	The total number of (WTE) staff at the Department	1,372 @ 30/9/14
2	The average age of staff at the department and the number of staff by decade	Average age: 46 118 staff in their 60s 359 staff in their 50s 343 staff in their 40s 333 staff in their 30s 37 staff in their 20s
3	Gender breakdown including gender breakdown in each grade	See document A
4	The number of staff in each different pay grade	See document B
5	The Department's total bill for overtime worked in 2013 including contractors *	€875,333
6	The number of employees/contractors who received more than €5,000, €10,000, €15,000, €20,000, €25,000 and €30,000 in overtime *	>€5,000 – 29 >€10,000 – 10 >€15,000 – 2 >€20,000 – 5 >€25,000 – 0 >€30,000 – 3
7	The rate of absenteeism at the Department in 2013	Sick absence lost time rate: 3.3%
8	The number of staff on the pre-95 pension	444
9	The total number of staff that received remuneration in 2013 exceeding €80,000, €100,000 and €120,000	>€80,000 – 100 >€100,000 – 12 >€120,000 – 38
10	The number of staff that resigned from the Department in 2013	5
11	The number of staff that retired from the Department in 2013	27
12	The number of staff hired by the Department in 2013	14 (not including (a) Temporary Clerical Officers taken on for the peak production period in the Passport Office and (b) interns recruited on fixed-term contracts)

* Figures do not include on-site skilled ICT resources procured under services contracts and with whom the Department does not have an employee-employer relationship

GENDER RATIO IN THE DEPARTMENT OF FOREIGN AFFAIRS AND TRADE

(September, 2014)

Grade	Female	Male
Secretary General, Second Secretary, Deputy Secretary, Assistant Secretary and equivalent	13.9% 5	86.1% 31
Counsellor/Principal Officer and equivalent	29% 28.6	71% 70
First Secretary/Assistant Principal and equivalent	43% 85.9	57% 114.6
Third Secretary/Administrative Officer/Higher Executive Officer and equivalent	58% 96.7	42% 69.8
Executive Officer and equivalent	74% 68.7	26% 24
Staff Officer	61% 24.5	39% 15.8
Clerical Officer	72% 273.3	28% 105.7
Service Officers/Nightwatchperson and Cleaners	35% 14	65% 26

Grade	Number
Secretary General level	3
Second Secretary General	3
Deputy Secretary	3
Assistant Secretary	25
Assistant Secretary - PPC	1
Professional Officer Grade 3	1
Principal Officer Higher (7) /Counsellor Higher (13)	20
Principal Officer (12)/Counsellor (32)	44
Principal Officer - PPC (3)/Counsellor PPC (13)	16
Assistant Principal Higher (16)/First Secretary Higher (24)	40
Assistant Principal Higher - PPC (4)	4
Assistant Principal (29)/First Secretary (17)	46
Assistant Principal – PPC (9)/First Secretary - PPC (58)	67
Assistant Legal Advisor - PPC	6
Legal Advisor - PPC	1
Agricultural Inspector - PPC	1
Advisory Counsel Grade 2 - PPC	1
Third Secretary Higher	2
Third Secretary - PPC	79
Third Secretary Higher - PPC	22
Higher Executive Officer (Higher)	18
Higher Executive Officer (Higher) - PPC	1
Higher Executive Officer + System Analyst	32
Higher Executive Officer - PPC	12

Administrative Officer - PPC	5
Executive Officer Higher	25
Executive Officer Higher - PPC	4
Executive Officer	37
Executive Officer - PPC	63
Staff Officer	26
Staff Officer - PPC	18
Clerical Officer Higher	62
Clerical Officer Higher - PPC	9
Clerical Officer	35
Clerical Officer - PPC	305
Services Officer	15
Services Officer - PPC	8
Cleaner	7
Cleaner - PPC	6
Personal Secretary	4
Personal Assistant	4
Night Watch Persons - PPC	2
Night Watch Person	1
Head Services Officer	1
Civilian Driver	8
Architectural Assistant Grade 2 - PPC	1
Senior Development Specialist - PPC	15
Senior Development Specialist	3
Professional Accountant Grade 2 - PPC	1
Professional Accountant Grade 1 - PPC	4

Principal Development Specialist - PPC	5
Development Specialist	1
Development Specialist - PPC	27