



OFFICE OF PUBLIC WORKS

SECTION 15 & 16 MANUAL

GUIDE TO THE FUNCTIONS, RECORDS,

RULES AND PRACTICES

OF THE OFFICE

2002

Published by the Office of Public Works
Second Edition, June 2002

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ISSN 1393-6425

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Part 1 - Introduction

The Freedom of Information Act, 1997 ("the Act"), in operation since 21 April, 1998, established three new statutory rights:

- ?? a legal right for each person to access information held by public bodies;
- ?? a legal right for each person to have official information relating to oneself amended where it is incomplete, incorrect or misleading; and
- ?? a legal right for each person to obtain reasons for decisions affecting oneself.

The Act asserts the right of members of the public to obtain access to official information to the greatest extent possible consistent with the public interest and the right to privacy of individuals. This reference book has been prepared and published in accordance with the requirements of Sections 15 and 16 of the Act.

In accordance with Section 15 of the Act, the purpose of this reference book is to facilitate access to official information held by the Office of Public Works (OPW), by outlining the structure and functions of the Office; details of the services we provide and how they may be availed of; information on the classes of records we hold and information on how to make a request to the OPW under the Act.

This guide also includes details of the principal guidelines, procedures, rules, practices and precedents which the staff of the OPW use in carrying out their official duties and administering the various services, schemes etc. delivered by the OPW to its customers, in line with our obligations under Section 16 of the Act.

The Act allows public access to information that is **NOT** routinely available through other sources. Access to information under the Act is subject to certain exemptions and involves specific procedures and time limits.

Copies of this publication are available free of charge from your local library or on request from the Freedom of Information Unit, OPW, 51 St. Stephen's Green, Dublin 2. Phone: 01-647 6451, Lo-call: 1890 213414 (If outside 01 area), Fax: 01-647 6485, Email: foiunit@opw.ie. Callers to this address can obtain copies free of charge in the reception area. An up to date version of the publication is maintained on the Internet at <http://www.opw.ie>.

Part 2 - Freedom of Information Applications

2.1 Routinely Available Information

General information on the OPW is available on the OPW's web-site, which is located at <http://www.opw.ie>. General information is also contained in our Annual Report and in our Statement of Strategy. Copies of all legislation related to the areas of responsibility of the OPW may be obtained from:

The Government Publications Sales Office,
Molesworth Street,
Dublin 2.

(Phone: 01-671 0309; Fax: 01-475 2760)

Information on European Union legislation or reports can be accessed via:

The European Commission Representation in Ireland,
European Union House,
18 Dawson Street,
Dublin 2.

(Phone: 01-662 5113, Fax: 01-662 5118)

The OPW is disposed to conduct its business in as open and transparent a manner as possible. It will, therefore, attempt to make information available outside the formal procedures of the Act, subject to the general scope of exemptions in the Act, if this is the preferred option of the person seeking the information. In Part 3 of this reference book where the heading 'Information Available' is included, under the entry of a Section/Unit of the Office, this indicates information that can be obtained without using the Act.

Part 3 also lists for each Section/Unit of the Office, under the heading 'Classes of Records Held', the topics on which records are held in each area. It may not be necessary to use the Act to access the information held in these records. Please contact the relevant official (see 'Contact Name' under the relevant Section/Unit entry in Part 3) who will advise whether the information required can be provided to you directly or whether you will have to make a formal FOI request in order to access the information. (Section 2.2.2 following tells you how to make a formal application under the Act).

2.2 How To Get Information

2.2.1 Provisions of the FOI Act

Under the Act anyone is entitled to apply for access to information not otherwise publicly available. Each person has a right to:

- ?? access to records held by this Office;
- ?? correction of personal information held by this Office where it is inaccurate, incomplete or misleading; and
- ?? access to reasons for decisions made by this Office directly affecting oneself.

The following records come within the scope of the Act:

- ?? all records relating to personal information held by the OPW irrespective of when they were created;
- ?? all other records created from the commencement date of the Act (i.e. 21 April, 1998);
- ?? any other records necessary to the understanding of a current record; and
- ?? personnel records of serving staff created from 21 April, 1995 and those created prior to that date where being used or proposed to be used in a way which adversely affects or may affect the person involved.

2.2.2 Applications under the FOI Act

All applications under the Act should be addressed to:

Freedom of Information Unit,
OPW,
51 St. Stephen's Green,
Dublin 2.

Phone: 01-647 6451;
Lo-call: 1890 213414 (If outside 01 area);
Fax: 01-647 6485;
Email: foiunit@opw.ie

The Office will normally be obliged to respond to your request within four weeks. Requests will be acknowledged within two weeks and the applicant will be informed of the name of the person handling the request.

2.2.3 Compiling your Application

- ?? **Your application should be in writing.** You may use the form entitled *Request for Information under the Freedom of Information Act*, which is widely available, or the OPW's version of this form attached at Appendix 1. This form is also available on request from the FOI Unit of the OPW. **If you are not using this form then your application should indicate that the information is sought under the Freedom of Information Act.**
- ?? If you require a reply in a particular format; i.e. photocopy, computer disk, etc.; please mention this in your application.
- ?? Please be as detailed and specific as possible when compiling your application to enable staff of the Office to identify the precise record or records required. If you have any difficulty in preparing your application the staff of the Office will be happy to assist you in this regard.
- ?? You may be required to prove your identity, especially when seeking personal information, so you may, therefore, be asked to produce your Birth Certificate, Driving Licence, Passport or other form of identity.
- ?? Please include a daytime telephone number so that they can be contacted if it is necessary to clarify details of their request.

2.2.4 Assistance to Persons with a Disability

The OPW's FOI Unit is available to provide assistance to persons with a disability to exercise their rights under the Act; e.g. accepting oral requests from requesters who are unable to read, print and/or write due to their disability, enabling the requester to inspect or have records explained to him/her.

2.2.5 FOI Decision Making in the OPW

Decisions on applications are made by nominated officers (at a level not below Higher Executive Officer) known internally as FOI Decisions Makers. Internal Appeal decisions are made by nominated officers of a higher grade and are, generally, not made by the direct superior officer of the FOI Decision Maker.

The FOI Unit acknowledges receipt of the FOI applications, not later than two weeks following their receipt and forwards them to the FOI Decision Maker in the Section/Unit, which holds the relevant records. The FOI Unit provides Decisions Makers for areas of the Office which do not have their own. The nominated FOI Decision Maker proceeds to deal with the request, liaise with the requester as appropriate and make a decision in the matter, with the support and advice of the FOI Unit.

2.2.6 Rights of Review and Appeal

The Act sets out a series of exemptions to protect sensitive information where disclosure may damage key interests of the State or of third parties. Where the OPW invokes these provisions, the decision may be appealed. Decisions in relation to deferral of access, charges, forms of access, etc. may also be the subject of appeal. Details of the appeals mechanism are set out below.

2.2.7 Internal Review

You may seek internal review of the initial decision, which will be carried out by an official at a higher level if:

- ?? You are dissatisfied with the initial response received; i.e. refusal of information, form of access, charges, etc.; or
- ?? You have not received a reply within four weeks of the initial application. This is deemed to be a refusal of the request and allows the applicant to proceed to internal review.

Internal reviews will be carried out by an official of a higher grade than the official whose decision is being appealed.

Requests for internal review should be submitted in writing to:

Freedom of Information Unit,
OPW,
51 St. Stephen's Green,
Dublin 2.

Phone: 01-647 6451;
Lo-call: 1890 213414 (If outside 01 area);
Fax: 01-647 6485;
Email: foiunit@opw.ie

Such a request for internal review must be submitted within four weeks of the initial decision. The Office must complete the review within three weeks. The applicant will be notified in writing of the outcome. An internal review must normally be completed before an appeal may be made to the Information Commissioner.

2.2.8 Review by the Information Commissioner

Following completion of the internal review, you may seek independent review of the decision from the Information Commissioner. Also, if you have not received a reply to your application for internal review within three weeks, this is deemed to be a refusal and you may appeal the matter to the Information Commissioner.

Appeals in writing may be made directly to the Information Commissioner at:

Office of the Information Commissioner,
18 Lower Leeson Street,
Dublin 2.

Phone: (01) 678 5222
Fax: (01) 661 0570
E-mail: foi@ombudsman.irlgov.ie

2.2.9 Statement of Policy with regard to Confidentiality and FOI

The OPW undertakes to treat as confidential any information provided to it in confidence by individuals or others, subject to the Office's obligations under law, including the Freedom of Information Act. If, for any reason, you wish that information provided to the OPW should not be disclosed because of its sensitive nature, then you must, when supplying the information, make clear this wish and specify the reasons for the information's sensitivity. The OPW will consult with you before making a decision on any Freedom of Information request received involving sensitive information, which you may have supplied.

2.3 Fees

Fees may be charged as follows:

- ?? In respect of personal records, the cost of copying records requested will not apply, save where a large number of records are involved
- ?? In respect of other (non-personal) information, fees may be charged for time spent in efficiently locating and copying records based on a standard hourly rate, prescribed by the Minister for Finance. No charge may apply for time spent by public bodies in considering requests.

A deposit may be payable where the total fee is likely to exceed £40(€50.79). In these circumstances, the OPW will, if requested, assist in amending the request so as to reduce or eliminate the amount of the fee.

Charges may be waived in the following circumstances:

- ?? where the cost of collecting and accounting for the fee would exceed the amount of the fee;
- ?? where the information would be of particular assistance to the understanding of an issue of national importance; or
- ?? in the case of personal information, where such charges would not be reasonable having regard to the means of the requester.

Section 47 of the Act provides for fees. Statutory Instruments Nos. 139 of 1998 and 13 of 1997 prescribes the following charges:

- ~~£~~ £16.50 (~~€~~ €20.95) per hour - search and retrieval
- ~~£~~ 3p (~~€~~ €0.04) per sheet for a photocopy
- ~~£~~ 40p (~~€~~ €0.51) for a 3 and a half inch computer diskette
- ~~£~~ £8.00 (~~€~~ €10.16) for a CD-ROM

Part 3 - Office of Public Works

3.1 Mission Statement

The mission of the OPW is

“To deliver in support of Government Policies, high quality services in property, construction and procurement on time and on budget.”

The *OPW Statement of Strategy* sets out the strategic objectives to fulfil this mission, with the key objectives being to develop into a more commercially minded organisation, while at the same time ensuring that the services provided to customers are of the highest possible standard.

3.2 Description and Functions

The OPW’s primary function is to support the work of Government and the various Government Departments, Offices and other agencies which implement Government policy, by providing services in property, construction and procurement. The skills, expertise and infrastructure which the OPW has developed, from its work in these areas, has enabled it to provide a very diverse range of additional services to Government and other customers. The OPW acts as a facilitator, delivering what is required to enable our customers to get on with delivering their core objectives.

The OPW delivers its services through an organisation structure, which is based on six core business units, supported in their work by the normal support services:

- ?? Architectural Services
- ?? Project Management Services
- ?? Property Management Services
- ?? Property Maintenance Services
- ?? Engineering Services
- ?? Procurement

A more comprehensive overview of the OPW is contained in our *Statement of Strategy* and our *Annual Report*, copies of which are available on request from the Press and Information Office.

A detailed breakdown of the organisation’s staff structure, along with information of the services provided is set out in Sections 3.3 and 3.4 below.

3.4 Detailed Breakdown of Structure and Organisation

The following section gives a breakdown of the internal structure and organisation of the OPW, under the following headings;

Role and Structure – outlines the main work of the Section/Unit and gives details of the senior management in the area.

Services Delivered – describes the services delivered by each Section/Unit, with a focus on services impacting directly on members of the public.

Information Available – details information available on these services and the sources of same.

Classes of Records – lists the records held by the Section/Unit, detailing the type of record (manual, electronic, etc) and the subject matter.

Rules and Practices – gives the rules, practices and procedures followed by the OPW in making decisions that affect the rights, privileges and benefits of members of the public.

Contact Name – details staff members of the Section/Unit available to assist members of the public.

In relation to rules and practices it should be noted that:

?? this information is only given where a Section/Unit is involved in the delivery of an enactment or scheme impacting on the public within the meaning of Section 16 of the Act; and

?? all areas of the Office comply with:

- The Prompt Payment of Accounts Act, 1997 (OPW Office Notice 7/98)
- The Office of Public Works Financial Authorities and Procedures for Works, Supplies and Services Contracts (OPW Office Notice 6/97)
- The Office of Public Works Instructions to Pay Form - Guidelines as to Completion (OPW Office Notice 8/00)
- Acceptance of Gifts, Favours and Hospitality (OPW Office Notice 32/00)
- Public Procurement 1994 Edition, Department of Finance, (available from the Government Publications Sales Office, Molesworth Street, Dublin 2.)
- Public Financial Procedures, Department of Finance (available from the Government Publications Sales Office, Molesworth Street, Dublin 2.)

3.4.1 Architectural Services

Role and Structure

Architectural Services provides a full design and project/contract management service for public sector building projects, a conservation management and advisory service and independent advice to Government. The practice incorporates Architects and Quantity Surveyors and has close links with the Mechanical & Electrical and Structural Engineering Sections of Engineering Services business unit.

Architectural Services comprises five constituent Sections along with Quantity Surveying Services. It is headed up by the Principal Architect and Director of Architectural Services. Reporting to him are five Assistant Principal Architects.

Michael O'Doherty (Director and Principal Architect)				
Assistant Principal Architects				
Klaus Unger New Works (1)	Michael Haugh New Works (11) Quantity Surveying Services	Ciaran O'Connor New Works (111)	Finbar Wall New Works (1V)	Liam Egan New Works (V)

The Head of Maintenance (Assistant Principal Architect level) in charge of Property Maintenance Services also reports to the Principal Architect in respect of all architectural matters. The Quantity Surveying Services provides a full QS service to Architectural Services and other business units, as well as giving cost advice and monitoring cost trends in the building industry. A proportion of the work is carried out by private practitioners under the direction of the OPW.

Services Delivered

The services provided by Architectural Services are provided to Government Departments/ Offices, Semi-State bodies and other public bodies. The principal services provided are:

?? Design and project/contract management of major new work projects (£250,000+)

?? Design and project /contract management of minor work projects (up to £250,000)

These major and minor works projects include:

- New buildings.
- Refurbishment's of existing buildings.
- Alterations, improvements and repairs.
- Fit-outs of new or existing buildings.
- External works and landscaping.
- Conservation works.
- Permanent and temporary exhibitions.

Information Available

The Sections use rules/procedures as set out in the following:

- ?? Architectural Services General Procedures and Standards.
- ?? Project Management Plan.
- ?? General specifications for materials.
- ?? Codes of Practice of RIAI, RIBA, ETCI, CIBSE, Society of Chartered Surveyors.
- ?? Irish and British Standards, etc.

Classes of Records Held

Databases

- ?? Projects database.

Maps/Drawings/Plans

?? All completed projects and project designs including feasibility studies.

Manuals

?? Building regulations, Safety & Health, Project Management Plan, Architectural Services General Procedures & Standards.

Technical Library

?? General reference on architectural related matters and the built environment.

Rules, Procedures, Practices, Guidelines and Interpretations

Architectural Services (Architects and Quantity Surveyors) operate best practice under the guidelines of their various professions (RIAI, RIBA, ETCl, CIBSE, Society of Chartered Surveyors, etc.) In addition, they also use Health & Safety legislation, the Planning Acts, EU and Government contracts and procedures guidelines, and various relevant Office notices (rules and regulations) provided by the Department of Finance.

Contact Name

Mr. Frank Fingleton,
Project Management Services,
OPW,
51 St. Stephen's Green,
Dublin 2.

Tel: (01) 647 6449

Fax: (01) 647 6470

Email: frank.fingleton@opw.ie

3.4.2 Engineering Services

Role and Structure

Engineering Services is responsible for:

?? Maintenance of in excess of forty arterial drainage and embankment schemes.

?? Investigation, survey, design and construction of flood relief schemes

?? Maintenance of Flood Relief Schemes.

?? Statutory responsibility for inspection of Drainage Districts.

?? Provision of Civil and Structural engineering design and construction services in support of other areas of activity within the OPW.

?? Provision of a valuation service to the OPW and other Government Departments.

?? Provision of Mechanical Engineering services (Civil/Plant Engineering) to the OPW and other Government Departments.

- ?? Provision of Mechanical & Electrical Engineering services (Architectural Support) to the OPW and other Government Departments.
- ?? The collection of Hydrometric Data for use by the OPW, State Agencies, Local Authorities, Consulting Engineers, Academic Bodies and members of the public.
- ?? Provision of advice on the erection of bridges over watercourses, or construction of dams, weirs or other obstructions in watercourses by individuals, local authorities or other bodies.
- ?? Commissioned work for other Government Departments and State Agencies.

Engineering Services is headed by the Director of Engineering Services. Reporting to him are a Chief Engineer (Mechanical & Electrical), an Assistant Chief Engineer (Engineering Services). In addition, there is an Administration Section headed by a Principal Officer.

Tony Smyth (Director of Engineering Services)		
Tom Bolger, John Gallagher, John Curtin (Asst. Chief Engineers) Hydrology & Hydrometric Structural Engineering Survey & Design West Region Maintenance East Region Maintenance South West Region Maintenance Central Engineering Workshop Field Maintenance Office Valuation Section	Jim O’Sullivan (Assistant Chief Engineer) Mechanical & Electrical Engineering	Tom Sherlock (Principal Officer) Administration

Services Delivered

- ?? Maintenance of arterial drainage schemes, carried out under the Arterial Drainage Acts 1945-1995 to ensure that schemes are kept in “...*proper repair and effective condition*...”. Maintenance is normally cyclical and planned well in advance but requests from the public are also taken into account. Maintenance schemes are handled through regional offices at Trim, Headford and Limerick.
- ?? Urban flood relief schemes are undertaken in accordance with the Arterial Drainage Acts 1945 and 1995.
- ?? Provision of Civil and Structural engineering, design and construction services to branches of the OPW including the Regional Maintenance Section, Architectural Services and Property Services as well as other Government Departments.
- ?? Provision of a valuation service to the OPW and to other Government Departments.
- ?? Provision of a Mechanical Engineering Service (Civil/Plant) to the OPW and to other Government Departments.

- ?? Provision of Mechanical & Electrical Engineering Service (Architectural Support) to the OPW and to other Government Departments by way of an advisory and design service for all building services. An energy conservation advice service for customers is also provided.
- ?? The recording of water level and the measurement of flow (hydrometric data). The Hydrology & Hydrometric Section assembles information, which is generally available to the public from a central location at 17/19 Hatch Street, Dublin 2.
- ?? Commissioned works for other Departments can be varied from the provision of syncrolifts, lock gates, the inspection and testing service for plant, cranes, lifting tackle, etc. in accordance with statutory regulations to the project management of projects such as the restoration of Tralee Ship Canal and the replacement of Morans Bridge near Mullingar, Co. Westmeath.

Information Available

- ?? *Arterial Drainage Maintenance Programme – report on measurement of return on investment* deals with the return on investment in Arterial Drainage Maintenance.
- ?? *Exhibition Documents* - drawings etc. for Arterial Drainage Schemes completed or under construction.
- ?? *Expertise on Demand* (1996) gives details of the Mechanical Engineering (Civil/Plant Engineering) Division of Engineering Services.
- ?? *Office of Public Works - Civil Engineering Services* (1996) gives a brief outline of all aspects of Engineering Services.
- ?? *Strategic Operations Plan 1998*
- ?? *Office of Public Works – Civil Engineering Services 1996*

Classes of Records Held

Files

- ?? A series of files relating to Drainage Districts.
- ?? A series of files relating to each drainage scheme.
- ?? A series of files relating to proposed construction/alteration to bridges, culverts etc. over watercourses.
- ?? A series of files relating to planning applications for proposed developments adjacent to drainage schemes.
- ?? A series of files on general drainage matters.

Databases

- ?? Central files register.
- ?? Database of property transactions.
- ?? Database of O.S. maps (different scales).

Maps/Drawings

- ?? Details of channels and structures on all Arterial Drainage Schemes (both completed schemes and schemes not proceeded with).
- ?? Maps of benefiting land and Schedules of benefiting lands for all Arterial Drainage Schemes (both completed schemes and schemes not proceeded with).

?? Maps and schedules of owners/occupiers of lands affected by Arterial Drainage.

Hydrometric Data/Hydrological Analysis Data

?? Daily staff gauge readings of water levels (records began 1939). Continuous records of water level (first auto recorder installed in 1946). Flow Measurement Data. Digitised Data (continuous records of water levels in a format suitable for computer processing). Processed Data (digitised data converted into a continuous record of discharge).

Manuals

Rules, Procedures, Practices, Guidelines and Interpretations

Maintenance of arterial drainage schemes is governed by the Arterial Drainage Acts 1945 and 1995. In addition, they also must have regard to Health & Safety legislation, the Planning Acts, EU and Government Contracts and procedures guidelines, and various relevant Office notices (rules and regulations) provided by the Department of Finance.

Contact Name

Monica Lyons
Engineering Services,
OPW,
51 St. Stephen's Green,
Dublin 2.

Tel: (01) 647 6050
Fax: (01) 647 6486
Email: monica.lyons@opw.ie

3.4.3 Project Management Services

Project Management

Role and Structure

Project Management Services (PMS) plays the central and pivotal role in the provision of the infrastructure, which enables Government Departments, Offices and their Agencies to deliver their services to the public. PMS discharges this role through its strategic management of a wide and varied range of projects spanning new construction, refurbishment, conservation and major maintenance. Examples are:

- ?? Construction of office accommodation.
- ?? Construction and refurbishment of Garda Stations.
- ?? Management of the Prisons Building Programme.
- ?? Courts Accommodation Programme.

- ?? Restoration/Conservation of the States' National Historic Properties.
- ?? Restoration/Conservation/Adaptation/Extension of the States' prestige properties including Leinster House, Dublin Castle, National Gallery, National Museum and National Library.
- ?? Office fit-outs of State owned and leased properties.
- ?? Teagasc Accommodation Programme.

PMS is responsible for the management of the Flood Relief Programme and also has a central support role for contracts throughout the OPW.

PMS is headed by a Commissioner, with four Principal Officers reporting to him.

Vacancy (Commissioner)			
Principal Officers			
Jim Blighe Building/Construction/ Refurbishment Projects Flood Relief Projects	Kevin Connolly Special Projects	ClareMcGrath Building/Construction/ Refurbishment Projects	Una Redmond Building/Construction/ Refurbishment Projects

Services Delivered

Central to the management of projects is the necessity to develop and agree with its customers the scale, scope and components of each project, including:

- ?? Identifying, in conjunction with customers, the unique requirements of each project and coordinating the transformation of these requirements into project form.
- ?? Managing the process from inception to completion and ultimate hand-over.
- ?? Procurement of funding and subsequent management of this funding.
- ?? Bringing together the various members of the Design Team and managing the work of that Team throughout the project.
- ?? Obtaining Planning permission, Fire Certificates, etc, as required.
- ?? Ensuring that the tendering process is carried out in accordance with EU and national procurement procedures.
- ?? Entering into contracts with the various contractors involved and monitoring progress on these contracts against that programmed.
- ?? Ensuring that the project is completed on time, within budget and to the highest possible standard.

In addition, management of the Flood Relief Programme entails the investigation, survey, design and construction of Flood Relief projects, in accordance with the Arterial Drainage Acts 1945 and 1995.

Information Available

- ?? PMS's procedures are comprehensively contained within the *Project Management Plan*. This describes, in detail, the steps to be taken in executing any project. The *Plan* provides for the procurement of services and works necessary to complete a

project. The procedures governing such procurement are generally contained within the Government publication *Public Procurement*, (1994 Edition).

?? Project Management Services holds a *Certificate of Registration of Quality System to I.S.E.N ISO 9002: 1994*. A *Quality Policy Manual* details the guidelines backing up the procedures followed by Project Management Services.

?? *Customer Services Action Plan 2000*: - This brochure sets down the positive relationship, which Project Management Services has with its customers, service providers and members of the public. The main aims of the Plan are to ensure customer satisfaction, provide redress in the event that systems or services are perceived to be deficient, encourage feedback and maintain and improve standards of customer care.

?? *Consultants Selection Committee for Construction Projects Handbook*: - The selection of Consultants for construction projects is governed by the principles of public accountability, impartiality, transparency, value for money, public procurement guidelines and by the procurement of high standards of design and construction. The OPW procures the services of Consultants through a Consultants Selection Committee and this handbook sets out the procedures that govern the activities of the Committee and related activities.

?? *Project Management Manual Procedures*. This is a basic document to be followed for the project management of all Flood Relief projects.

?? *Exhibition Documents* - drawings etc. for Flood Relief projects completed or under construction.

Classes of Records Held

Files

?? A series of files relating to the execution of each project.

?? Contract Documents for projects, including Tender Drawings.

?? A file for each Consultant who has asked to be included on the lists of Consultants from which consultancy services are drawn.

?? A file for each Contractor who wishes to be included on the list of Contractors.

Databases

?? A database recording estimates of expenditure on all projects covered by Subhead E (Capital Expenditure Programme).

?? A database exists which contains relevant information on Consultants.

?? A database containing relevant information on projects i.e. consultants, contract amount and project budget, payment details, etc.

Maps/Drawings

?? All completed Flood Relief projects and others up to their current state of progress.

Rules, Procedures, Practices, Guidelines and Interpretations

The rules, procedures, practices, guidelines etc., used by Project Management Services in carrying out its responsibilities are set out in the *Project Management Plan* (PMP) and

the *Quality Policy Manual (QPM)*. These offer a consistent framework and guide to the OPW policies and procedures underpinning project management. The documents are illustrative guides to our clients on how the OPW delivers projects in accordance with best practice.

The Arterial Drainage Acts, 1945 and 1995 is the main legislation governing the Flood Relief Programme.

Project Management Manual Procedures is the basic document to be followed for the project management of all Flood Relief projects.

Contact Name

Mr. Frank Fingleton,
Project Management Services,
OPW,
51 St. Stephen's Green,
Dublin 2.

Tel: (01) 647 6449
Fax: (01) 647 6470
Email: frank.fingleton@opw.ie

3.4.4 Property Management Services

Role and Structure

Property Management Services is responsible for management of the State property portfolio, and comprises five constituent Sections:

- ?? Property Management
- ?? Office Accommodation
- ?? Property Rentals
- ?? Asylum Seeker Accommodation
- ?? Schools Section.

Property Management

This section manages all State owned properties and all properties leased by Office Accommodation Section, as well as the provision of accommodation for the Garda Síochána.

Office Accommodation

This section is responsible for formulating policy and strategy for managing civil service accommodation.

Property Rentals

This section is responsible for the maintenance of a Register of all the properties in the States property portfolio and it ensures that arrangements are put in place the surveying of the States property on a regular basis.

Asylum Seeker Accommodation

This Section provides accommodation solutions for asylum seekers, on behalf of the Reception Integration Agency (RIA), which is under the auspices of the Department of Justice, Equality and Law Reform.

Schools Section

This Section is concerned solely with the acquisition of sites for the Department of Education

Property Management Services is headed by a Commissioner with two Principal Officers reporting to him.

David Byers (Commissioner)	
Principal Officers	
Tom Costello Asylum Seeker Accommodation Schools Section	Paul Molloy Property Management Office Accommodation Property Rentals

Services Delivered

Property Management

- ?? The acquisition and management of property for State use.
- ?? The acquisition of sites for Garda stations.
- ?? The disposal of property that is surplus to State requirements.
- ?? Collecting rents from tenants of State owned properties.
- ?? The paying of Service Charges on leased properties.

Office Accommodation

Provision of suitable accommodation for State services in the most satisfactory and economic way, including -

- ?? The purchase of sites.
- ?? The purchase or lease of office buildings.

Property Rentals

The main services provided by this Section are:

- ?? Safe custody of Survey and Perambulation files, which contain detailed survey reports, Key Tenure Maps and perambulation Maps, showing the layout of the property and current occupancy/usage.
- ?? Safe custody of Title Deeds.
- ?? Maintenance and updating of various computer databases. Work is currently progressing on the development of a new integrated database.
- ?? Compiling a Property Assets Register for the purposes of the Annual Appropriation Accounts.
- ?? Compiling a National State Property Register in conjunction with all state agencies.

Asylum Seeker Accommodation

This Section provides accommodation for asylum seekers for the RIA, by way of a multifaceted approach, including purchase of sites and the purchase or lease of premises.

Schools Section

This Section purchases sites, throughout Ireland, for Primary and Post-Primary Schools.

Information Available

Six monthly reports to the Dáil giving details of property disposals under the State Property Act, 1954.

Best Practice Note – Working Guide to the acquisition and disposal of State property.

Classes of Records Held

Files

- ?? Administrative files relating to each property.
- ?? Title documents.
- ?? Survey and Perambulation records.

Databases

- ?? Accommodation Survey 1990, 1992, 1994, 1996.
- ?? Property Details covering description of Property including Title, Rental (if applicable), Occupiers, etc.

Rules, Procedures, Practices, Guidelines and Interpretations

Acquisition of Property

When acquiring property the OPW first considers properties available on the market to establish their suitability by reference to a range of criteria. While the relevant criteria will vary somewhat from case to case the main factors to be considered are suitability of location to meet client's brief, suitability of zoning in current development plan, impact of any proposed development in the area, e.g. roads/services/commercial/housing, accessibility including disabled access, proximity to other public service premises.

In general, the OPW identifies a suitable property or properties as the case may be and negotiates to establish the best terms available with the owner or owners or their agents in order to establish which offers the best value for money overall. Any acquisition of property is subject to the sanction of the Minister for Finance. This sanction may be specific or delegated.

Disposal of Property

Properties which are not being used and for which no use is envisaged in the foreseeable future are considered surplus to State requirements and are disposed of.

The general policy is that disposal of property, i.e. sale, lease, sub-lease should be by public competition. In certain cases good property management practice may dictate that disposal should be by restricted competition, (e.g. where the property in question is land-locked by one or more surrounding properties) or by private treaty. A decision is made based on the circumstances in each individual case whether disposal should be through a process of tendering, sale by private treaty or public auction (subject to reserve).

Engagement of Consultants

Property Management Services engages the services of Valuers and Estate Agents, Surveyors, Architects and Engineers.

Where the services of Valuers and Estate Agents or Surveyors are required, a commission is offered to a firm or an individual consultant, following consideration of the requirements by the Property Management Consultant's Appointments Committee and on the basis of a tendering process. Fees for commissions are normally negotiated on a case by case basis. All appointments are subject to the consultant producing a current Tax Clearance Certificate. Generally, a consultant is required to have Professional Indemnity Insurance.

The procedure governing the appointment of Architects and Engineers is set out in the OPW Project Management Plan.

Where, the services of Accountancy, Financial Management or other consultants are required, the procedures prescribed in the Department of Finance documents Public Procurement (1994 edition) and Employment of Management Consultants, Code of Practice are followed. Fees may be determined by negotiation or by competitive bids.

In all cases where tenders/fee bids are invited the lowest or any tender/bid will not necessarily be accepted. Appointments are made on the basis of the best value for money having regard to all relevant factors.

The activities of the Property Management Services in acquiring or disposing of property and engaging consultants are undertaken in accordance with the rules of public procurement appropriately applied to the circumstances of each case.

Contact Name

Ms. Margaret Clerkin,
Property Management Services,
OPW,
51 St. Stephen's Green,
Dublin 2.

Tel: (01) 647 6208
Fax: (01) 661 3288
Email: margaret.clerkin@opw.ie

3.4.5 Property Maintenance Services

Role and Structure

Property Maintenance Services comprises five distinct Sections:

- ?? Regional Maintenance Network
- ?? Building Maintenance Service
- ?? Facilities Management
- ?? Health & Safety Unit

?? Furniture Services

Property Maintenance Services is headed by a Commissioner, with the head of Maintenance (Assistant Principal Architect level) reporting to him. Under the Head of Maintenance are the five Section managers.

David Byers (Commissioner)				
Des Thorpe (Head of Maintenance)				
Ken Moore (Assistant Principal Officer) Regional Maintenance Network	Jimmy Heatley (Director) Building Maintenance Services	Tommy O'Shaughnessy (Assistant Principal Officer) Facilities Management Mary Heffernan (Assistant Principal Officer) Farmleigh Estate	Percy Kenny (Principal Officer) Health & Safety Unit	Robert Guihen (General Manager) Furniture Procurement Floor Covering Service Furniture Workshop

Details of each Section are set out hereunder.

Regional Maintenance Network

Role and Structure

The Regional Maintenance Network co-ordinates and manages programmes of maintenance works, refurbishments and fit-outs for customer Departments and for the OPW. It comprises a central administration in the OPW Headquarters with regional offices throughout the country.

Services Delivered

Services offered to customers include:

- ?? Administration and management of fitting out and refurbishment contracts valued at up to £450,000.
- ?? Maintenance work contracted from the private sector.
- ?? Advice to accommodation officers.
- ?? Regular Surveys to identify maintenance programmes.
- ?? Maintenance for the War Graves Commission.

Classes of Records Held

Files

- ?? A series of files relating to the execution of each project.
- ?? Contract Documents for projects, including Tender Drawings.

Databases

- ?? Records of projected expenditure on projects.
- ?? Records of payments on projects.

?? File index.

Rules, Procedures, Practices, Guidelines and Interpretations

?? Department of Finance Circular 1/94 - *Revised Procedures governing the functions of Departments in relation to maintenance fitting out and refurbishment works and the purchase and supply of furniture.*

?? Local Government Planning & Development Regulations, 1994.

?? The Building Regulations, 1997-2000.

?? The Building Control Regulations, 1997-2000.

?? Safety, Health and Welfare at Work (Construction) Regulations, 1995.

Contact Name

Dermot O'Brien,
Regional Maintenance Network,
OPW,
51 St. Stephen's Green,
Dublin 2.

Tel: (01) 647 6238

Fax: (01) 647 6445

Email: dermot.obrien@opw.ie

Building Maintenance Service

Role and Structure

The Building Maintenance Service (BMS) carries out general maintenance and development works on Government and State Buildings in the greater Dublin and Cork areas. Additional specialist refurbishment works are also undertaken by BMS. It is broken down into four units; BMS headquarters at Pembroke Row responsible for the city centre, the base at the Royal Hospital in Kilmainham supporting the area south of the Liffey, the unit in the Botanic Gardens covering the north of the Liffey and the Cork Workshop handling projects in the Greater Cork and General Munster area.

Services Delivered

BMS provides highly trained tradesmen for repairs and general maintenance projects, including:

- ?? Carpentry and Joinery
- ?? Painting
- ?? Electrical
- ?? Plumbing
- ?? Exhibition Construction
- ?? Bricklaying
- ?? Roofing
- ?? Tiling
- ?? Waste Disposal

- ?? Plaster Work
- ?? Stone Cleaning
- ?? Fire Safety

BMS undertakes specialist refurbishment works encompassing –

- ?? Stone Restoration
- ?? Specialist Painting
- ?? Ornamental Plastering

BMS also has at its disposal back-up architectural and engineering services from the OPW.

Information Available

Brochure of Services (1998) gives an outline of the services offered.

Classes of Records Held

Files

- ?? A personal file for each state industrial staff member.
- ?? Records of maintenance requests.

Databases

- ?? Personal and wage records for each state industrial staff member.
- ?? Job records.
- ?? Records of material purchased.

Rules, Procedures, Practices, Guidelines and Interpretations

- ?? Department of Finance Circular 1/94 - *Revised Procedures governing the functions of Departments in relation to maintenance fitting out and refurbishment works and the purchase and supply of furniture.*
- ?? Local Government Planning & Development Regulations, 1994.
- ?? The Building Regulations, 1997-2000.
- ?? The Building Control Regulations, 1997-2000.
- ?? Safety, Health and Welfare at Work (Construction) Regulations, 1995.

Contact Name

Jimmy Heatley
Building Maintenance Service,
OPW,
Lad Lane,
Dublin 2.

Tel: (01) 676 4633
Fax: (01) 661 8309
Email: jimmy.heatley @opw.ie

Facilities Management

Role and Structure

The Facilities Management Unit is responsible for the management, marketing, sales office (Dublin Castle only) and general administration of Dublin Castle and Farmleigh Estate. In addition, it organises tours for Dublin Castle, Farmleigh Estate, Áras an Uachtaráin and Government Buildings.

Services Delivered

Dublin Castle

- ?? The Castle offers a service to the public through guided tours of the State Apartments and other parts of the Castle complex including the Undercroft, Chapel Royal and Dubh Linn Gardens.
- ?? The Conference Centre provides prestige facilities for conferences and meetings for Government Departments and Offices and private sector customers.
- ?? The Castle is also used for prestigious public and civic occasions, for example, inauguration of the President of Ireland, EU Summit meetings and formal State Receptions.

Farmleigh Estate

- ?? The House acts as a venue for Government meetings and as a conference centre, including meetings requiring overnight accommodation.
- ?? Guided tours of Farmleigh House and grounds are available to the public on each Saturday and Sunday throughout the year.

Áras an Uachtaráin/Government Buildings

- ?? Guided Tours of Áras an Uachtaráin and Government Buildings are available to the public on each Saturdays throughout the year.

Information Available

Dublin Castle Conference Pack detailing the facilities available at the conference centre.

Classes of Records Held

Files

- ?? Individual files for functions.
- ?? Internal administration files.
- ?? Full audited accounts.

Database

- ?? Records of functions.
- ?? Records of payments to contractors and suppliers.

Contact Name

Mr. Denis McCarthy,
Facilities Management,
OPW,
Dublin Castle,
Dublin 2.

Tel. (01) 679 3713 / 679 6433

Fax (01) 679 7831

Email: denis.mccarthy@opw.ie

Health & Safety Unit

Role and Structure

The Health & Safety Unit is responsible for the -

- ?? Management of the national asbestos abatement programme.
- ?? Procurement of advisory services relating to general health and safety issues.
- ?? Processing of the OPW employees' personal injury claims.

Services Delivered

This Unit -

- ?? Manages the asbestos abatement programme for State owned property as well as providing an agency service for -
 - the Department of Education and Science (schools)
 - the Department of Defence (military establishments)
 - the Department of Arts, Heritage, Gaeltacht and the Islands (heritage buildings).
- ?? Procures advisory services for Government Departments on preliminary health and safety plans for construction projects.
- ?? Commissions consultants to provide advice and training for staff on general health and safety issues; e.g. fire evacuation drills, use of heavy machinery, VDUs etc..

Information Available

OPW Code of Practice for Asbestos Removal.

OPW Asbestos Briefing Material.

Classes of Records Held

Files

- ?? Internal administration files covering the survey reports on buildings, the placing of contracts for the removal of asbestos and ancillary works, the appointment of consultants.
- ?? Internal administration files dealing with personal injury claims and other health and safety issues.

- ?? Code of Practice and asbestos briefing material.
- ?? Occasional safety bulletins.

Rules, Procedures, Practices, Guidelines and Interpretations

Health and Safety Authority Regulations

- ?? European Communities (Protection of Workers)(Exposure to Asbestos) Regulations 1989-2000.
- ?? Safety, Health and Welfare at Work (General Application) Regulations, 1993 SI No.44 of 1993 (PPE etc.).
- ?? Safety, Health and Welfare at Work (Construction) Regulations, 1995: SI No.138 of 1995.
- ?? European Communities (Dangerous Substances) (Marketing and use) Regulations, 1994: SI No.79 of 1994.
- ?? Dangerous Substances (Part IV Declaration) Order, 1996: SI No.387 of 1996.

Department of the Environment & Local Government/Local Authority Regulations

- ?? European Communities (Asbestos Waste) Regulations, 1990: SI No.30 of 1990.
- ?? European Communities (Control of Water Pollution by Asbestos) Regulations, 1990: SI No.31 of 1990.
- ?? Air Pollution Act, 1989 (Emission Limit Value for Use of Asbestos) Regulations, 1990: SI No.28 of 1990.

List of Guidance Documents (prepared by the Health and Safety Executive, UK)

Approved Code of Practice COP3: Work with asbestos insulation, asbestos coating and asbestos insulation board

- ?? EH 10(rev): Asbestos: Exposure limits and measurement of airborne dust concentrations.
- ?? EH 35(rev): Probable asbestos dust concentrations at construction processes.
- ?? EH 71: Working with asbestos cement and asbestos insulation board.
- ?? EH 37(rev): Work with asbestos insulation board.
- ?? EH 41(rev): Respiratory protective equipment approved for use against asbestos.
- ?? EH 47(rev): The provision, use and maintenance of hygiene facilities for work with asbestos insulation and coatings.
- ?? EH 50: Training operatives and supervisors for work with asbestos insulation and coatings.
- ?? EH 51: Enclosures provided for work with asbestos insulation, coatings and insulation board.
- ?? EH 52: Removal techniques and associated waste handling for asbestos insulation, coating and insulation.

Contact Name

Mr. Kevin Fleming,
Health & Safety Unit,
OPW,
51 St. Stephen's Green,
Dublin 2.

Tel: (01) 647 6198

Fax: (01) 661 3104
Email: kevin.fleming@opw.ie

Furniture Services

Role and Structure

Furniture Services acts as a central contracting authority on behalf of Government Departments for the procurement of furniture and operates a floor covering service. Based at Mountshannon Road, Rialto, Dublin 8, this section also provides a number of other furniture related services including furniture restoration and furniture disposal.

Services Delivered

The Furniture Division provides the following services to Government Departments:

- ?? Space planning/furniture layouts in respect of proposed office upgrades.
- ?? The procurement of office furniture, floor covering and blinds including their supply and fitting.
- ?? Furniture conservation and restoration through an in-house workshop for the upkeep of antique and reproduction furniture and furnishings used in Government and public buildings.
- ?? Furniture disposal involving the removal from Departments of obsolete and redundant furniture and its sale through public auction.
- ?? The commissioning of specialist furniture for Embassies etc..

In addition, Furniture Services also provide Election Logistics Support. Acting on behalf of the Department of the Environment & Local Government, it supplies Election Returning Officers with election boxes and furniture for presidential, general and local elections, as well as referenda.

Classes of Records Held

Files

- ?? A series of files relating to each procurement project.
- ?? A series of files on suppliers and service providers.
- ?? Records of orders from Government Departments.
- ?? Records of each furniture auction.
- ?? Records of election furniture procurement.

Databases

- ?? Records of suppliers.
- ?? Records of orders from Government Departments.
- ?? Records of each conservation/restoration project.
- ?? Records of payments for Furniture Workshop supplies.
- ?? Records of payments for Árus an Uachtaráin furniture and furnishings purchases.
- ?? Records of payments for election furniture.

Rules, Procedures, Practices, Guidelines and Interpretations

- ?? Department of Finance Circular 1/94 - *Revised Procedures governing the functions of Departments in relation to maintenance fitting out and refurbishment works and the purchase and supply of furniture.*
- ?? Local Government Planning & Development Regulations, 1994.
- ?? The Building Regulations, 1997-2000.
- ?? The Building Control Regulations, 1997-2000.
- ?? Safety, Health and Welfare at Work (Construction) Regulations, 1995.

Contact Name

Robert Guihen
Furniture Services,
OPW,
Mountshannon Road,
Rialto,
Dublin 8.

Tel: (01) 453 1588
Fax: (01) 454 4147
Email: robert.guihen@opw.ie

3.4.6 Government Supplies Agency

Role and Structure

The Government Supplies Agency (GSA) is a central procurement agency, which sources a range of goods and services on behalf of Government Departments and related bodies. It also manages the Government Publications Service.

Procurement

The GSA manages the procurement of consumable supplies and services. The aim is to provide a value for money procurement service to Government Departments and their agencies.

Government Publications Service

The Government Publications Service is a discrete business operation, which is responsible for both the printing and sale to the general public of a range of publications and reports, on behalf of Government Departments. All Government publications are sold through a retail shop, *The Government Publications Sales Office*, or by mail order.

The GSA procurement function is based at 4/5 Harcourt Road, Dublin 2. *The Government Publications Sales Office* is located at Molesworth Street, Dublin 2 with the mail order service is operated from the Harcourt Road premises.

The GSA is headed by the Director of Corporate Services with a Principal Officer reporting to him. Under the Principal Officer are four section managers.

Vincent Campbell

(Director of Corporate Services)			
Joe Farrell (Director GSA)			
Pat Granahan (Assistant Director) Eprocurement ISO 9002 Procurement of -Transport Vehicles/Fuel - Office Requisites - Janitorial Supplies	Jim Ryan (Assistant Director) Procurement of - Uniforms - Protective Clothing - Footwear	Frank Downey (Assistant Director) Election Services Iris Oifigiúil Procurement of - Printing Supplies	Fintan Butler (Assistant Director) Government Publications Service

Services Delivered

Procurement

The GSA as a central contracting authority, on behalf of Government Departments and related bodies, for the procurement of:

- ?? Uniforms
- ?? Protective Clothing
- ?? Footwear
- ?? Transport Vehicles and Fuel
- ?? Office Requisites
- ?? Janitorial Supplies
- ?? Printing

In addition, the GSA, acting on behalf of the Department of the Environment and Local Government, supplies Election Returning Officers with items such as stationery and ballot papers for presidential, general and local elections as well as referenda.

Government Publications Service

The Government Publications Sales Office is located at Molesworth Street, Dublin 2 - Tel. (01) 647 6879. It provides an over-the-counter service for the sale of Government Publications. Payment is accepted by cash, cheque or credit card. The Bookshop is open 5 days a week (including lunchtime):

- ?? Monday to Thursday from 9.30 a.m. to 5.15 p.m.
- ?? Friday from 9.30 a.m. to 5 p.m.

The mail order service is provided from 4/5 Harcourt Road, Dublin 2 - Tel. (01) 647 6834/5/6/7. All Government publications may be ordered by post from this address.

A catalogue of publications is produced annually and is available free of charge to all customers. Catalogue numbers, prices, and details on how to place orders are included.

Information Available

Office Supplies Catalogue, available from the GSA.

Janitorial Supplies Catalogue, available from the GSA.

Personal Protective Equipment Catalogue, available from the GSA.

Printing Services Catalogue, available from the GSA.

Annual Catalogue of Government Publications, available from the Government Publications Service.

Classes of Records Held

Procurement

Files

- ?? A series of files relating to each drawdown competition and contract.
- ?? A series of files for each single item competition.
- ?? A series of files on suppliers and service providers.
- ?? Records of orders from Government Departments.
- ?? Records of payments for election printing.

Databases

- ?? Records of suppliers.
- ?? Records of orders from Government Departments.

Government Publications Service

Databases

- ?? Records of Government publications in stock.
- ?? Records of Government publications sales.

Rules, Procedures, Practices, Guidelines and Interpretations

The GSA complies with EU and Government contracts procedures. In addition, the manual *Standard Operating Procedures* outline the general principles and objectives of the GSA and sets out the standard operating procedures of the procurement process for the guidance of staff of the Agency.

Contact Name

Government Supplies Agency

Mr. Pat Granahan,
OPW,
51 St Stephens Green,
Dublin 2.

Tel: (01) 647 6826
Fax: (01) 475 3189
Email: pat.granahan@opw.ie

Government Publications Service

Adrienne Power
OPW,
51 St Stephens Green,
Dublin 2.

Tel: (01) 647 6849
Fax: (01) 475 2760
Email: adrienne.power@opw.ie

3.4.7 Corporate Services

Role and Structure

Corporate Services Division provides the support services to ensure that the OPW and its associated offices operate as efficiently and effectively as possible.

In addition, the Division is responsible for administering the Offices of the Minister of State and the Chairman's Office.

Corporate Services Division has nine Sections, headed by a Director, with two Principal Officers reporting to him.

Vincent Campbell (Director)	
Legal Services Unit FOI Unit Policy Unit Art Management	
Principal Officers	
June Thompson Minister' Office Chairman's Office Board Support Unit Press & Information Office Personnel & Development Services Library Organisation/IT Services Internal Audit	Joe Farrell Financial Services

Details of each Section are set out hereunder.

Ministers Office

Role and Structure

To provide administrative and advisory support to the Minister of State. Staff co-ordination is managed by the PO of Personnel and Development Services.

Services Delivered

- ?? Acting as a liaison between the Minister and the office.
- ?? Co-ordinating the activities of the Minister.
- ?? Providing secretarial services to the Minister including the co-ordination of briefing and speech material.
- ?? Administration of Dáil and Seanad business including Parliamentary Questions.
- ?? Management of correspondence from members of the public, public representatives and interest groups.

Classes of Records Held

Files

- ?? A series of internal administration files covering enquiry correspondence.
- ?? A series of files on Parliamentary Questions.

Databases

- ?? Records of correspondence.
- ?? Records of Parliamentary Questions.

Contact Name

Mr. Ciaran McCauley
Minister's Office,
OPW,
51 St. Stephen's Green,
Dublin 2.

Tel. (01) 647 6397
Fax (01) 661 2531
Email ciaran.mccauley@opw.ie

Chairman's Office

Role and Structure

To provide administrative support to the Chairman and the OPW Board. Staff co-ordination responsibility rests with the PO of Personnel and Development Services.

Services Delivered

- ?? Administrative support to the Chairman and Board
- ?? Co-ordination of Government memos.
- ?? Secretarial services for Accommodation Committee, Internal Audit Committee, Barretstown Castle Trust and the North/South Committee.
- ?? Preparation of *Annual Report* and *Obair* publications.

Classes of Records Held

Files

- ?? Register of Sealed Documents and the OPW Board Decisions.
- ?? Registers of meetings of Barretstown Castle Trust and of Mount Congreve Trust.

Databases

- ?? Records of correspondence and enquiries.

Contact Name

Ms. Anne O'Shea,
Chairman's Office,
OPW,
51 St. Stephen's Green,
Dublin 2.

Tel. (01) 647 6136
Fax (01) 661 9897
Email anne.oshea@opw.ie

Board Support Unit

Role and Structure

To provide administrative support to 3 members of the Management Advisory Committee (MAC) and financial administration to the capital building programme and the Art Management Group.

Services Delivered

- ?? Administration and clerical support to Board Members
- ?? Preparing and authorising of payments for the Art Management Group
- ?? Administrating the expenditure on the capital building programme

Classes of Records Held

Files

- ?? A series on internal administration files with details of expenditure on the capital building programme.
- ?? A series of files with details of expenditure of the Art Management Group.

Database

- ?? Records of correspondence.

Contact Name

Eithne Dunford
Board Support Unit
Office of Public Works
51 St Stephen's Green
Dublin 2

Tel: (01) 6476067
Fax: (01) 6476491
Email: eithne.dunford@opw.ie

Press and Information Office

Role and Structure

To provide information to the media and members of the public about the OPW's activities.

Services Delivered

- ?? Provision of information directly to the media and public in response to written and oral enquiries.
- ?? Management of the OPW's publications including the Annual Report.
- ?? Management of the OPW's Website.

Information Available

A range of publications on the OPW's activities, including the *Annual Report* and the *Statement of Strategy*.

Classes of Records Held

Files

- ?? Records of the OPW Press Releases.
- ?? Records of speech material and information notes for the Minister.
- ?? Records of press cuttings in relation to matters concerning the OPW.

Audio/Video

- ?? Tapes of excerpts from TV and Radio programmes on matters concerning the OPW.

Contact Name

Ms. Lynda Hendley,
Press and Information Office,
OPW,
51 St. Stephen's Green,
Dublin 2

Tel. (01) 647 6128/6441
Fax (01) 647 6491
Email lynda.hendley@opw.ie

Personnel & Development Services

Role and Structure

To facilitate the management of human resources in the OPW including training and the Performance Management & Development System.

The Section is divided into four Units as follows:

- ?? Personnel Services for Civil Service grades (general and professional)
- ?? Personnel Services for state industrial grades (including employment contracts)
- ?? Performance Management & Development including Staff Training
- ?? Employee Assistance Service

Services Delivered

- ?? Management of personnel services for Civil Service grades.
- ?? Management of personnel services for state industrial grades.
- ?? Employment of state industrial grades excluding BMS who issue the letters of appointment for their state industrial staff.
- ?? Secretarial Services for the OPW's Partnership Committee, established in 1998 to drive the change management programme in the office.
- ?? Implementation of the Performance Management & Development System in the OPW.
- ?? Provision of staff training and development requirements.
- ?? Provision of confidential support services to staff in relation to personal or job-related problems.
- ?? Management of staff accommodation and housekeeping services.

Classes of Records Held

Files

- ?? Personal files for each member of staff with the exception of BMS state industrial staff members.
- ?? Records of salary and pay rates.
- ?? Records of superannuation entitlements of staff and the spouses and families of former staff.
- ?? Records of each Department of Finance circular.
- ?? Records of each internal Office Notice.
- ?? Records of each Parliamentary Question relating to the work of the Section.
- ?? Records of correspondence with Government Departments.
- ?? Records of transfer lists detailing those seeking transfers to and from the OPW.
- ?? Records of each instruction to the OPW Accounts Branch to make a payment.
- ?? Records of competitions, internal and interdepartmental, involving employees of the OPW.
- ?? Records of seniority lists for each grade in the Office.
- ?? Records of general correspondence with each Staff Association or Trade Union concerned with General Service grades.
- ?? Records of applications and correspondence in relation to employment in the OPW.
- ?? Records of the different categories of state industrial workers employed in the OPW.
- ?? Records of each major work location where state industrial workers are employed.
- ?? Records of contracts and letters of appointment for state industrial staff excluding BMS industrial staff.
- ?? Records of particular personnel matters that have arisen from time to time.
- ?? Records of training courses and the Performance Management & Development System, including tender competition details.

- ?? Records of personal training and development plans for staff under PMDS.
- ?? Files on contracts for various services.
- ?? Files on annual estimates of expenditure.
- ?? Files on refund of educational fees to staff.

Databases

- ?? Personal records for each Civil Service grade staff member.
- ?? Personal records for each state industrial staff member.
- ?? Records of pension details for each Civil Service grade staff member.
- ?? Records of pension details for each industrial staff member.
- ?? Records of payments to suppliers/contractors.
- ?? Records of staff attendance on training courses and payments to service providers.
- ?? Records of applications and payments regarding refund of educational fees.

Rules, Procedures, Practices, Guidelines and Interpretations

Personnel and Development Services operates under Civil Service Acts and Regulations and Department of Finance Circulars which are contained in the *Personnel Code* in the case of non-industrial staff. In the case of industrial staff, decisions are made on the basis of precedents already in the public domain e.g. Acts of the Oireachtas, Unfair Dismissal Tribunal findings, Labour Court findings, Rights Commissioner findings and other publications that draw attention to precedent setting settlements which are relevant.

The *Personnel Code* is contained in the Department of Finance's Freedom of Information Section 16 Manual, available directly from that Department.

Recruitment

Civil Service staff in general grades are recruited through the Civil Service Commission. Staff in other grades such as Service Officers, Packers, Porters and Cleaners and temporary staff are recruited directly by the OPW and agencies as and when required.

State industrial staff at various grades, ranging from General Operatives to skilled Craftsperson's, are recruited for various sites throughout the country as and when required and applications for employment may be sent to Personnel and Development Services, 51 St. Stephen's Green, Dublin 2.

Contact Name

(For all except BMS staff)

Ms. Martina Colville,
Personnel and Development Services,
OPW,
51 St. Stephen's Green,
Dublin 2.

Tel: (01) 647 6452
Fax: (01) 661 3148
Email: martina.colville@opw.ie
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(For BMS staff)

John Cullen,
Building Maintenance Service,
OPW,
Lad Lane,
Dublin 2.

Tel: (01) 676 4633
Fax: (01) 661 8309
Email: pat.elliott@opw.ie

Library

Role and Structure

The Library forms part of Personnel and Development Services. Its primary role is to meet the information needs of the OPW staff. It is also open to the public by appointment.

Services Delivered

Management and maintenance of the OPW library and information services.

Information Available

Office of Public Works Library information leaflet, detailing the services provided by the Library.

Classes of Records Held

Files

?? Records of requisitions, orders, payments and inter library loans.

?? Lists of recent acquisitions.

Databases:

?? Books catalogue including ordering, payments and loan records.

?? Periodicals catalogue including ordering, payments, receipt and circulation records.

?? OPW architectural plans and drawings catalogue.

Contact Name

Ms Valerie Ingram,
Librarian,
OPW,
51 St. Stephen's Green,
Dublin 2.

Tel: (01) 647 6023

Fax: (01) 661 3107

Email: valerie.ingram@opw.ie

Organisation/IT Services

Role and Structure

This Section is charged with:

?? Providing a range of Information Technology (IT) services to the OPW, which support its business functions, both operational and strategic.

?? Arranging for the supply, installation and maintenance of office equipment.

- ?? Providing a telecommunications infrastructure for the OPW that supports its communications needs, both voice and data.

The Section is divided into two separate units:

- ?? IT Unit
- ?? Office Equipment Unit

Services Delivered

IT Unit

The IT Unit provides the following services:

- ?? The design, development and implementation of IT systems to support the various functions performed by the individual Business Units in the OPW.
- ?? Development and maintenance of Wide and Local Area Networks.
- ?? Maintaining and supporting all hardware and software directly or through third parties.
- ?? Procurement of IT equipment and consumables.
- ?? Providing advice to various sections within the OPW on the use and benefits of IT.

Office Equipment Unit

Office Equipment Unit is responsible for:

- ?? Providing office equipment, excluding furniture and stationery, for the OPW. Such items would include photocopiers, fax machines, scanners.
- ?? Provision and maintenance of telephone systems.

Classes of Records Held

Files (internal administration & organisation)

- ?? Records of equipment purchases.
- ?? Records of maintenance contracts.
- ?? Records of financial accounts and budgets.
- ?? Records of telecommunications equipment, purchases and usage.
- ?? Records of systems developments.
- ?? Records of payments to contractors.

Files (Policy)

- ?? Miscellaneous business plans and surveys.
- ?? Strategic IT plans.
- ?? E-Government Strategy Plan

Databases

- ?? Equipment inventory.
- ?? Contractors payments/orders.
- ?? Various functioning databases and also those under development.

Maps

- ?? Computer network cabling plans of Local Area Networks.
- ?? Layout plan of Wide Area Networks.

Manuals

- ?? Software, Hardware, User and equipment manuals.
- ?? Technical and systems specifications.

Information Available

- ?? Guidelines to staff on computer use.
- ?? Office notices regarding equipment.
- ?? Training guidelines and operating systems.

Rules, Procedures, Practices, Guidelines and Interpretations

The IT Section adheres to:

- ?? Guidelines and advice notes issued by the Department of Finance.
- ?? EU technical "openness" requirements, as specified in Decision 87/95/EC.
- ?? The Office's Information Technology Plan.

Procurement of equipment and services is governed by:

- ?? EU and national procurement procedures.
- ?? Internal guidelines relating to the purchase of all goods and services.
- ?? Department of Finance advisory notes, guidelines and templates, which are updated from time to time.
- ?? "Public Financial Procedures" guide published by the Department of Finance.

Contact Name

(For IT Unit)

Mr. John Sydenham,
I.T. Unit,
OPW,
51 St. Stephen's Green,
Dublin 2.

Tel: (01) 647 6120
Fax: (01) 676 3292
Email: john.sydenham@opw.ie

(For Office Equipment Unit)

Mr. Pat Byrne,
Office Equipment Unit,
OPW
51 St. Stephen's Green,
Dublin 2.

Tel: (01) 647 6116
Fax: (01) 676 3292
Email: pat.byrne@opw.ie

Art Management Group

Role and Structure

The Art Management Group is part of Project Management Services. This Group implements the State policy on Art and procures and commissions artwork under the per cent for art scheme.

Services Delivered

The services provided by the Art Management Group are:

- ?? Acquisition of paintings and artworks including the provision of advise on their acquisition.
- ?? Commissioning of artworks as part of the furnishings of public buildings.
- ?? Management of all paintings and artworks in State buildings and spaces.
- ?? Bringing State artwork to public notice.
- ?? Encouraging Irish artists.

Information Available

The Group's aims, functions and procedures are set out in detail in the OPW booklet entitled *Art Management Group Handbook*.

Classes of Records Held

Files

- ?? Records of artworks commissioned for particular buildings/sites.
- ?? Records of arrangements for *Art of the State* Exhibitions.
- ?? General files on artworks.

Databases

- ?? Records of the State art collection.

Rules, Procedures, Practices, Guidelines and Interpretations

The functions and procedures of the Art Management Group are set out in detail in the OPW booklet entitled *Art Management Group Handbook*.

Contact Name

Ms. Jenny Lonergan
Art Management
OPW,
51 St. Stephen's Green,
Dublin 2.

Tel: (01) 647 6078
Fax: (01) 676 8463
Email: jenny.lonergan@opw.ie

Legal Services

Role and Structure

Legal Services Section is responsible for the provision of legal services to the OPW.

Services Delivered

- ?? Management of the provision of legal advices either oral or written to the OPW, either from the OPW's own solicitor or from outside solicitors.
- ?? Development, in conjunction with Property Management Services, of a *Service Level Agreement* with the Chief State Solicitors Office in respect of conveyancing services.
- ?? Managing the transfer of the personal injury and property damage claims handling function from the OPW to the State Claims Agency.
- ?? Secretarial services to companies acquired by the State as part of its property acquisition programme.

Classes of Records Held

Files

- ?? Internal administration files covering the provision of legal services to the OPW.
- ?? Records of advices from the Attorney General and private solicitors.
- ?? Records of meetings with the Chief State Solicitors Office.
- ?? Records of correspondence with the State Claims Agency.

Databases

- ?? Records of conveyancing cases.
- ?? Records of claims against the OPW.

Contact Name

Ms. Finola Parnell,
Legal Services Section,
OPW,
51 St. Stephen's Green,
Dublin 2.

Tel. (01) 647 6452
Fax (01) 647 6485
Email finola.parnell@opw.ie

Freedom of Information Unit

Role and Structure

The Freedom of Information Unit is responsible for the internal implementation of the Freedom of Information Act.

Services Delivered

The Unit provides services to both the public and to the OPW staff. In managing the internal implementation of the Act it:

- ?? Assists FOI requesters and logs any FOI requests.
- ?? Tracks all FOI requests from initial receipt to the issue of a reply.
- ?? Oversees the handling of all FOI requests to ensure the relevant records are released within the timeframe allowed for under the Act.
- ?? Manages any FOI requests for an Internal Review of the initial decision of the OPW.
- ?? Assists the Office of the Information Commissioner in respect of any appeals against the initial decision of the OPW.
- ?? Provides FOI advice and organises FOI training for relevant staff members.
- ?? Represents the OPW on the FOI Civil Service Users Network and on the FOI Interdepartmental Working Group.

Information Available

FOI Section 15 and 16 Manual. A Guide to the Functions, Records, Rules and Practices of the Office, available from the FOI Unit (See contact point below).

Classes of Records Held

Files

- ?? A series of files covering FOI initial requests, Internal Review requests and Appeals to the Information Commissioner.
- ?? Records of important cases under the Act and decisions made by the Information Commissioner.
- ?? Records of Civil Service Users Network and Interdepartmental Working Group meetings. Records of statistical returns made to the Department of Enterprise Trade and Employment on FOI applications received and decisions made.
- ?? Records of the appointment of FOI Decision Makers and Internal Reviewers in the OPW.

Databases

- ?? Tracking system for all FOI cases.

Rules, Procedures, Practices, Guidelines and Interpretations

Details of how the Unit administers the Act are outlined in Part 2.

In addition the Unit has regard to a series of guidance notes provided by the FOI Central Policy Unit of the Department of Finance, including

?? *FOI Manual - A Guide to the FOI Act.*

?? *Guidance Notes on Access to records by parents/guardians; Access to records relating to deceased persons - prepared under Section 28(6) of the Freedom of Information Act, 1997.*

?? *Guidance Notes on the provision of assistance by Public Bodies to facilitate persons with a disability to exercise their rights under the Freedom of Information Act, 1997 - prepared under Section 6(3) of the Freedom of Information Act, 1997.*

Contact Name

Mr. Pat Quinlan,
Freedom of Information Unit,
OPW,
51 St. Stephen's Green,
Dublin 2.

Tel. (01) 647 6451
Fax (01) 647 6485
Email foiunit@opw.ie

Internal Audit

Role and Structure

Internal Audit is an independent support function established within the OPW. It examines and evaluates the adequacy and effectiveness of the systems of internal control and risk management within OPW and has the right to access all information and records needed in the course of its work. Internal Audit submits its reports and recommendations directly to the Chairman and to the Board and appropriate line management.

An Audit Committee, chaired by the Chairman of the OPW, oversees the operation of Internal Audit.

Services Delivered

Internal Audit provides an audit service to the Chairman and the Board of OPW and to the Sections in which internal audits are carried out.

Information Available

Internal Audit Standards published by the Department of Finance.

Classes of Records Held

Files

?? A series of files and reports of audits carried out on various areas of the OPW.

Contact Name

Mr. Rónán Ó Dúnáin,
Internal Audit,
OPW,
51 St. Stephen's Green,
Dublin 2.

Tel: (01) 647 6296
Fax: (01) 676 3292
Email: ronan.odunain@opw.ie

Financial Services

Role and Structure

The role of the Financial Services Section is the overall management of the financial affairs of the OPW. It consists of the Accounts Branch and the Management Accounting Service.

Accounts Branch

The Accounts Branch is responsible for the provision of an accounting service to the OPW. The Branch consists of the following six Sub-Sections under the supervision and guidance of the Accountant (PO) and Assistant Accountant (APO):

- ?? Payments Section
- ?? Salaries and Wages Section
- ?? Travel Claims Section
- ?? Rents Section
- ?? Loans Section
- ?? Finance Unit

This Branch has been relocated to Kilkenny under the Decentralisation Scheme.

Management Accounting Service

Management Accounting Service is responsible for the provision of management accounting advice and services to the OPW, through a single centralised structure under the direction of the Accountant.

Two Grade II Professional Accountants report to the Head of the Management Accounting Services (a Professional Accountant Grade 1). Support services are provided by an Executive Officer. The Grade 1 has primary responsibility for the management of the unit and for developing policy proposals in relation to its functions, operations and development.

Services Delivered

Accounts Branch

The Accounts Branch of the OPW is responsible for:

- ?? Making authorised payments, principally payroll and contractors claims.

- ?? Receiving and accounting for revenues.
- ?? Accounting for the financial resources of the office and the Estimates function for the office as a whole.
- ?? Administering the Local Loans Fund on behalf of the Department of Finance.

Management Accounting Service

This Unit prepares management information and accounting reports/advice to the various business units of the OPW as requested.

Classes of Records Held

Accounts Branch

- Payments Section

Files

- ?? Internal administration and maintenance files.
- ?? Instructions to Pay, Payment Abstracts etc. which have been processed and paid.
- ?? Cashed Payable Orders.
- ?? Documentation relating to receipts.
- ?? Computer printouts of various reports from Votes Computer System.
- ?? Bank statements from Central Bank and other commercial banks in which the OPW holds an account.
- ?? Scanned records of 2000 to 2002 payments and microfilm records of 1990 to 1996 payment records excluding cashed Payable Orders.

Databases

- ?? Cash Office System.
- ?? Bank Reconciliation System.

Computerised Systems

- ?? Votes System.
- ?? Tax System.

Microfiche

- ?? Microfilm of 1990 to 1995 payment records excluding cashed Payable Orders.

Salaries & Wages/Travel/Rents Sections Files

- ?? Internal administration and maintenance files.
- ?? Record Cards detailing individual's salary details and history

Databases

- ?? Salaries.
- ?? Wages.
- ?? Travel.
- ?? Rents.

Manuals

- ?? Training manuals on systems' operations.
- ?? External and internal training manuals on payroll administration.

Microfiche

?? Microfilm of 1990 to 1995 salaries/wages records.

Loans Section Files

?? Internal Administration.

?? Computer printouts from Loans System

Databases

?? Local Loans.

Finance Unit Files

?? Internal files relating to matters such as the Annual Estimates, Minister's Brief and Estimates Speech, Multi-Annual Estimates, Allied Services Statement, the Flood Relief Vote, Monthly Profiles and Returns of Expenditure to Department of Finance.

?? Internal computer spreadsheets and files.

?? Department of Finance's annual Estimates Circular and related instructions.

Published Documents

?? The Revised Estimates for Public Services, OPW Annual Report, the Annual Report of the C&AG and the Appropriation Accounts.

Manuals

?? Manual on monthly procedures in the Finance Unit.

Management Accounting Services Files

?? A series of files giving details of the OPW's Register of Assets.

?? A series of accounting reports in respect of projects undertaken.

Rules, Procedures, Practices, Guidelines and Interpretations

Accounts Branch

The rules, procedures, practices, guidelines etc. used by the Accounts Branch in carrying out its responsibilities are set out below for each constituent Section. The activities of the Branch are governed by the regulations and procedures outlined in the booklet; Public Financial Procedures, published by the Department Finance.

Payments Section

The limits on expenditure on the various activities, schemes and programmes undertaken by the OPW, to which Votes Payments Section must adhere, are set out in the *Revised Estimates for the Public Service*, available from the Government Publications Sales Office. Within the OPW, the rules and regulations governing payment procedures are set out in Office Notice 29/01 – Financial Authorities & Procedures for Works, Supplies and Service Contracts.

Salaries & Wages and Travel Claims Sections

Salary scales, travel and subsistence rates and regulations are set out in Department of Finance Notices and Circulars - these are published in the *State Directory*, which is available from the Government Publications Sales Office.

Taxation and social welfare rates and entitlements are set out in leaflets and information bulletins issued by the Revenue Commissioners and the Department of Social, Community and Family Affairs.

Tax free allowance details etc. for individual employees are held in computer printouts taken from computer tapes provided by the Revenue Commissioners.

Deductions from salaries and wages are made on the basis of communications and letters received from various organisations such as life assurance companies etc.

Changes to an individual's salary, wage or travel and subsistence claim are made on the basis of instructions received from the OPW's Personnel and Development Services Section.

Rents Section

All rents on properties leased for State purposes are paid on instructions from the OPW Property Management Section.

Loans Section

The procedures of the Local Loans Section are governed by the following:

- ?? *Local Loans Fund Act, 1935* and subsequent amendments.
- ?? *Securitisation (Proceeds of certain Mortgages) Act, 1995*
- ?? Department of Finance Notices, Circulars and Instructions.
- ?? Instructions from the Department of the Environment & Local Government.
- ?? Communications from Solicitors, etc.

Finance Unit

The compilation of the Annual Estimates is based on the Department of Finance's Estimate's Circular and related instructions.

The Finance Unit also uses internal files for guidance on matters such as Minister's Brief and Estimates Speech, Multi-Annual Estimates, Allied Services Statement, the Flood Relief Vote, Monthly Profiles and Returns of Expenditure to Department of Finance.

Other reference documents used are the *Abridged Estimates and Revised Estimates for Public Services*, and the annual *Appropriation Account*, available from the Government Publications Sales Office.

Management Accounting Service

This Unit, generally, operates in accordance with the commercially recognised accounting standards; i.e. Generally Accepted Accounting Practices – GAAP.

Contact Name

Accounts Branch

Mr. Michael Long,
OPW,
Government Offices,
Hebron Road,
Kilkenny.

Tel: (056) 72602
Fax: (056) 72647
Email: mick.long@opw.ie

Management Accounting Service

Mr. Donal Wickham,
OPW,
4-5 Harcourt Road,
Dublin 2.

Tel: (01) 647 6809
Fax: (01) 475 2760
Email: donal.wickham@opw.ie

Policy Unit

Role and Structure

Provides advice, facilitation and various services to the Board, Management Advisory Committee and OPW Business Units on organisation, structures, corporate planning and other strategic and policy issues.

Classes of Records Held

Internal administration files on planning, certain elements of SMI, surveys and examinations of structures, systems and procedures.

Contact Name

Mr. Frank Shalvey
OPW
51 St. Stephens Green
Dublin 2

Tel. (01) 647 6082
Fax (01) 647 6485
Email: frank.shalvey@opw.ie

APPENDIX 1

FOI Application Form
(Request for information under the Freedom of Information Act)

Office of Public Works

Request for Access to Records under the Freedom of Information Act, 1997

Freedom of formation

Please use **BLOCK** letters

DETAILS OF APPLICANT

Surname:

First Name:

Postal Address:

Telephone Number(s):

Home

Business

Email Address:

Personal Information

Before you are given access to personal information relating to yourself, you may be asked to produce your Birth Certificate, Driving Licence, Passport or other form of identity.

Form of Access

My preferred form of access is:

(Please tick as appropriate)

? To receive copies of records by post

? Other – Please specify



DETAILS OF REQUEST

In accordance with Section 7 of the FOI Act, 1997 I request access to records, which are:

(Please tick as appropriate)

? Personal

? Non-Personal

*(In the space provided below **please describe the records as fully as you can**, as this will assist the OPW's FOI Unit in dealing with your application. If you are requesting personal information, please state precisely in whose name those records are held. You will not normally be given access to the personal information of another person unless you have obtained the written consent of that person. **If you require more space to complete your description of records please attach a separate page**)*

I request the following records



PLEASE SIGN HERE..... **DATE**.....

Your application should be addressed to:

Freedom of Information Unit,
Office of Public Works,
51 St. Stephen's Green,
Dublin 2.
Phone: 01-647 6451;
Lo-call: 1890 213414 (If outside 01 area);
Fax: 01-647 6485;
Email: fo unit@opw.ie

If you require any assistance in completing this form please contact the above Unit. The Unit is also available to provide assistance to persons with a disability to exercise their rights under the FOI Act; e.g. accepting oral requests from requesters who are unable to read, print and/or write due their disability, enabling the requester to inspect or have records explained to him or her.

For Office Use Only

Date FOI Request Received..... Identity Verified.....

Consent Confirmed ?

Form of Identity Produced

Birth Cert ? Driving Licence ? Passport ? Other.....

APPENDIX 2

Glossary of unusual words and terms used in this Reference Book

APA	Assistant Principal Architect
APO	Assistant Principal Officer
Appropriation Account	The end year account of a Department's spending of the moneys voted by the Dáil, which compares the Estimate with actual expenditure and receipts and explains the difference
BMS	Building Maintenance Service, a section of the Property Maintenance Division
Central Registry	The Section of the OPW dealing with distribution of incoming mail, dispatch of outgoing mail and also the recording of the transfer of files within the Office
Chairman	The Chief Executive of the OPW
Charging Order	A legal document to place a charge on a person's property - similar to a mortgage
CIBSE	Chartered Institute of Building Services Engineers
CO	Clerical Officer
Deed of Discharge	A legal document to have a charge removed from a person's property after their loan has been repaid
EO	Executive Officer, an administrative grade in the civil service
Estimates	Sets out expenditure provision for each Vote for a year
ETCI	Electro Technical Council of Ireland
EU	European Union
FOI	Freedom of Information Act, 1997
General Procedure & Standards	This document describes a structured approach to the management of the work carried out within Architectural Services covering both its contribution to projects and its other work
GSA	Government Supplies Agency

HEO	Higher Executive Officer, an administrative grade in the civil service
IT	Information Technology
Multi-annual Estimates	These set expenditure levels for each of the three years ahead, subject to annual review
OPW	Office of Public Works
O.S.	Ordnance Survey
Payment Abstract	The form used in Accounts Branch for making payments prior to the introduction of the Instructions To Pay system on 6 May 1997
PMP	Project Management Plan
PO	Principal Officer
PO	A Payable Order is the principal method of payment used in Government accounting - not a cheque but an advice (non-negotiable) to the payee that on presentation through a bank the Central Bank is authorised to make a payment of the sum stated on the face of the order
QS	Quantity Surveying
RIAI	The Royal Institute of the Architects of Ireland
RIBA	Royal Institute of British Architects
SMI	Strategic Management Initiative. This initiative was launched by the Government in 1994 with the aim of reinvigorating the management and performance of the public service through, <i>inter alia</i> , delivered improved customer service, delegating authority and accountability and reducing "red tape"
SO	Staff Officer, an administrative grade in the civil service
Subhead	An individual category of expenditure within a Vote which is separately identified in the Estimates Book and accounted for in the Appropriation Account
Vote	A coherent area of Government expenditure which is the responsibility of a single Government Department or Office which is in turn accountable to the Dáil for this expenditure

?? Scope of the PMP and QPM

These cover all building projects, including new and maintenance works, estimated to cost in excess of £250,000. The PMP has six Stages contained in Chapters 2 to 7. Each of these Stages has also been distilled into a step by step checklist, which indicates the action required at any point in a project.

-Stage 1 Preparatory Stage

This stage deals with activities up to and including the appraisal of a brief for a project. The Project Head and Project Co-ordinator will have been nominated before this Stage begins. The pre-design Order of Cost is calculated. The Design Team Leader, either in-house or consultant, is appointed.

-Stage 2 Preliminary Report and Sketch Scheme Stage

The purpose of the Report is to provide a basis for decision on whether to proceed or not. The Report provides an appraisal and recommendation and assesses functional, technical and financial feasibility. The purpose of the Sketch Scheme is to determine the general approach to layout, design and construction. A Cost Plan is prepared. Planning Permission is applied for (if required). Fire Certificate is also applied for (if required). At the completion of this Stage all customer approvals and financial authorities should be in place.

-Stage 3 Tender Documentation Stage

At this Stage, final decisions on matters relating to design, specification, construction and cost are made. An updated Cost Plan is prepared. Final production information (drawings, schedules and specifications) and a Bill of Quantities (or equivalent) are prepared.

-Stage 4 Contract Stage

This Stage includes invitation to tender, assessment and appraisal of responses, selection of the lowest suitable tender and placing of a contract.

- Stage 5 Site Operations Stage

The purpose of this Stage is to follow plans through to completion of the project. It deals with management of the project during the works phase. This Stage is not complete at hand-over but must await expiry of the defects liability period, remedying of any defects and settlement of the final account.

- Stage 6 Performance Analysis Stage

The purpose of this Stage is to analyse the management, construction and performance of the project. Performance reports are produced on consultants and contractors. A Final cost analysis is carried out for comparison with the initial Total Project Budget.

FOI Decision Makers and Reviewers

		Internal Review Decision Makers
Property Management Services	Eileen Scanlan Conor O'Leary Ronan McKeever Michael Molloy Marian O'Dwyer Pat Elliot Anthony Collins John Drohan Kevin Kennedy	Niamh O'Regan Paul Molloy James Berrigan J/S Mary Murphy
Property Management Services (Refugees)	Seán Murtagh	
Property Maintenance	Dermot O' Brien Noreen Brehony	Ken Moore
Project Management Services (Una Redmond)	Tony Roxburgh Gerard Gleeson Jim Roche	John McMahon
Project Management Services (Clare McGrath)	Georgina Keeley John Hayes Jack Brennan Ann Moran	Dominick McNevin Clare McGrath
Project Management Services (Jim Blighe)	Michael Cooney Monica Lyons (Flood Relief) Cathy Walsh Catherine Kennedy	James Blighe Joe Pat O'Donnell (Flood Relief)
Project Management Services (Kevin Connolly)	<u>Emer O'Mahony</u>	Kevin Connolly
Project Support Services	Una Cluxton J/S	Francis Fingleton
Engineering Services	Eileen Clifford	
Organisation Unit	George Moir Pat Byrne	<i>John Sydenham</i>
Training Unit	Frank Coffey John Crimmins	
Accounts Branch	Michael Long	Gerry Doyle
GSA	Fintan Butler Nick O'Donoghue Michael Collier	Pat Granahan
Personnel & Development Services	Derek McCormack Martina Mulligan	Martina Colville
Facilities Management	Denis McCarthy Mary Heffernan Delia Hickey	Tommy O'Shaughnessy
Legal Services	Mary Donohoe Mary O'Halloran	Finola Parnell (FOI Officer)
Minister's Office (Press)	Lynda Hendley	
Health & Safety	Paddy Breslin Kevin Fleming	Percy Kenny