

**HOUSES OF THE OIREACTHAS COMMISSION**  
**OFFICE OF THE HOUSES OF THE OIREACTHAS**



**FREEDOM OF INFORMATION**

**A combined guide issued in accordance with  
Sections 15 and 16 of the  
Freedom of Information Acts 1997 and 2003**

**2009**



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## **1. HOW TO USE THIS MANUAL**

- 1.1** This manual has been prepared in respect of both the Houses of the Oireachtas Commission and the Office of the Houses of the Oireachtas to inform you of your rights under the Freedom of Information (FOI) Acts 1997 & 2003, and to assist you in exercising those rights.
- 1.2** The Houses of the Oireachtas Commission and the Office of the Houses of the Oireachtas are listed as separate public bodies in the schedule to the FOI Act, 1997. The Office of the Houses of the Oireachtas manages the administrative arrangements for compliance with the Act by both bodies.
- 1.3** It has been prepared in accordance with the publication requirements applicable to both bodies set out in sections 15 and 16 of the Freedom of Information Acts. Please note that a current version of this document is always available on the Oireachtas web site at [www.oireachtas.ie](http://www.oireachtas.ie).
- 1.4** The layout of the manual is as follows:

**Chapter 2** gives full details of the rights given to members of the public under the Freedom of Information Acts.

**Chapter 3** informs you on how to make a Freedom of Information (FOI) request and the time constraints applying to its processing, and the various circumstances that can arise in relation to deposits, fees, consultation with third parties and appeal mechanisms. It also makes reference to the exemptions and restrictions in the Act that may prevent the disclosure of certain records.

**Chapter 4** gives information on the establishment and functions of the Houses of the Oireachtas Commission, including details of Commission records held by the Office.

**Chapter 5** gives information on the structure and functions of the Office of the Houses of the Oireachtas, including details of the records held by the Office and the schemes administered by the Office for members of the public. It also gives information in relation to specific additional restrictions applying to certain records of the Commission and the Office that prevent their disclosure.

## **2. YOUR RIGHTS UNDER THE FREEDOM OF INFORMATION ACTS**

- 2.1** The Freedom of Information (FOI) Acts 1997 & 2003 are designed to allow public access to records held by public bodies that are not routinely available through other sources.
- 2.2** The Freedom of Information Act established three additional statutory rights, as follows:
- A legal right for each person to access records held by public bodies.
  - A legal right for each person to have official records relating to him/herself amended where it is incomplete, incorrect or misleading.
  - A legal right to obtain reasons for decisions affecting oneself.
- 2.3** 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.
- 2.4** Members of the public do not have to give any reason for seeking access to a record, and the FOI Act prohibits the denial of access to a record based on the requester's real or imagined motives in requesting a record.
- 2.5** Access to information under the Act is subject to certain exemptions and restrictions and involves specific procedures and time limits, further details of which are available in Chapters 3 and 5.

### **3. HOW TO MAKE AN FOI REQUEST**

#### **3.1 How to make an FOI Request**

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

- Access to records held by each body.
- Correction of personal information relating to oneself held by that body where it is inaccurate, incomplete or misleading.
- Access to reasons for decisions made by the body directly affecting oneself.

3.1.2 The following records come within the scope of the Act:

- All records containing personal information held irrespective of when created.
- All records created 21 April, 1998.\*
- Any other record necessary to the understanding of a current record.\*\*  
\* See paragraph 5.7 regarding official documents of the Houses of the Oireachtas.  
\*\* See paragraph 5.8 regarding strategic plans of the Commission.

3.1.3 Applications for access to Commission or Office records under the FOI Act, or any query in relation to the application of the FOI Act in either body should be addressed to:

**Ms. Bríd Dunne,**  
**Freedom of Information Co-ordinator,**  
**Office of the Houses of the Oireachtas,**  
**Leinster House,**  
**Dublin 2.**  
**Phone: +353 1 6183630**  
**Fax: +353 1 6184035**  
**Email: [FOI@oireachtas.ie](mailto:FOI@oireachtas.ie)**

3.1.4 Applications under the FOI Act should be in writing or by electronic mail. In preparing a request, you should follow these guidelines:

- State that your request is made under the Freedom of Information Act.
- Provide sufficient information to enable staff identify the records to which you are seeking access.
- State any preferences you have in relation to which form in which the records are to be supplied [i.e. photocopy, computer disk, etc.].
- Provide full personal contact details, including a day-time telephone number.

3.1.5 If you have difficulty in identifying the precise records that you require, the Freedom of Information Co-ordinator, named above, will be happy to assist you in preparing your request.

- 3.1.6 A standard application form for making an FOI request is attached at **Appendix 1**.
- 3.1.7 In the event of our being asked, under FOI, for the name of the requester i.e. the name of the person seeking information under the FOI Acts, the Office will act in accordance with the rulings of the Information Commissioner and available legal advice in this regard and release the name accordingly.

### **3.2 Time Constraints**

- 3.2.1 We are obliged to acknowledge a request for access to records within 2 weeks, and to make a decision on the request within 4 weeks.
- 3.2.2 However, there are certain provisions in the Act that can result in the time period for decision being extended [including, for example, consultation with third parties who may be affected by the release of the records in question]. Should this arise in your case, you will be so informed within the initial 4 week period.

### **3.3 Fees**

#### **Application Fees / Search and Retrieval Fees including Deposits**

#### **3.3.1 Requests for records**

- A standard application fee of €15 must accompany an FOI request for a record or records other than those containing only personal information regarding the requester.
- A reduced fee of €10 applies if the person making such a request is covered by a medical card.

#### **3.3.2 The following requests are exempt from application fee:**

- A request for a record or records containing only personal information related to the requester (including a request made by a parent or guardian on behalf of a minor or disabled person or the next-of-kin or personal representative on behalf of a deceased person).
- An application to amend records relating to personal information.
- An application to seek information regarding acts of public bodies affecting the person.

#### **3.3.3 Internal Review**

- A standard fee of €75 must accompany an application for internal review.
- A reduced fee of €25 applies if the person bringing the application is a medical card holder or a dependent of a medical card holder.

#### **3.3.4 The following internal review applications are exempt from application fee:**

- An application in relation to a decision concerning records containing only personal information related to the applicant (including a request made by a parent or guardian on behalf of a minor or disabled person or the next-of-kin or personal representative on behalf of a deceased person).
- An application to amend records relating to personal information.

- An application in relation to a decision under section 18 (right of person to information regarding acts of public bodies affecting the person).
- An application in relation to a decision to charge a fee or deposit, or a fee or deposit of a particular amount.

### 3.3.5 **Review by Information Commissioner under section 34**

A standard fee of **€150** must accompany applications to the Information Commissioner under section 34. A reduced fee of **€50** applies if:

- The person bringing the application is a medical card holder or a dependant of a medical card holder, or
- The person is specified in section 29(2) i.e. a third party with the right to apply directly to the Information Commissioner where a public body decides to release their information on public interest grounds.

### 3.3.6 **The following applications to the Information Commissioner are exempt from application fee:**

- An application concerning records containing only personal information related to the applicant (including a request made pursuant to section 28(6) by a parent or guardian on behalf of a minor or disabled person or the next of-kin or personal-representative on behalf of a deceased person).
- An application to amend records relating to personal information.
- An application in relation to a decision under section 18 (right of person to information regarding acts of public bodies affecting the person).
- An application in relation to a decision to charge a fee or deposit exceeding €25 under section 47 in respect of search and retrieval and photocopying of records (decisions in relation to the charging of fees or deposits for search and retrieval and/or photocopying of less than €25 are not subject to review by the Information Commissioner).
- An application in relation to a decision to charge a fee under section 47(6A), or a fee of a particular amount under section 47(6A), on the grounds that the records concerned do not contain only personal information related to the requester or the requester is not a medical card holder or a dependant of a medical card holder.

### 3.3.7 **Fees for search and retrieval and copying of records**

- In respect of non-personal information, fees apply in respect of the time spent in efficiently locating and retrieving records released, based on a standard hourly rate of €20.95. Photocopying charges of €0.04 per page also apply. Separate charges apply in respect of the reproduction of records in other formats.
- In respect of personal information, the charge of €0.04 for copying can be applied though this can be waived having regard to the means of the requester and the nature of the records concerned. Fees for search and retrieval of personal information do not apply unless a very large number of records are involved.
- No charges apply in respect of the time spent by public bodies in considering requests.
- Where a deposit is payable, the public body must, if requested, assist the requester to amend the request so as to reduce or eliminate the amount of the deposit.

### 3.3.8 **Charges for search and retrieval and photocopying may be waived:**

- Where the cost of collecting and accounting for the fee would exceed the amount of the fee (this will apply in respect of fees less than €6.35).
- Where the information would be of particular assistance to the understanding of an issue of national importance, or
- As noted above in the case of photocopying of personal information, where it would not be reasonable having regard to the means of the requester and the nature of the records sought (charges for search and retrieval of personal information do not apply unless where the request relates to a significant number of records).

### 3.4 **Exempt Records and Disclosure Restrictions**

The FOI Act sets out a series of exemptions, some of which are administrative and some of which are designed to protect sensitive information where its disclosure may damage key interests of the State or of third parties, these are set out in Part III of the Act. These provisions may be invoked to withhold records or parts of records. In addition, exemptions apply to drafts of the strategic plan of the Houses of the Oireachtas Commission and restrictions apply to official documents of the Houses of the Oireachtas, details of which are set out in Chapter 5.

### 3.5 **Rights of Review**

Decisions in relation to withholding records or parts of records, deferral of access, charges, forms of access, etc. may be the subject of appeal. Details of the appeals mechanisms are set out below.

### 3.6 **Internal Review**

3.6.1 You may seek internal review of the initial decision on your FOI request if you are dissatisfied with the initial response received i.e. refusal of access to records or parts of records, form of access, charges, etc. In addition, if you have not received a reply within 4 weeks of your initial application it is deemed to be a refusal of your request and you may proceed to internal review. Internal review will be carried out by a more senior official than the original decision maker, and is a full and new consideration of the request.

3.6.2 Requests for internal review should be submitted in writing to:

**Mr. Padraic Donlon or Mr. Ciaran Smith (as designated),  
Freedom of Information Internal Reviewer,  
Office of the Houses of the Oireachtas,  
Leinster House,  
Dublin 2.  
Phone: +353 1 6183072/6183113  
Fax: +353 1 6184106  
E-Mail: [FOI@oireachtas.ie](mailto:FOI@oireachtas.ie)**

3.6.3 Requests for internal review must be submitted within 4 weeks of the initial decision. Reviews must be completed within 3 weeks. Internal review must normally be completed before an appeal may be made to the Information Commissioner.

### **3.7 Review by the Information Commissioner**

3.7.1 Following completion of internal review, you may request the Information Commissioner to carry out an independent review of that decision. Also, if you have not received a reply to your application for internal review within 3 weeks, this is deemed to be a refusal and you may apply to the Information Commissioner for a review.

3.7.2 Applications for review in writing may be made directly to the Information Commissioner at the following address:

**Office of the Information Commissioner,**

**18 Lower Leeson Street,**

**Dublin 2.**

**Phone: +353 1 6395689**

**Fax : +353 1 6395674**

**E-mail: [foi@ombudsman.gov.ie](mailto:foi@ombudsman.gov.ie)**

## **4. THE HOUSES OF THE OIREACTHAS COMMISSION (THE COMMISSION)**

### **4.1 The Commission**

The Houses of the Oireachtas Commission “the Commission” was established under the Houses of the Oireachtas Commission Act 2003 (as amended by the 2006 Act), and came into effect on 1<sup>st</sup> January 2004. The Commission is the board with statutory responsibility for managing the provision of services to the Houses of the Oireachtas, through the Office of the Houses of the Oireachtas. The Commission reflects similar arrangements internationally for dealing with the independence of parliamentary administrations.

### **4.2 Governance of the Office of the Houses of the Oireachtas**

The Commission inherited governance responsibility for an established organisation of civil servants of the State (the Office of the Houses of the Oireachtas), which has been in place to administer services for the Houses since the foundation of the State, and which has been within the ambit of the FOI Acts since their inception.

### **4.3 Mission of the Commission**

The mission of the Commission is to:

- Enable the Houses (the Dáil and Seanad), their Committees and Members of the Oireachtas (TD’s and Senators) to do their work.
- Deliver services to Members of the Oireachtas that respond to their needs, and
- Promote public understanding of the work of the Irish Parliament.

### **4.4 Strategic commitments of the Commission**

The strategic commitments of the Commission are:

- **Serving Sitings** - The Houses, their Committees and members can rely on us to provide the services they need to do their work.
- **Serving Members** - Members will receive the services they need in order to fulfil their roles.
- **Promoting Parliament** - We will promote the work and tradition of our parliament and provide information and opportunities for engagement to the Irish people.
- **Delivering Better Management** - Our governance and management systems will meet public service and best international parliamentary standards and practice.

### **4.5 Functions of the Commission**

The Houses of the Oireachtas Commission Acts 2003 and 2006 provides that the functions of the Commission shall be to provide for the running of the Houses of the Oireachtas and to administer and manage the Office of the Houses of the Oireachtas.

More specifically the statutory mandate of the Commission involves:

- Overseeing ongoing expenditure.
- Paying all salaries and expenses and keeping and publishing accounts.
- Exercising staff functions.

- Producing strategic plans, annual reports, estimates and information.
- Exercising certain functions of the Minister for Finance regarding secretarial assistance for parliamentary parties.
- Exercising certain legal functions (including participation in proceedings where necessary and arranging for legal advice).
- Preparing guidelines for Members on the use of services and facilities following a dissolution of the Dáil.
- Translating Acts of the Oireachtas into both official languages.

#### **4.6 Membership of the Commission**

The Houses of the Oireachtas Commission Acts 2003 and 2006 provides that the membership of the Commission shall be as follows:

- (1) The Ceann Comhairle of Dáil Éireann (Chairperson).
- (2) The Cathaoirleach of Seanad Éireann.
- (3) The Secretary General of the Office of the Houses of the Oireachtas.
- (4) A member of either House of the Oireachtas appointed by the Minister for Finance (“the Minister’s representative”), who may be a Minister or Minister of State.
- (5) 4 ordinary members appointed by Dáil Éireann (or a Committee authorised to do so).
- (6) 3 ordinary members appointed by Seanad Éireann (or a Committee authorised to do so).

Ordinary members of the Commission *may not* be Ministers or Ministers of State.

Current members of the Commission are listed in **Appendix 2**.

#### **4.7 Records of the Commission**

The following records specific to the Commission are held by the Office:

- Records relating to meetings of the Commission and of committees of the Commission.
- While the Commission meets in private, the minutes of meetings, once approved by the Commission, are available on the Oireachtas website at [www.oireachtas.ie](http://www.oireachtas.ie), along with general information about the Commission, and important Commission documents such as the annual statement of estimates. Strategic plans and annual reports will also be published in due course.

## **5. THE OFFICE OF THE HOUSES OF THE OIREACHTAS (THE OFFICE)**

### **5.1 The Office**

“Office of the Houses of the Oireachtas” means, the office of the public service that is staffed by civil servants of the State, employed by the Oireachtas Commission (see Chapter 4), who exercise functions under the Commission in running the Houses of the Oireachtas (Dáil and Seanad Éireann).

### **5.2 Functions and Structure of the Office**

The function of the Office is the efficient and effective administration of Parliament under the direction of the Oireachtas Commission. The diagram in **Appendix 3** outlines the structure and organisation of the Office.

### **5.3 Records held by the Office**

#### **5.3.1 The following classes of records are held in the Office:**

- Official documents of Dáil Éireann and Seanad Éireann and Committees thereof and private papers of Members, which are protected by Article 15 of the Constitution (see **5.7** below).
- Senior management (the Management Committee) and related committees of the Office of the Houses of the Oireachtas.
- Partnership Committee.
- The administration of the Register of Political Parties and all matters relating thereto, including appeals.
- Dáil and European elections.
- The administration of the Register of Nominating Bodies for Seanad elections and all matters relating thereto, including appeals.
- Seanad elections.
- The administration of the public relations and information services of the Houses of the Oireachtas.
- The participation by the Office in the Strategic Management Initiative (SMI), including records relating to the Freedom of Information Acts 1997 & 2003, and the Public Service Management Acts 1997 & 2003.
- The administration of Members allowances and entitlements.
- The administration of the broadcasting and telecommunications function in the Office including procurement of equipment and services.
- The administration of the Information and Communications Technology (ICT) function in the Office, including procurement of IT equipment and services, and administration of the Data Protection Act.
- The administration of the personnel function of the Office, including (1) personnel records and records relating to staff and industrial relations issues and (2) records of staff employed under the Scheme for Secretarial Assistance which are held for payroll purposes.
- The administration of the Training Unit including procurement of training services.

- The administration of the Procurement Function including (1) the acquisition of certain goods and services and the administration of schemes related thereto and (2) the operation and management of the Print Facility of the Houses of the Oireachtas Commission.
- The financial administration, including internal audit, of the Office.
- The administration of the Oireachtas Library and Research Service.
- The administration of health and safety matters for the Office.
- The administration of the (1) Oireachtas Fitness Room and (2) Oireachtas Crèche.
- Records relating to accommodation, security and related facilities.
- The administration of the Ethics in Public Office Act, 1995, including records relating to Register of Interests of Members of Dáil and Seanad Éireann.
- Privileged legal advice.
- Oireachtas bars, shop and restaurants including records relating to staff employed, the administration and safety of premises and financial transactions.

#### **5.4 Schemes administered by the Office**

**5.4.1** The schemes administered by the Office are set out hereunder as required under Section 16 of the FOI Act.

- **Registration of Political Parties**

The procedures for the registration of political parties, and appeals thereto are as laid down in Section 25 of the Electoral Act, 1992.

- **Registration of Nominating Bodies for Seanad Elections**

The procedures for the registration of nominating bodies for Seanad elections are as laid down under Sections 8-20 of the Seanad Electoral (Panel Members) Act, 1947. Rules regarding appeals are laid down in Sections 12-14 of that Act.

- **Registration of Members' Interests**

The procedures for the registration of Members interests are as provided for in the Ethics in Public Office Acts, 1995 and 2001.

- **Members' Pension Scheme**

- **Personnel schemes**

The schemes and policies operated by the Personnel Section of the Office are mainly those agreed centrally by the Department of Finance and which are applied consistently across the Civil Service. The Personnel Code is an amalgamation of circulars and regulations governing practices and policies to be observed by the Civil Service. These documents can be accessed on [www.finance.gov.ie](http://www.finance.gov.ie). Departmental Council is the industrial relations forum. Meetings involve representatives of the various staff trades unions/associations and senior management meeting together to discuss items and concerns of mutual interest: information and proposals for resolution are put forward by both sides.

Personnel Section administers the Scheme for Secretarial Assistance, in accordance with Commission regulations under the 2003 Act, subject to the approval of the Minister for Finance in relation to terms and conditions of employment and superannuation rights.

○ **Financial Administration**

*Payment for goods and services and accounting practices:* The Department of Finance publication "Public Financial Procedures" outlines the procedures for payment used by the Office. The Office also observes the requirements of the Prompt Payments of Accounts Act 1997 and the European Communities (Late Payment in Commercial Transactions) Regulation, 2002 together with instructions from the Revenue Commissioners concerning deduction of withholding tax, production of tax clearance certificates, etc.

*Procurement of Goods and Services:* The award of contracts (including ICT contracts) in the Office is in accordance with procedures laid down in *Public Procurement Guidelines-Competitive Process* [which can be accessed on [www.finance.gov.ie](http://www.finance.gov.ie)] and such other documents as may be issued by the Department of Finance from time to time.

- 5.4.2 The Office does not administer schemes to which members of the public are entitled, within the meaning of the Freedom of Information Acts.

**5.5 Information generally available about the Office**

- 5.5.1 The Office currently makes published information routinely available to the public in relation to its functions and activities. Such information will continue to be available outside the Freedom of Information Act. In addition, the official publications of the Houses and its committees are available for purchase in the Government Publication Sales Office and many are available free of charge on the Oireachtas website, [www.oireachtas.ie](http://www.oireachtas.ie).

- 5.5.2 General information on the Office is available on the Oireachtas web site, [www.oireachtas.ie](http://www.oireachtas.ie). A number of publications on each House and its Members are also available from our Public Relations Office (Tel. 01- 6183166; email: [info@oireachtas.ie](mailto:info@oireachtas.ie)). As meetings of both Houses and of most committees are held in public, access for the public to such meetings is organised, through Members, by the Office. Group tours of Leinster House are also organised, through Members, by the Office.

**5.6 Statement of policy with regard to confidentiality of records supplied by third parties**

Our statement of policy with regard to confidentiality of records supplied by third parties and FOI is as follows:

‘Each body undertakes to use its best endeavours to hold confidential any information provided by persons corresponding with it, subject to its obligations under law, including the Freedom of Information Acts. Where such persons wish that any of the information supplied by them should not be disclosed, because of its sensitivity, they should, when providing the information, identify same and specify the reasons for its sensitivity. Each body will consult

with such persons about this sensitive information before making a decision on any Freedom of Information request received by it.’

### **5.7 Exclusion of official documents**

With regard to the Houses of the Oireachtas and their committees, Article 15 of the Constitution gives each House of the Oireachtas the right to protect its official documents and the private papers of its Members. The effect of this is that official documents of the Houses [Dáil Éireann and Seanad Éireann] and their committees and the private papers of Members are not records to which the Freedom of Information Act could apply.

*Relevant Extract from Bunreacht na hÉireann – Constitution of Ireland*

**THE NATIONAL PARLIAMENT**  
**Constitution and Powers**

**Article 15**

10. Each House shall make its own rules and standing orders, with power to attach penalties for their infringement, and shall have power to ensure freedom of debate, to protect its official documents and the private papers of its members, and to protect itself and its members against any person or persons interfering with, molesting or attempting to corrupt its members in the exercise of their duties.

### **5.8 Exclusion relating to strategic plan of the Commission**

Section 16 (4)(d) of the Houses of the Oireachtas Commission Acts 2003 and 2006 provides that the FOI Acts shall not apply to a record containing unapproved, unamended or preliminary/draft strategic plans, or to a Commission direction to the Secretary General in relation to his obligation to prepare a strategic plan, during the period of 5 years immediately following its creation. This reflects a similar provision in Section 5(3) of the Public Service Management Act, 1997, in relation to the preparation of strategy statements for Government Departments.

**FOI APPLICATION FORM**

Request for Access to records held by the Houses of the Oireachtas Commission or the Office of the Houses of the Oireachtas under the Freedom of Information Acts, 1997 and 2003

**Bríd Dunne,  
Freedom of Information Co-ordinator,  
Office of the Houses of the Oireachtas,  
Kildare House,  
Kildare Street,  
Dublin 2.**

**Dear Bríd,**

In accordance with section 7 of the Freedom of Information Acts, 1997 and 2003, I wish to request access to the following records that I believe to be held by your organisation:

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My preferred form of access to these records is: (Tick whichever is appropriate)

View original records \_\_\_\_\_ Receive copies by post \_\_\_\_\_

Other method of access required (please specify):

---

Name (Block capitals):

---

Signature:

---

Date:

---

Telephone: Home: \_\_\_\_\_ Business : \_\_\_\_\_

**MEMBERS OF THE HOUSES OF THE OIREACHTAS COMMISSION**

***Ex officio members:***

John O'Donoghue, T.D., Ceann Comhairle, [Chairperson]

Senator Pat Moylan, Cathaoirleach of Seanad Éireann [Deputy Chairperson]

Kieran Coughlan, Secretary General of the Office of the Houses of the Oireachtas

***Member appointed by the Minister for Finance***

Michael Mulcahy, T.D.

***Members appointed by Dáil Éireann***

Tom Hayes, T.D.

Séamus Kirk, T.D.

Dan Neville, T.D.

Pat Rabbitte, T.D.

***Members appointed by Seanad Éireann***

Senator Paul Bradford

Senator Cecilia Keaveney

Senator Jim Walsh

**APPENDIX 3**

**OFFICE OF THE HOUSES OF THE OIREACHTAS  
ORGANISATION CHART**

**Secretary General and Clerk of the Dáil  
[Kieran Coughlan]**



*Office of the Commission and  
Secretary General*

**HOUSE SERVICES  
[Richard Caffrey]**

**COMMITTEES  
INFORMATION &  
COMMUNICATION  
[Art O’Leary]**

**SEANAD, LIBRARY &  
RESEARCH  
[Deirdre Lane]**

**CORPORATE &  
MEMBERS’ SERVICES  
[Conan McKenna]**



**House Service:  
Journal, Bills and Questions  
Offices**

**Committee Secretariat**

**Seanad Operations**

**Members’ Services**

**eDemocracy**

**Broadcasting and  
Public Information (including  
FOI)**

**Library and Research**

**Human Resources (Personnel,  
Training, Procurement and  
Printing)**

**Debates**

**Communications Unit/  
eConsultation and other  
initiatives to promote  
democracy**

**Interparliamentary Relations**

**Finance**

**Translation Services**

**Superintendent of the Houses  
(Security, Visitors and office  
keeping services)**

**ICT**

**Parliamentary Legal Advisor**

**Corporate Services**