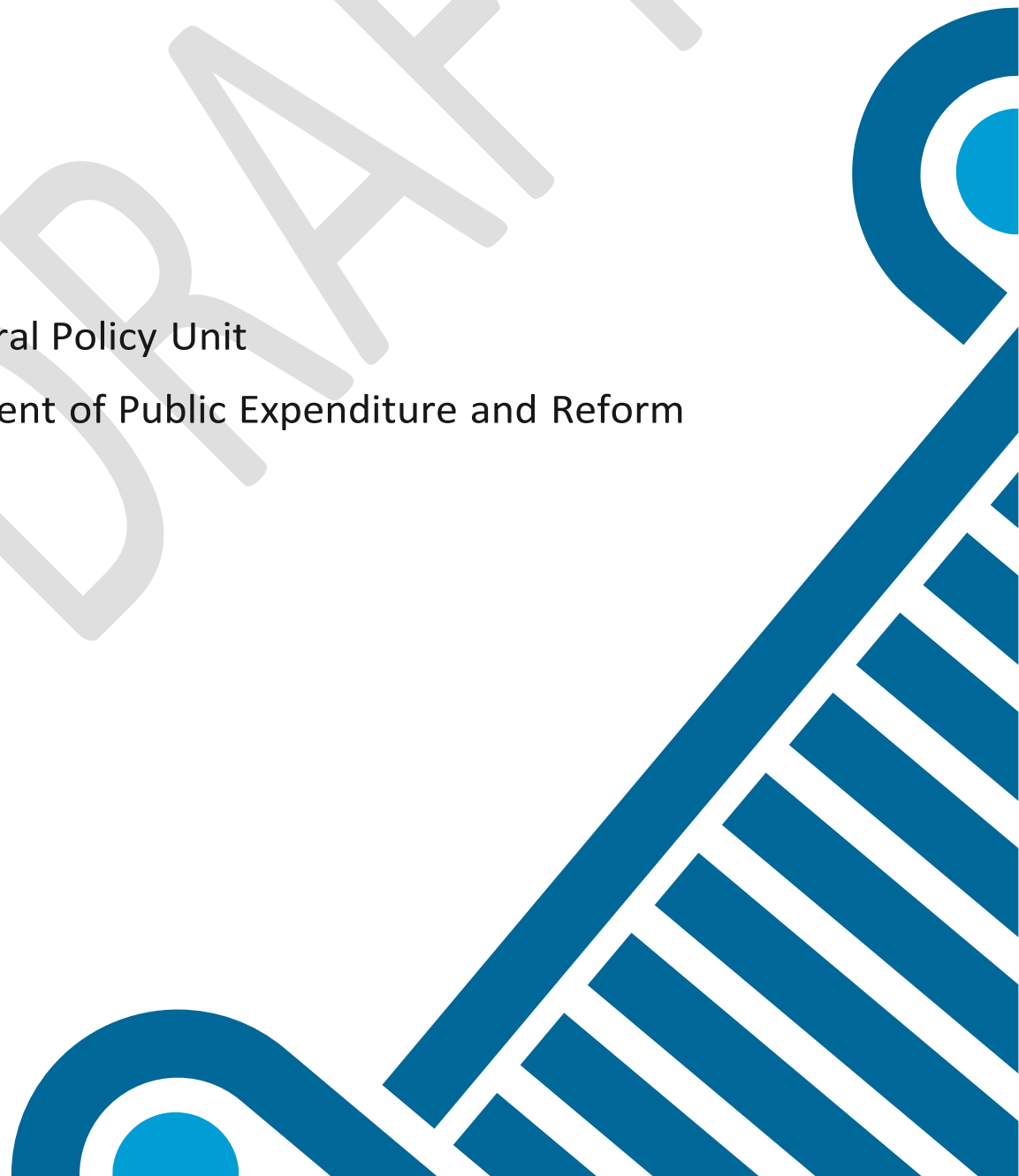


# Freedom of Information Model Publication Scheme

FOI Central Policy Unit  
Department of Public Expenditure and Reform



## Information Contained in the Publication Scheme

### A. Information about the FOI Body

<b>Who we are and what we do</b>
Organisational information , structures, locations and contacts
In this section FOI Bodies should provide details of: <ul style="list-style-type: none"><li>• Establishment of organisation</li><li>• Roles, responsibilities and functions</li><li>• Administration of an enactment/scheme</li><li>• Governance/Management arrangements</li><li>• Corporate Plans and Strategies</li><li>• Annual Report</li><li>• Organisation and Pay/Grading Structures<sup>1</sup></li><li>• Locations and contact details for the organisation</li><li>• Links to agencies/other bodies the organisation is responsible for/funds</li><li>• Details of Service Level Agreements/Memoranda of Understanding, if any</li><li>• Customer Charters</li><li>• Codes of Practice or Guidelines</li></ul>

### B. Services Provided or to be provided to the Public

<b>The services we offer</b>
Details of functions and services that the organisation provides and the decision making process
In this section FOI bodies should provide details of: <ul style="list-style-type: none"><li>• Services provided for public (e.g. grants)</li><li>• How such services can be accessed</li><li>• How much such services cost to access, if any</li><li>• Administration of such services</li><li>• Review or appeal rights relating to such services</li><li>• Research projects being undertaken in respective of these functions/services</li></ul>

### C. Decision Making process for major policy proposals

<b>How we make decisions on policies</b>
Decision Making processes and records of decisions
In this section FOI bodies should provide details of: <ul style="list-style-type: none"><li>• Major policy proposals including any public consultation exercises</li><li>• Background information relating to major policy proposals and decisions</li><li>• Reports on the operation of public services by the FOI body</li><li>• Expenditure reviews, Policy assessments</li></ul>

<sup>1</sup> Details should not identify pay of individual staff members; Commercial bodies should publish pay ranges and staff numbers within each range

#### D. Financial Information

##### **What we spend**

Financial information relating to income and expenditure

FOI bodies should provide the following information in this section:

- Financial statements
- Major plans for Capital Expenditure
- Payments or Purchase Orders for goods and services
- Governance Board Member remuneration

#### E. Procurement

##### **How we spend**

Information relating to how we procure goods and services

FOI bodies should provide the following details in this section:

- Procurement policies
- A link to all current tender competitions on the eTenders website
- Public contracts awarded including contract type, contractor, value, award date, duration and brief description (tabular format) over €10k for ICT and over €25k for other contracts

This requirement does not extend to contracting entities operating under the Utilities Directive. In the case of those public bodies in line with this directive they should publish the advertisement on Etenders, including the indicative amount, the duration of the contract and the winner.

#### F. FOI Disclosure Log and Other Information to be Published Routinely

##### **Other information**

FOI bodies should publish the type of information listed below as appropriate, in addition to any other information that would provide information to the public. For example:-

- FOI Disclosure Log
- Reports
- Commercial publications and relative charges
- Information held by the body which is sought regularly<sup>2</sup>

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<sup>2</sup> Such information should not include details which would be exempt under FOI