



AMBASÁID NA HÉIREANN
 AMBASSADE D'IRLANDE EMBASSY OF IRELAND
 Ireland House, 2-10-7 Kojimachi, Chiyoda-ku, Tokyo 102-0083

Telephone: (03) 3263-0695

Our Ref: Fol/Req/16/163

Mr Darragh Mc Donagh

14 November 2016

Dear Mr. Mc Donagh,

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

“details of all events and functions hosted by the Irish Embassy in Tokyo, Japan not held in the Embassy’s official residence from 1 January 2015 to end September 2016; to include a description of the event, the number of attendees, the venue at which it was held, and a breakdown of all costs associated with the event.”

I note also the acknowledgement of your request dated 18 October 2016 and that you had revised the scope of your request following consultation with Frances Kiernan.

I have identified 1 record which falls within the scope of your request as listed below. I have made a decision to grant access to this record in full.

	Record Description	Status
1.	Table of events with cost breakdown 2015-2016	Granted

Tables of events with cost breakdown 2015-2016

The record is a table of events held outside the Residence by Embassy Tokyo during the period 1 January 2015 to 30 September 2016. The occasion, type, date, location and venue of each event is listed as well as the number of guests in attendance. A short explanation for the use of each venue is also provided.

The cost borne by the Embassy in the case of each event is listed under Embassy Cost. In four cases additional contributions towards the cost of an event were made; these are listed under Cost Contribution.

The costs for each event are broken down under several headings: food & drink, staff, room hire, venue set-up and other. The information on file for each event determined how we could record the cost breakdowns; given that a range of businesses were involved there was no standard invoice with a consistent approach to disaggregating costs. Costs listed under Other include costs such as delivery or services charges.

Costs are listed in Japanese yen in all cases as the exchange rate fluctuates regularly; the particular rate used to calculate costs in euro is updated on a monthly basis.

Purpose of events organised by the Embassy of Ireland in Tokyo

The core objective of the Embassy is to strengthen bilateral relations with Japan in all of their dimensions and to promote Ireland's interests in Japan. Representational activity plays a vital role in this regard and is important in affording opportunities to put across effectively Ireland's position on a range of issues, in particular on trade and tourism. Embassy events may also be used to showcase Irish music and culture, which is an important tool for promoting brand Ireland generally. Representational activity also plays a significant role in harnessing the good will of the Irish community in Japan and of Japanese friends of Ireland.

The Embassy Residence functions as the primary location for representational activities of the Embassy of Ireland in Japan but on occasion events are run in venues other than the Residence. In the case of events outside Tokyo this is obviously unavoidable. In Tokyo it may from time to time also be more appropriate or necessary to hold a function in another venue; the national day reception for St Patrick's Day, for example, requires a venue with a capacity of 350-400 people and when there are back-to-back functions in the Residence any additional function has to be held elsewhere.

The Embassy incorporates to the fullest extent possible a range of representational activities targeting business, political and media audiences. These events were often held in partnership with the State Agencies to promote Ireland as an investment location, a tourism destination and an exporter of excellence. The Ireland Japan Chamber of Commerce also regularly partners with the Embassy to promote Ireland.

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 the FOI Unit at foi@dfat.ie or on 01 408 2857.

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,



Jonathan Patchell
Deputy Head of Mission
Embassy of Ireland, Tokyo