



**An Roinn Gnóthaí
Eachtracha agus Trádála**
Department of
Foreign Affairs and Trade

Our Ref: Fol/Req/20/160

27 Aug. 2020

Dear Mr Foxe

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

- '- a copy of the business case for the appointment of cultural officers to Irish diplomatic missions abroad.**
- a copy of the job specification/brief for the role of cultural officer.**
- a record describing the budget/resources available to a cultural officer in carrying out their duties.'**

I refer also to the acknowledgement of your request which was sent to you on 14 August 2020.

I have identified 5 records that fall within the scope of your request. The records are listed in the schedule attached. I have made a decision to grant 4 of the records and part grant one of the records.

The records being released pertain to your specific queries as follows:

- 'Cultural officers draft paper Nov2018' – the original joint document outlining the proposal and business case (as per question 1), though it was not finalised or approved at the time by the Department.
- '20200310 Final Advertisement - Cultural Officer Berlin 10.03.20' – re question 2, the first agreed job spec was drafted in respect of the Berlin post, as this was the first to be recruited. The final spec is exactly as published in the public advertisement supplied.
- '20200611 Cultural Officer NY final' – re question 2, the agreed spec for the second post, New York, is also supplied, as its slightly different wording refers to the specific context of that position.
- 'Role of Cultural Officers - HR Abroad' also refers to question 2, being an early outline of duties.

- ‘20200626 Review of Promotional Expenditure - Access of Cultural Director to MPO’ does not fall under the scope of your request with the exception of a small part. As per section 18 (1) of the Freedom of Information Act 2014 I have made a copy of the record and transcribed the relevant material. The document is an email from the Deputy Head of Mission in Berlin to the Head of Mission in Berlin, referring to two budgetary matters, the first of which falls outside the scope of your request. I have made the decision to release the part of the email that relates to your request. There is no other document or record describing the budget/resources available to a cultural officer in carrying out their duties. Resources available to the cultural officers will come from a variety of internal and external sources rather than from a single defined budget.

Right of Appeal

Should you wish to appeal this decision, you may do so in writing to the Freedom of Information Unit, Department of Foreign Affairs and Trade, 76-78 Harcourt Street, Dublin 2 or by email to foi@dfa.ie. A fee applies for an appeal for access to non-personal information; the level of this fee has been set at €30. For methods of payment, please contact FOI Unit at foi@dfa.ie, or 01-4082857.

You should make your appeal within 4 weeks (20 working days) from the date of this notification. However, the making of a late appeal may be permitted in appropriate circumstances. The appeal will involve a complete reconsideration of the matter by a more senior member of the staff of this Department.

Yours sincerely

Angela Byrne
