Contents

Air Accident and Investigation
Airports
Aviation Services
Driver Vehicle Computer Services
Finance
Human Resources
Information Services
Internal Audit Unit
Irish Coast Guard
Marine Survey Office
Maritime Safety Policy
Maritime Transport
Minister of State Ring Office
Minister’s Office
Permanent Representation Brussels
Policy and Governance Coordination
Press Office
Public Transport
Public Transport Investment
Public Transport Regulation
Road Safety
Road Transport Operators
Roads Division
Sports Capital Programme
Sports Policy and National Sports Campus
Sustainable Transport
Tourism Development
Tourism Marketing and Assessment
Air Accident Investigation Unit

Jurgen Whyte
Chief Aeronautical Officer

Role
Under International Convention, European Regulation and Statutory Instrument, the role of the AAIU is to promote aviation safety through the private investigation and public reporting of accidents and incidents. The AAIU is obligated to:

- Conduct investigations into air accidents and incidents that occur within the State and its territorial waters;
- Support foreign investigation authorities who conduct investigations into occurrences to Irish Register/Operated aircraft abroad;
- Conduct investigations where the State of Occurrence delegates the investigation back to the State of Registry/Operator;
- Conduct foreign investigations where the investigative responsibility lies solely with the State of Registry;
- Conduct investigations into State aircraft when and where agreement is reached between the Ministers of the Department of Defence and the Department of transports Tourism and Sport.

AAIU does not apportion blame or liability. Investigations are held in private; they are confidential and protected by Law.

Work of Division
- Investigate accidents and incidents as obligated under International Convention, European Regulation and Statutory Instrument.
- Maintain and run the Safety Occurrence Tracking System (SOTS) in order to identify occurrences that come within the remit of the AAIU to investigate.
- Maintain and populate the European Coordinated Aviation Incident Reporting System (ECCAIRS) database with occurrences coming under the remit of the AAIU to investigate.
- Respond to technical and statistical queries from the Department, Public Institutions and International Bodies;
- Maintain and run a 24 hour/365 day on-call roster to respond to notification of occurrences.
- Maintain two immediate response support vehicles and the associated equipment.
- Maintain the wreckage recovery and examination facility at Gormanston, Co Meath.
- Maintain and run the Cockpit Voice Recorder (CVR) and Flight Data Recorder (FDR) readout, analysis and animation facility.
- Maintain and run the photographic and forensic laboratory facility.
• Interface with An Garda Síochána, the Emergency Services and all Irish Airports regarding emergency planning, procedures and conduct of AAIU investigation at accident sites.
• Participate in National and International meetings relating to Accident Investigation.
• Attend Coroner’s Inquests when requested.
• Provide technical aviation advice to the Minister and other Government Departments’ and Agencies, as requested;
• Update and maintain the AAIU Website.

Classes of Records held
• Departmental matters
• Internal administration
• Legislation
• Documents associated with both current and past investigations
• Reports on air accidents and incidents

Contact Points
Name: Air Accident Investigation Unit
Address: Leeson Lane, Dublin 2
Phone: (01) 604 1293
Fax: (01) 604 1514
Email: info@aaiu.ie
Web site: www.aaiu.ie
Airports Division

Mary Dunning
Principal Officer

Role
The main role and responsibilities of the Airports Division include the formulation and implementation of Irish Airports policy, corporate governance of the three State airports and the administration of a number of financial support schemes for the regional airports and regional air services serving those airports. The overall objective, in line with the National Aviation Policy, is the sustainable development of airports to ensure appropriate levels of connectivity to support Ireland’s economic and social goals.

Work of Division
Airports Division has policy responsibility in respect of the three State airports and for corporate governance oversight of Dublin airport authority (daa) and Shannon Group.

Under the relevant legislation, daa has statutory responsibility to manage, operate and develop Dublin and Cork airports. Since its separation from daa in December 2012, Shannon Airport Authority (SAA) has similar responsibilities for Shannon airport. With the establishment of Shannon Group in August 2014, Shannon Airport Authority is now a subsidiary of Shannon Group.

With regard to the regional airports, the Division administers a number of financial support schemes for the airports in Donegal, Ireland West Airport Knock, Kerry and Waterford. These grant schemes provide Exchequer funding for certain capital investments and operational supports in the areas of safety and security. The Division also oversees and administers the provision of Public Service Obligation (PSO) services on the Donegal/Dublin and Kerry/Dublin air routes.

The Division is also involved in the following activities:

- Improving the airport regulatory regime to ensure efficiency and effectiveness as well as accountability and transparency,
- Liaising with U.S. authorities on on-going U.S. preclearance issues at Shannon and Dublin airports to exploit the opportunities of being the only European airports with such facilities, and
- Chairing the National Facilitation (FAL) Committee which comprises key stakeholders in the aviation sector with the overall aim of improving the passenger experience at our airports.

Classes of Records held
- Airport Policy
- Aviation Legislation
- Divisional administration
- Departmental co-ordination matters
- State airports co-ordination documentation
- Funding Schemes for regional airports under the Regional Airport Programme
- Organisation and Funding of the Public Service Obligation (PSO) Programme and air service scheme.

**Contact Points**

Name: Airports Division  
Address: 44 Kildare Street, Dublin 2,  
Phone: (01) 604 1618  
Fax: (01) 604 1681  
Email: airportsdivision@dttas.ie
Role

The role of Aviation Services Division is to assist in the implementation of the National Aviation Policy as published in August 2015. The National Aviation Policy 73 point action plan is designed to ensure that the right conditions exist for a flourishing aviation sector into the future. The implementation of the actions will facilitate the expansion of the industry, help make it more competitive, tackle barriers to growth, facilitate the development of new air transport links and maintain Ireland’s leading global position in the aircraft leasing and aviation finance sectors.

Work of Division

The Division has overarching responsibility for formulating policy with regard to aviation safety and security, air navigation and airspace management, access to the market for air services and aviation environmental issues. The Irish Aviation Authority has statutory responsibility for the regulation of aviation security and safety and for the provision of air navigation services in the State.

- The Division represents Ireland’s aviation interests in European and International fora including the EU Council, Eurocontrol, the European Aviation Safety Agency, the European Civil Aviation Conference and the International Civil Aviation Organisation.
- The Division has responsibility for governance of the Irish Aviation Authority and the Commission for Aviation Regulation.
- The Division is responsible for the establishment and maintenance of the National Civil Aviation Security Programme.

The Irish Aviation Authority advises the Division and the Minister on aviation safety and air navigation issues in accordance with its statutory role as safety regulator and the provider of air navigation services in the State.

The Division also represents Irish aviation interests in European and international fora including the EU Council, Eurocontrol, the European Aviation Safety Agency, the European Civil Aviation Conference and the International Civil Aviation Organisation.

The Division provides support to the Irish candidate on the ICAO Council in the period 2016-2019 and supports the work of coordination on international developments in aviation among the member states that are part of the ABIS Rotation group on an ongoing basis.

Classes of Records held

- Divisional administration
- Parliamentary Questions

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1 ABIS Rotation Group (as at 23 March 2016): Austria, Belgium, Croatia, Ireland, Luxembourg, Netherlands, Portugal and Switzerland.
• Representations,
• Queries
• Briefing EU matters including EU aviation legislation International Aviation Conventions Liaison with international aviation bodies, i.e. International Civil Aviation Organisation (ICAO), European Civil Aviation Conference (ECAC), European Aviation Safety Agency (EASA).
• Eurocontrol Aviation safety matters Aviation Security policy and monitoring of aviation security standards in the State Corporate governance issues with regard to the Commission for Aviation Regulation (CAR) and the Irish Aviation Authority (IAA) Liaison with the IAA and CAR Air Navigation issues Aer Lingus (up to 2nd October 2006 the date the airline was listed on the Dublin and London Stock Exchanges) State’s Minority Shareholding in Aer Lingus (up to completion of sale of minority shareholding to IAG in September 2015) EU/US Open Skies negotiations Air Services Agreements with other countries/EU Agreements with third countries Applications and notifications of certain air services to and from Ireland Carriage of munitions of war, weapons and dangerous goods exemptions for flights into Ireland/Irish airspace Red Zones/Public Safety zones

Contact Points
Name: Aviation Services Division
Address: 44 Kildare Street Dublin 2
Phone: (01) 6041623
Fax: (01) 6041699
Email: AviationServicesSecurityDivision@dttas.ie
Role

The primary role of the division relates to the management of the National Vehicle and Driver File (NVDF). The NVDF constitutes the national driver and vehicle registers and has a legal basis in Section 60 of the Finance Act 1993. The NVDF database contains details in respect of the registered vehicles (2.5 million currently taxed) and 2.65 million licensed drivers in the country. The NVDF plays a critical role in the collection of motor tax where just under €1.2 billion was collected in 2015 (motor tax office and online transactions) with a further estimated €500 million derived from other activities such as parking enforcement where NVDF data is essential.

All motor tax transactions taking place at the main 28 motor tax offices and associated sub-offices throughout the country (44 outlets overall); and driver transactions processed by the NDLS (service providers to the Road Safety Authority) in 34 regional offices and 1 central processing office are entered in real-time to the NVDF system via a dedicated Wide Area Network.

Work of Division

- Management and technical support of the NVDF and its associated infrastructure
- Record details in respect of vehicle ownership changes
- Support motor tax services for all users in motor tax offices and other outlets throughout the country
- Provides the infrastructure to support services on behalf of the Road Safety Authority (driving licence and roadworthiness testing) and the Department (road transport operator licensing).
- Manage and administer a range of e-government services including online motor tax and online change of vehicle ownership
- Customer oriented activities including issue of motor tax discs, motor tax reminders, vehicle registration certificates, certificate of road worthiness certificates, driving licence reminders, penalty point notices.
- Implementation and enforcement, through the NVDF, of measures appropriate to road safety and vehicle and driver regulation generally
- Contribute to considerations by EU and other international organisations in relation to data exchange objectives

Classes of Records held

- Personal Information
- Vehicle and Driver Records
- Administration
• Section holds a number of records relating to the management and support of the NVDF systems, miscellaneous correspondence from motor tax offices and the general public, as well as internal operating instructions for staff.

Contact Points

Name: Driver and Vehicle Computer Services Division
Address: Department of Transport, Tourism and Sport, Shannon, Co. Clare
Phone: 0818 411 412 / Lo Call 1890 411 412
Fax: (061) 363480
Email: nvdf@dttas.ie
Role
The role of the Finance Division is to provide comprehensive management and financial services to the Department. The Division is divided into the following areas:

- Estimates
- Accounts
- Travel
- Financial Control Compliance
- System Administration

Work of Division

- Budgeting
- Estimates and Allocations which compiles the Department's budget and estimates administers the allocation of same and reports to the Management Committee and the Department of Finance on a monthly basis.
- Provide briefing for the Minister and the Secretary General at the time of Select Committee and Public Accounts Committee (PAC)
- Accounts Payable and Receipts, which arranges prompt payment of all invoices received from suppliers as well as travel and subsistence incurred by staff of the Department
- Receipts received by various functions of the Department are processed and recorded in the Finance Division
- Internal Financial Controls oversees the system of internal financial controls in the Department particularly through the maintenance of the Departments’ Systems Dossier and Risk Management System. It also oversees the adherence of public procurement procedures within the Department and reporting compliance with Government public procurement requirements.
- The Department's Fixed Asset Register is also maintained in Internal Financial Controls.
- System Administration provides support for Agresso (the Department’s Financial Management System)
- Residual work following the transfer of the Payroll function to Department of Finance is part of System Administration
- Production of the Annual Output Statement for the Select Committee
- Annual Appropriation Accounts submitted to the Comptroller and Auditor General

Classes of Records held

- Departmental matters
- Estimates
- Administrative Budget
• Travel and Subsistence
• Transfer Expenses of Staff
• Subscriptions to International Organisations
• Requests for payment
• Staff instructions/Guidelines on operating the Department’s financial system
• Payment and receipts records (these are retained for 7 years)
• Voluntary Salary deduction pay over files
• Statutory Salary deduction pay over files

Contact Points
Name: Finance Division
Address: Clare Street, Dublin 2
Phone: (01) 6041596
Fax: (01) 6041329
Email: finanacedivision@dttas.ie
Human Resources Division

Jean Murray
Principal Officer

Role
The role of the HR Division is:

- to have responsibility for ensuring that the Department’s human resources capability (in terms of both staff numbers and skills) meet the Department’s needs and to ensure that those resources are deployed to best effect taking account of priorities
- to develop and implement an Action Plan for change under the terms of the Public Service Stability (Lansdowne Road) Agreement 2013 – 2018
- to maintain an overview of all aspects of the effectiveness of the HR function in meeting the Department’s needs
- provide support to managers generally on personnel matters
- as part of the Public Service Change & Reform and the establishment of Shared Services, liaise with PeoplePoint and Payroll Shared Services Centre
- ensure the Department is an effective and responsive service provider to external and internal customers
- to develop and provide relevant, cost-effective, training and development that will equip and enable staff to deliver, to the highest possible standards, the responsibilities of the Department to its customers and to ensure that Department’s training strategy is fully aligned with the wider Human resource strategy
- to ensure that the Department’s staff are accommodated in appropriate quality office accommodation that supports a positive working environment, the development of esprit de corps and ensures co-location as far as practical of Divisions with connected business interests and
- to promote an accident free and Health & Safety conscious environment.

Work of Division
HR Division is responsible for:

- maintaining a good working industrial relations environment and a Human Resources service
- managing the staffing complement of the Department
- implementing schemes that enhance work/life balance opportunities and administering retirements, in conjunction with PeoplePoint our HR shared services provider
- monitoring and supporting the implementation of the Public Service Reform and Modernisation programme
- operating in accordance with the Personnel Code. The Code is a compendium of circulars and instructions that set out the various personnel policies to be observed
by all Government Department/Offices. This Code is supplemented and explained by a series of Office Notices that are circulated to staff.

- developing, implementing and reviewing HR Strategy, for promoting and coordinating Performance Management Development Systems (PMDS) activities including new developments of the system and ensuring effective basic compliance, training and support for the process.
- providing Training and Development in response to organisational and individual needs, publishing an Annual Training Brochure and Annual Report on Training & Development
- administering the Third-Level Fee Refund Scheme and maintaining training facilities and library
- accommodation queries and projects
- health and safety matters and Services Officers functions

**Classes of Records held**

- Internal Administration
- Staffing
- Redeployment of Staff
- Promotions
- Ministerial Functions and Establishment of Departments
- Mobility Scheme
- Civil Service Remuneration
- Civil Service Pensions/Superannuation
- Technical Staff
- Industrial Relations (internal)
- Discipline and Grievance Procedures
- Human Resource Strategy
- Human Resources policies Personnel Staff Files
- Competitions
- Teleworking
- Career break / Worksharing etc
- Underperformance Guidelines
- Performance Management Development System (PMDS)
- Leave Schemes
- Flexitime Training
- PMDS
- Third-Level Fee Refund
- Accommodation needs and projects
- Relocation of staff
- Maintenance costs and contracts
- Accommodation issues in Department buildings
- Car parking
- Off-site storage
- Paper keepers and Service Officers
• Energy efficiency
• Printing and signage
• General insurance
• Pictures/Artwork for Department buildings
• Admin budgets and estimates
• Change of title of Department
• Purchasing
• Health & Safety
• Accident Reports

Contact Points
Name: Human Resources (HR) Division
Address: 25 Clare St, Dublin 2
Phone: (01) 6707444
Fax: (01) 6041328
Email: HRDivision@dttas.ie
Information Services Division

Caoimhin O’Ciaruain
Principal Officer

Role

The role of the Information Services Division is to provide a comprehensive information technology (IT) service to the Department.

ISD is divided into three teams:

- **IT Service Desk** - frontline support for Department staff and provision of system support for printers, photocopiers, faxes and mobile phones.
- **Network Team** - deal with network, mail, telephone and internet issues.
- **Business Information Systems Development (BISD)** - responsible for the implementation of larger Systems Development Projects.

Work of Division

The Division provides information technology support to the Divisions of the Department through:

- planning for the use of IT
- maintaining existing computer systems
- purchasing new and replacement equipment
- providing education and training to IT Staff members
- developing new computer systems
- provision of general IT support services
- Promoting a general upskilling of the end-user base

The Division also provides consultancy assistance to the Department's Business Units engaged in directly contracting out IT related projects.

Classes of Records held

- EU Directives and Regulations
- Departmental matters
- Instructions and Guidelines
- Internal administration
- Planning
- IT Strategies and Plans
- Strategic Management Initiative
- IT Training
- Specialist IT training
- Interdepartmental groups on IT Training
- Computer Security
- Computer security policy
• Virus protection issues
• Access authorisations to systems
• Computer Purchases and Maintenance
• Hardware tenders, evaluations and purchases
• Software tenders, evaluations and purchases
• Tenders and purchases of consumable items
• Hardware and software maintenance contracts and operation
• Computer Communications
• Internet and Intranet (Hub) issues including departmental presence on World Wide Web
• Internal communication links and supporting equipment
• Other electronic links with external bodies
• IT Projects in the Department
• Plans and implementation details of current and completed projects
• Investigations into proposed projects
• Major Computer Systems In Use
• Supporting Documentation
• Maintenance and support of the systems
• History of development
• Committees/Groups
• Internal Department Management networks
• Internal Department IT Groups
• Civil Service-wide IT manager and user groups
• Civil Service IT Seminars
• Other internal Department non-IT groups

Contact Points
Name: Information Services Division
Address: 25 Clare Street, Dublin 2
Phone: (01) 604 1555
Email: ISDCoord@dttas.ie
Role

The role of the Internal Audit Unit within the Department is primarily to:

- Give assurance to the Audit Committee, Accounting Officer and Management Board on the adequacy, application and effectiveness of the Department's internal control system.
- Give assurance to the Head of Internal Audit of the Department of Finance on the adequacy, application and effectiveness of the internal control system of the Department of Transport, Tourism and Sport in relation to E.U. Funds administered by the Department.
- Assist line managers by reviewing the elements of the internal control system for which they are responsible.

Work of Division

- The work of the unit involves the performance of audits (or reviews), and subsequent follow-up, within the Department in accordance with the Strategic Internal Audit Plan.
- Annual Business Plans derived therefrom approved by the Audit Committee and Accounting Officer.

Classes of Records held

- Departmental matters
- Internal administration
- Audit working papers and reports
- Papers relating to Audit Committee meetings.

Contact Points

Name: Internal Audit Unit
Address: 25 Clare Street, Dublin 2.
Phone: (01) 604 1148 / (01) 604 1116 / (01) 604 1124
Fax: (01) 604 1187
Email: internalaudit@dttas.ie
The function of the Irish Coast Guard (IRCG) is to provide a national framework for co-ordinating maritime, and where appropriate, aviation search and rescue (SAR) services, which will meet domestic needs and comply with International obligations.

The IRCG is the State’s 4th Blue Light Service and provides Ireland’s 24/7/365 maritime SAR service; locating persons in distress or imminent risk, providing initial medical treatment where required and evacuating the casualty or casualties to an appropriate place of safety. The IRCG also responds to maritime casualties where there is grave and imminent danger of major harmful consequences through pollution to the coastline or to related interests.

The Irish Coast Guard:

- prepares for and co-ordinates search and rescue services for maritime emergencies;
- provides a helicopter emergency service out of 4 bases in Dublin, Waterford, Shannon and Sligo;
- provides preparedness intervention and coordination of ship casualty intervention and responds to pollution at sea;
- maintains 44 coastal rescue stations manned by approximately 1,000 volunteers;
- provides a communications and marine safety information service for the marine industry and the marine recreational public.

Records held by the IRCG include:

- Incident files
- Coast Guard Unit records including building and maintenance programmes
- Procurement records
- Records of payment for goods and services
- Radio Navigation Warnings
- Helicopter contract management records

Contact Points
Name: Irish Coast Guard
Address: Leeson Lane, Dublin 2.
Phone: (01) 6783455 / (01) 6783454
Fax: (01) 6783459
Email: MSD@dttas.ie
Marine Survey Office

Brian Hogan
Chief Surveyor

**Role**

The Marine Survey Office regulates the safety, security, pollution prevention and living and working conditions of all Irish ships and crews and foreign flagged ships and crews in Irish ports. The MSO also regulates the security of Irish ports.

The Marine Survey Office incorporates the Mercantile Marine Office (MMO). The MMO discharges certain administrative functions in relation to the General Register of Shipping and of Seafarers under the Merchant Shipping Acts and Mercantile Marine Act, and administration of the Seafarer’s Medical Examination Scheme.

**Work of Division**

The Marine Survey Office:

- Administers and regulates maritime safety, security, pollution prevention and living and working conditions in relation to Irish ships, foreign ships in Ireland and for Irish seafarers. Carries out surveys and inspections of vessels to ensure that they meet accepted safety standards in order to prevent, as far as possible, loss of life at sea and pollution of the marine environment, maritime security and living and working conditions.
- Regulates the security of Irish ports.
- Supports the safety of navigation by the provision of advice on foreshore licences, aquaculture licences, Buoyage, Offshore Activities and providing advice to the oil industry. Regulates the examinations and practices of the Nautical Colleges and other marine course centres are provided according to accepted international practices and to carry out oral examinations and associated seafarer certification services.
- Co-operates with other countries in the EU, Paris MOU, IMO, IHO, ITU and other international bodies.
- Discharges obligations as a member of the International Hydrographic Organisation. Maintains an external panel of surveyors of small fishing vessels.
- Maintains a general register of shipping and seafarers.

The Mercantile Marine Office:

- maintains a General Register of Shipping
- processes applications for Ministerial approval sought under the Mercantile Marine Act, 1955
- collects receipts for ships surveys for the Marine Survey Office
- sale of publications including Ship articles, crew Agreements and Log Books
- processes applications to reserve a name proposed for an Irish vessel
• assists vessel owners in complying with registration procedures
• review of the Mercantile Marine Act 1955 regarding registration of vessels on the Irish flag
• maintains a General Register of Seafarers
• processes applications for Irish Seafarer’s Discharge Books and ID Cards To process applications for Seafarer’s Sea Time Records To process applications from Irish shipping companies for PRSI refund claims
• processes applications for AB and EDH certificates
• processes applications for Emergency Service Awards To collect receipts for exam fees for the Marine Survey Office To stock and supply Medical Examination Forms to approved practitioners

Classes of Records held
• In general, individual files are kept on all ships with which the Office is involved. The size of any such files varies with the extent of involvement of the Office with the particular vessel. This may vary from a brief record of particulars for the registration of a pleasure yacht to a comprehensive set of records for the construction and certification of a large passenger ferry. In addition, records will be kept of all submissions in the form of drawings, stability information, materials of construction, etc.
• Records are kept of all applications, examination correspondence, examination results, subsequent certificate endorsements, etc. in relation to the certification of personnel in the merchant and fishing services. Records are kept of port security arrangements.
• Records are kept of routine queries and replies to same.
• All applications for surveys and inspection are recorded.
• Records are kept of the evidence collected by Surveyors when conducting investigations into marine accidents.
• Records are kept of the approvals granted to the manufacturers of equipment and materials to be used on Irish ships.
• Records relating to radio surveys.
• Records are kept of all inspections of foreign vessels inspected in Irish ports under port-state control agreements. In general, the majority of records are held at the Marine Survey Office in Dublin. However, files on the vessels covered locally by the Office in Cork, Clare and Ballyshannon are held at those Offices respectively.

Mercantile Marine Office maintains the following records:

• Electronic Records
• Seafarers Database containing:
• Sea service records for seafarers onboard Irish flagged merchant vessels
• Records of Irish Seafarer’s Discharge Books issued
- Records of Irish Seafarer’s Identity Cards issued
- Seafarer’s Certification Database containing:
  - Records of merchant and fishing Certificates of Competencies issued to seafarers
  - Records of Merchant Certificates of Equivalent Competencies issued to seafarers
- Records of Tanker Endorsements issued to seafarers
- LING Database containing:
  - Records of Ship Radio Licences issued to Irish ships
  - Records of Radio Operator Licences issued to seafarers
- EPIRB Database containing records of Emergency Position Indicating Radio Beacons (EPIRBs) registered on Irish ships
- Emergency Service Awards Database containing records of Emergency Service Certificates and Medals issued to seafarers

**Paper Records**
- Files relating to the issue of Seafarers Discharge Books to seafarers
- Returned Irish Seafarer’s Discharge Books
- Files relating to the issue of Seafarers Identity Cards to seafarers
- Returned Irish Seafarer’s Identity Cards
- Files relating to the issue of merchant and fishing certificates of competencies to seafarers
- Files relating to the issue of tanker endorsements to seafarers
- Files relating to the issue of Ships Radio Licences to Irish vessels
- Files relating to the issue of Radio Operators Certificates to seafarers
- Files relating to the issue of Authority to Operate certificates to seafarers
- Files pertaining to the registration of EPIRBs on Irish vessels
- Files relating to the issue of Emergency Service Awards to seafarers
- Files relating to the issues of Efficient Deck Hand Certificates to seafarers
- Files relating to the issue of Able Seafarer (ILO) certificates to seafarers
- Files relating to the issue of Able Seafarer Deck Certificates of Proficiency to seafarers
- Files relating to the issue of Ships Cook Certificates and Ships Cook Certificates of Equivalent Qualification to seafarers
- Files relating to the issue of Certificates of Proficiency in Security Awareness Training to Seafarers
- Files relating to the issue of Certificates of Proficiency in Designated Security Duties to Seafarers
- Records of Seafarers Medical Certificates issued by approved GP’s to seafarers
- Files relating to Ship Survey/Inspections applications
- Transcripts of Registry for all Irish registered ships (including all ship registration transactions made subsequent to registry)
- GR342 Application Forms – Name Proposed for an Irish Ship
- Files relating to Ministerial Approvals issued under the Mercantile Marine Act, 1955
- Log Books and Crew Agreements received for Irish Merchant vessels
- Logbooks and Crew Agreements received in relation to Irish Fishing Vessels
- GMDSS Radio Logbooks received for Irish vessels
- Record of transactions relating to statutory fees received for services provided
Contact Points

Name: Marine Survey Office
Address: Leeson Lane, Dublin 2
Phone: (01) 678 3400
Fax: (01) 678 3409
Email: MSD@dttas.ie
Role

The Maritime Safety Policy Division develops policy and legislation for maritime safety and security, including seafarers training and certification, international organisation requirements, EU measures and safety awareness information for professional and recreational water users. It also has oversight of the Commissioners of Irish Lights and the Marine Casualty Investigation Board.

Work of Division

There are four sections within the Division with the key work priorities including:

- the introduction of primary legislation to comply with IMO (International Maritime Organisation), ILO (International Labour Organisation) and other international Convention requirements for both ship and seafarers’ safety at sea
- contributing to the progression of new legislative requirements as prioritised by the Division’s Legislation Working Group’s programme
- drafting of secondary legislation to transpose EU Directives and to implement domestic and international safety standards
- preparation for and participation at relevant inter-Departmental, EU and international meetings
- preparation for and participation in stakeholder consultations
- assistance and input on the development and implementation of sector specific maritime safety policies
- effective corporate governance of the Commissioner of Irish Lights with regard to maritime navigation policies and the Marine Casualty Investigation Board in relation to independent incident investigation reporting

Specific responsibilities within each section cover:

- Safety Policy 1:
  - Works in parallel with other Government Departments to deliver safety elements of the ILO Conventions including the Maritime Labour Convention 2006, which Ireland has ratified and is currently implementing, and the ILO Work in Fishing Convention which will be provided for in legislation with a view to national implementation.
  - Transposition, in consultation with DJEI, of Directive on Organisation of Working Time Rules for workers in the inland waterway sector.
  - Preparation of updated Regulations/Rules in relation to SOLAS Chapter V.
  - Responsibility for bringing maritime safety information to industry and public through website, publication of marine notices and electronic delivery of services.
  - Manages and monitors the Seafarer's Medical Examination Scheme.
• Safety Policy 2:
  o Development of statutory instruments under the Merchant Shipping (Registration of Ships) Act 2014 and participation in the progression of the associated Ship Register IT Project to provide for a new system for the registration of vessels on the Irish Flag.
  o Preparation of updated Rules in relation to SOLAS Chapter II-2.
  o Promotion of maritime passenger transport accessibility consistent with the Department's Sectoral Plan under the Disability Act 2005.
  o Oversight of Corrective Action Plan implementation following an audit of the Irish Maritime Administration by United Nations International Maritime Organisation.
  o Review and update policies and legislation in relation to recreational craft safety (Jet Skis, Fast Power Craft, and Lifejackets).
  o Promote and update the Code of Practice for the Safe Operation of Recreational Craft.

• Safety Policy 3:
  o Introduce Primary Legislation, as required, for the purposes of: updating the Merchant Shipping Acts 1894-2014; to provide for the implementation of international conventions of the International Maritime Organisation including the Safety of Life at Sea Convention (SOLAS); and consolidation of the Merchant Shipping Acts 1894-2014.
  o To put Secondary Legislation in place, as required, to: give effect to all relevant EU legislation; to provide domestic legislation to support maritime safety; implement provisions of the Merchant Shipping Acts 1894-2014; and implement the requirements of international conventions.

• Safety Policy 4:
  o Attends to CIL Corporate governance issues, pays the exchequer grant to CIL and reviews Light Dues rate in consultation with Department for Transport (UK)
  o Monitors and funds the Weather Buoys Project with the Marine Institute
  o Corporate governance of the Marine Casualty Investigation Board (MCIB)
  o Reviews policy for hydrographic services
  o Arranges for the payment of annual subscriptions to 3 international maritime organisations
  o Co-ordinates Finance-related briefing and PQs for Maritime Safety Policy Division.

**Classes of Records held**

General records are held in the Division in relation to:

• Policy
• Legislation (Domestic and International)
• EU Directives/Regulations, National and International Bodies, participation at events, seminars and international meetings
• Consultation Documents
• Casualty Reports
• Marine Notices
• Administration of the Seafarers' Medical Examination Scheme
• Internal activities and routine queries

Other

The Division maintains a panel of approved doctors to carry out Seafarers' Medical Assessments. A list is also kept for the purposes of circulating marine notices to appropriate individuals, organisations and agencies.

Publications
• Code of Practice for: The Safe Operation of Recreational Craft (available on request from the Division and to download from www.dttas.ie and www.safetyonthewater.ie)
• Guidelines for Accessible Maritime Passenger Transport (available to download from the Maritime Publications section of www.dttas.ie)
• Code of Practice for Fishing Vessels of less than 15m in length overall (available on www.dttas.ie)
• Legislation

Maritime Safety Statutory Instruments from the year 2001 are available to download from the Department's website: www.dttas.ie

Merchant Shipping Acts and Statutory Instruments made prior to 2001 are available from the website www.irishstatutebook.ie

Marine Notices are displayed on and can be downloaded from the Department's Website www.dttas.ie. Queries concerning Marine Notices can be emailed to marinenotices@dttas.ie

Contact Points
Name: Maritime Safety Policy Division
Address: Leeson Lane, Dublin 2, D02 TR60.
Phone: (01) 678 3418
Fax: (01) 678 3419
Email: sp1@dttas.ie
Role
The overall objectives of the Division are to:

- Provide a framework for the provision by port companies operating within the national transport chain of port services which are efficient, effective and adequate for the needs of our trading economy.
- To maintain and increase Irish based ship ownership/management and to foster economic development and employment in the sector

Work of Division
Commercial Ports:
- Corporate governance of 9 port companies under the Harbours Act 1996
- Implementation of policy initiatives in relation to commercial seaports incorporating issues relating to port services, port infrastructure, integrated transport and regional harbours
- Provision of a framework for adequate infrastructure at ports to cope with growing throughputs and facilitate competitive shipping services in line with assessments of national seaport capacity

Shipping:
- Working closely with the Irish Maritime Development Office to identify, initiate and pursue appropriate supportive and sustainable frameworks for the optimal development of the shipping sector
- The IMDO was established in December 1999 under Section 30 of the Fisheries (Amendment) Act, 1999 (number 35 of 1999). It is the shipping sector’s statutory, dedicated development and promotional agency. Details are available on the website: [www.imdo.ie](http://www.imdo.ie)

Classes of Records held
Maritime Transport:

- Policy matters
- Legislation (Domestic and International)
- EU directives/regulations
- Internal administration
- Commercial State port companies
- Pilotage matters
- Various reports and studies commissioned in relation to the maritime transport sector
- Positive support measures for shipping
• Individual harbour authorities that operated under the 1946 harbours act and are now under local authority control
• Participation at events, seminars and international meetings
• Consultation documents

Legislation
Statutes and Statutory Instruments are available from the website www.irishstatutebook.ie

Contact Points
Name: Maritime Transport Division
Address: Leeson Lane, Dublin 2.
Phone: (01) 6783478
Email: maritimetransport@dttas.ie
Minister of State Ring Office

Ailish Kavanagh  
Private Secretary

Work of Division

- Liaison between Minister/Ministers of State and the Department
- Ensuring the Minister/Ministers of State are briefed on all aspects and developments pertaining to matters under their remit
- Co-ordination and organisation of the Minister's/Ministers of States' appointments and Diary functions including facilitation of meetings
- Acknowledgement of correspondence to the Minister/Ministers of State, distribution to appropriate Division for preparation of draft reply for the Minister's/Ministers of State signature or forwarding of correspondence to appropriate Semi-State body/other Government Department
- Liaison with the Chief Whips Office in respect of:
  - Dáil Business
  - organising of Pairs for the Minister/Ministers of State and
  - the Department's Legislative Programme
- Dealing with telephone queries from members of the Oireachtas, other public representatives, members of the public, other organisations, Foreign Embassies etc
- Organising the travel arrangements for the Minister/Ministers of State in Ireland and abroad
- Organisation of briefing and speech material for the Minister/Ministers of State
- Liaison between the Minister/Ministers of State/Department and Members of the Oireachtas
- Organisation of papers and briefing material in respect of Liaison with the Press Office regarding speeches and press releases

Each Office has a Constituency Office, which serves as a formal link between the Minister/Ministers of State and their constituents, providing a point of contact with the Minister/Ministers of State, while allowing them to concentrate on their Departmental portfolios. These Offices handle queries and requests, which are made to the Minister/Ministers of State by their constituents in respect of both personal and community issues.

Classes of Records held

- Departmental matters Internal administration
- Government matters
- Dáil matters
- EU Matters Correspondence forwarded to Divisions for reply
- Correspondence forwarded to semi-state bodies for reply
- Constituency matters
Contact Points

Name:  Minister of State Ring Office
Address:  44 Kildare St, Dublin 2
Phone:  (01) 6041034
Email:  ministerring@dttas.ie
Minister’s Office

Chris Smith
Private secretary

**Role**

- Liaison between Minister/Ministers of State and the Department.
- Ensuring the Minister/Ministers of State are briefed on all aspects and developments pertaining to matters under their remit.

**Work of Division**

- Liaison between Minister/Ministers of State and the Department
- Ensuring the Minister/Ministers of State are briefed on all aspects and developments pertaining to matters under their remit
- Co-ordination and organisation of the Minister’s/Ministers of States' appointments and Diary functions including facilitation of meetings
- Acknowledgement of correspondence to the Minister/Ministers of State, distribution to appropriate Division for preparation of draft reply for the Minister's/Ministers of State signature or forwarding of correspondence to appropriate Semi-State body/other Government Department.
- Liaison with the Chief Whips Office in respect of:
  - Dáil Business
  - organising of Pairs for the Minister/Ministers of State and
  - the Department's Legislative Programme
- Dealing with telephone queries from members of the Oireachtas, other public representatives, members of the public, other organisations, Foreign Embassies etc.
- Organising the travel arrangements for the Minister/Ministers of State in Ireland and abroad
- Organisation of briefing and speech material for the Minister/Ministers of State
- Liaison between the Minister/Ministers of State/Department and Members of the Oireachtas
- Organisation of papers and briefing material in respect of Government Meetings (Minister’s Office only)
- Liaison with the Press Office regarding speeches and press releases

Each Office has a Constituency Office, which serves as a formal link between the Minister/Ministers of State and their constituents, providing a point of contact with the Minister/Ministers of State, while allowing them to concentrate on their Departmental portfolios. These Offices handle queries and requests, which are made to the Minister/Ministers of State by their constituents in respect of both personal and community issues.

Joint Oireachtas Committees:
The Office deals with all of the administrative arrangements to do with the JOCs, including Committee stages on Bills, Reports and time-bound correspondences on an array of Department policies.

**Classes of Records held**
- Departmental matters
- Internal administration
- Government matters
- Dáil matters
- EU Matters
- Correspondence forwarded to Divisions for reply
- Correspondence forwarded to semi-state bodies for reply
- Constituency matters
- Oireachtas matters
- Political Advisers records
- FOI Records

**Contact Points**
Name: Minister’s Office
Address: 44 Kildare Street, Dublin 2
Phone: Minister’s Office: (01) 604 1062
Fax: Minister’s Office: (01) 604 1183
Email: minister@dttas.ie
Role
The Role of the Department’s representatives in the Permanent Representation Office (Perm Rep) is to represent Ireland's interests in the European Union on matters relating to transport, tourism and sport.

The Department’s representatives in the Perm Rep are on secondment to the Department of Foreign Affairs.

Work of Division
The work of the Perm Rep is to negotiate on behalf of the Department to ensure that Ireland has its say on all EU laws and decisions. The Department's representatives do this by:

- Working closely with the 26 other countries in the Council of Ministers
- Liaising with the European Parliament
- maintaining close contact with the European Commission
- maintaining contact with many others in Brussels involved in EU affairs – NGOs, business representatives and representatives from countries outside Europe etc for matters relating to civil aviation; land transport (including matters relating to road, rail, road and rail safety, and freight); maritime transport and maritime safety; Intermodal transport issues (Trans-European Networks, Galileo - Global Navigation Satellite System, Sustainable Transport, Logistics, etc.); Tourism Sport

Classes of Records held
Records relating to the EU, which are held by this Department, are detailed under the Divisions/Units/Offices, which hold these records.

Contact Points
Name: Permanent Representation Brussels
Phone: 00 3222 823 230
Fax: 00 3222 806 847
Email: tim.scully@dfa.ie
Policy and Governance Coordination Division

Eddie Burke
Principal Officer

Role

- Promotion of best practice in Corporate Governance
- represent the Department in Emergency Planning groups and ensuring preparedness for major emergencies
- manage and coordinate cross-Divisional EU legislative matters
- co-ordinate the policy of the Department in respect of cross-sectoral issues concerning transport, tourism and sport matters in response to queries from other Departments, external organisations or members of the public
- Quality Customer Service (QCS)
- co-ordination of FOI requests
- oversee implementation within the Department of the requirements under the Official Languages Act 2003
- Management of storage in Finglas File Store

Work of Division

- Monitoring implementation of Corporate Governance rules by relevant State Bodies
- Ensuring that contracts and remuneration of CEO's of relevant State Bodies comply with Department of Public Expenditure and Reform guidelines
- Act as the Departmental Liaison for appointments to State Boards and manage the State Board Appointment process
- Provide responses to matters raised through the Democratic Process
- Preparation & Publication of the Statement of Strategy
- Preparation of the Departments' Annual Report
- Monitor and report on progress in delivering Structured Exercises Programme
- Customer Service
- Co-ordinate Department's input to OEP Annual Report to Government
- Co-ordinate the Department's Emergency Planning Committee meetings, participate in meetings, provide Secretariat to Committee
- Effectively communicate and provide required material to Department staff
- Participate and/or co-ordinate meetings at Expert Level in Emergency Planning Co-ordination when required
- Act as Webmaster for the Department's website
- Freedom of Information coordination; Ombudsman and Access to Information on the Environment coordination
- Management of file storage in Finglas File Store

Classes of Records held

- CEO Contracts
- Corporate Governance Compliance
• Emergency Planning
• National Disability Authority Reporting on meeting 3% target of employees with disabilities
• FOI files (general admin)
• Ombudsman files (general admin)

Contact Points
Name: Policy and Governance Coordination Division
Address: 25 Clare St. Dublin 2
Phone: (01) 6041239
Fax: (01) 6041320
Email: gcu@dttas.ie (Governance Coordination Unit); customerservice@dttas.ie, freedominformation@dttas.ie
Press Office

Aidan Glover
Press Officer

Role
The Press Office liaises with national, local and international media and with the general public; and publicises the policies of the Minister, Ministers of State and the Department via Press Conferences, Ministerial Interviews and dissemination of information via the media and the public. The Office also liaises with the Government Press Office as appropriate.

Work of Division
The Press Office:

• provides and co-ordinates the Department’s and the Ministers’ response to press enquiries
• monitors the media in relation to relevant issues and provides appropriate responses, where required
• organises and manages press conferences and press statements on key developments and relevant issues in the Department
• is responsible for the placement of advertisements by the Department

Classes of Records held
• Departmental matters
• Internal administration

Contact Points
Name: Press Office
Address: 44 Kildare Street, Dublin 2
Phone: (01) 6041087
Fax: (01) 6041185
Email: PressOffice@dttas.ie
Role

- To provide analysis and advice on public transport policy, including PSO funding administered by the National Transport Authority (NTA)
- Corporate governance of CiÉ and its bus and rail companies, NTA, Transport Infrastructure Ireland (TII) and the Commission for Railway Regulation (CRR)

Work of Division

Policy/Legislation

- Analyse and advice the Minister on issues relating to public transport policy
- As appropriate, draft legislation to implement public transport policy

Corporate Governance

- Ensure compliance with Code of Practice and State Board Appointments Guidelines in respect of each relevant agency
- Regular structured engagement with each agency as a means of reviewing performance in relation to their mandate

Public Service Obligation funds

- Monitor and administer the payment of PSO subvention to NTA in line with budget allocation

Classes of Records held

- Departmental records.
- Internal administration.
- Financial matters.
- Correspondence with the Public & other Bodies.

Contact Points

Name: Public Transport Division
Address: Leeson Lane, Dublin 2, D02 TR60
Phone: (01) 6041277
Fax: (01) 6041688
Email: PTD@dttas.ie
Public Transport Investment Division

| Ethna Brogan |
| Principal Officer |

**Role**

- To provide an appropriate and sustainable policy and funding framework for investment in public transport and to develop Public Transport Infrastructure to meet the long term strategic needs of the State.
- To ensure effective and timely implementation of the capital programme in line with available funding and the priorities set out under the Government’s Capital Plan “Building on Recovery: Infrastructure and Capital Investment 2016 – 2021”.

**Work of Division**

- To ensure effective and timely implementation of the capital programme in line with available funding and the priorities set out under the Government’s Capital Plan “Building on Recovery: Infrastructure and Capital Investment 2016 – 2021”.
- To implement efficient and effective internal control and financial management systems to ensure the PTI programme is spent in accordance with the Government’s Public Spending Code, DPER’s Public Payment Procedures and the Division’s own Procedures for Internal Financial Control (PIFCo).
- To provide the National Transport Authority (NTA) with the necessary funding and policy direction to enable it to perform its statutory role for the proper planning and investment in Public Transport Infrastructure, consistent with the Government’s Capital Plan and the NTA’s Transport Strategy for the Greater Dublin Area 2016-2035.
- To maintain an appropriate level of funding for the heavy rail maintenance & renewal programme under the Multi Annual Infrastructure Manager Contract and monitor implementation in line with contract.
- To ensure appropriate investment to progressively improve accessibility of public transport infrastructure and services in conjunction with the NTA.
- To ensure access to funding for PT projects under EU programmes and cross border initiatives and to oversee and support funding applications and other cooperation/integration initiatives.
- Supporting the democratic process.

**Classes of Records held**

- Public transport infrastructure projects including Light Rail/Metro Policy Development DART & Suburban Rail, Mainline Rail Records held on CIE,
- Records held on the NTA – Building on Recovery: Infrastructure and Capital Investment 2016 – 2021”. Administrative files and legislation relating to the merger of the NRA and RPA, (the name of the merged body is TII - Transport Infrastructure Ireland)
- Administrative files related to Legislation, Consultancies, internal administration,
- Details of representations to the Minister, the Minister of State or the Department, general briefing, speeches, presentations etc.

**Contact Points**
Name: Public Transport Investment Division  
Address: Leeson Lane, Dublin 2  
Phone: (01) 6707444 (Local: 1890 443 311)  
Fax: (01) 6041053  
Email: public_transport_investment_division@dttas.ie
Public Transport Regulation Division

Kevin Doyle
Principal Officer

Role
The Division is responsible for implementing Government policy and legislation on

- economic regulation of bus, rail and taxi services
- regulation of rail safety
- policy framework for the Rural Transport Programme

Work of Division
- To ensure that the existing regulatory regimes in place in respect of public transport are implemented in line with relevant national and EU legislation
- Negotiation and transposition of EU legislative provisions relating to the regulation of public transport operations
- Policy development relating to public transport regulation and railway safety
- Policy development in relation to the regulation of taxi services and overseeing implementation by the National Transport Authority (NTA) of the recommendations of the Taxi Regulation Review 2011
- Policy development relating to the Rural Transport Programme including provision of funding to the NTA for services

Classes of Records held
- Departmental records
- Internal administration
- Financial matters
- Legislation
- Policy
- Consultancies
- Correspondence with the Public & other Bodies

Contact Points
Name: Public Transport Regulation Division
Address: Department of Transport, Tourism & Sport, Leeson Lane, Dublin 2.
Phone: (01) 6707444 (Locall: 1890 443 311)
Fax: (01) 6041053
Email: Public_Transport_Regulation_Division@dttas.ie
### Road Safety Division

<table>
<thead>
<tr>
<th>Declan Hayes</th>
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<td>Principal Officer</td>
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**Role**

The primary function of the Division is to promote and advance safety on the roads, through the implementation of specific elements of the Road Safety Strategy. The Division has responsibility for road safety policy and legislation, and works closely with its agencies, the Road Safety Authority (RSA) and the Medical Bureau of Road Safety (MBRS). The Division oversees the operation of the law on compulsory motor insurance and is responsible for the implementation of EU Motor Insurance Directives.

The Division also works closely with the Department of Justice and Equality, the Courts Service, and An Garda Síochána which have a major role in the enforcement of road safety measures.

The current framework for road safety is set out in the Fourth Road Safety Strategy 2013 to 2020.

**Work of Division**

- Development of road safety policy and legislation.
- Contribute to the development of EU and international road safety policy.
- Co-operate with the Northern Ireland authorities with regard to enhancing road safety.
- Corporate governance of the Road Safety Authority and the Medical Bureau of Road Safety.
- The implementation of the penalty points system and the fixed charge system for road traffic offences in co-operation with other relevant Government Departments, An Garda Síochána and local authorities.
- Regulation of parking, speed limits, traffic signs and other road traffic related matters.
- Development of the secondary legislative framework governing driver testing, driver licensing, driver certification, driver instruction and vehicle standards.
- Ensuring an up-to-date statutory regime is in place for the regulation of motor insurance, in line with our EU obligations.
- Management of legal cases relating to claims for injuries sustained by victims of uninsured drivers.
- Managing legal cases involving the Minister.

**Classes of Records held**

**Personal Information**

- Correspondence from the members of the public and other bodies

**Legislation and Policy**
• Road Safety
• Road Traffic and Parking
• Penalty Points
• Speed Limits Policy
• Road Traffic Signs
• Fixed Charges
• Drink/Drug Driving
• Vehicle Standards
• Driver Testing, Licensing and Certification
• Motor Vehicle Type Approval
• Motor Insurance Directives
• Domestic Legislation
• Policy files on motor insurance

Administrative issues
• Financial Matters
• Statistics
• Internal administration files
• Instructions and guidance to staff
• Statistics on Cost of Motor Insurance
• Internal Section files relating to financing and budgeting, accommodation, training etc.

Other
• Road Safety Authority
• Medical Bureau of Road Safety
• International and EU road safety matters
• Legal Cases
• Dealings with Motor Insurance Bureau of Ireland, Irish Insurance Federation, Financial Services Regulator, Personal Injuries Assessment Board, Motor Insurance Advisory Board

Contact Points
Name: Road Safety Division
Address: Leeson Lane, Dublin 2
Phone: (01) 604 1403 / (01) 604 1404
Email: RoadSafety@dttas.ie
Role
The Road Transport Operator Licensing (RTOL) Unit licences all commercial Road Haulage and Road Passenger Transport Operators in Ireland. Under EU and Irish law, all such operators need licences and possibly other documentation depending on the work involved (e.g. Community Licences, ECMT Licences) in order to operate in compliance with law.

The Unit also monitors licensees throughout the currency of their licences to ensure they continue to comply with the requirements to obtain a licence, and suspends or withdraws licences in cases of non-compliance. The Unit also liaises with the EU and other international organisations regarding road transport operator licensing issues. RTOL Unit also has responsibility for Working Time and Driving Time Policy issues.

Work of Division
The primary responsibility of the Road Transport Operator Licensing Unit (RTOL) is to issue licences to all Road Haulage and Road Passenger Transport Operators who operate for hire or reward in Ireland. Licences are issued subject to four criteria: establishment, good repute, financial standing and professional competence.

The Unit processes and issues approximately 1,200 licences each year. Licences are valid for five years, unless withdrawn earlier, and must be re-applied for every five years. Every licensee receives a renewal reminder letter approximately 2 months before their licence is due to expire. The licence application process in RTOL is, in typical cases, completed within 10 working days. Where changes need to be made to licences (changes of vehicles, address, transport manager, etc.), application must also be made to RTOL – these changes are typically completed within 5 working days.

Monitors existing licensees, to ensure that they continue to comply with the licensing requirements. Monitoring is carried out both on a random basis and based on information from the enforcement authorities (Gardaí and Road Safety Authority) and other sources. Where licensees no longer comply with the requirements to continue to hold a licence, the licence is withdrawn.

In addition to licensing, monitoring and withdrawals, and the associated policy issues, the Unit also deals with a range of other issues in the road transport operator licensing area, including:

- EU legislation
- Europe-wide travel permits and environmental protection systems
- Bi-lateral International relations
• Relations with the road transport and passenger sectors, including the Irish Road Haulage Association and Freight Transport Association Ireland (haulage representative bodies) and Coach Tourism & Transport Council (passenger representative body)

Persons wishing to obtain Road Haulage Operator Licences, Road Passenger Transport Operator Licences or any documents issued by RTOL Unit may obtain the necessary application forms from the website www.rtol.ie or by contacting RTOL Unit.

Licence application forms are issued with explanatory booklets which outline the licensing procedure, give guidance on how to fill out the application forms, and how to meet the requirements to obtain a licence.

RTOL Unit also deals with policy matters for Working Time and Driving Time. Every driver and operator of a road vehicle must comply with certain working and driving time rules, established by European Law. Drivers must take daily rest periods, have a minimum number of days off each week or month, and be subject to maximum working days in rolling periods of months. Enforcement is carried out by the Gardaí and RSA. Non-transport related working time issues are enforced by NERA.

Classes of Records held
General
• Departmental matters
• Internal administration
• Legislation regarding Road Haulage/Passenger Operators
• Licence applications and correspondence.

Policy
• Policy decisions on matters pertaining to haulage and passenger transport licensing, and Working Time and Driving Time policy issues.
• National and International Bodies
• Correspondence with representative bodies of the haulage and passenger sectors, other EU Member States and European countries, Government Departments and outside organisations.

Contact Points
Name: Road Transport Operator Licensing and Freight Policy Division
Address: Clonfert House, Bride Street, Loughrea, Co. Galway.
Phone: (01) 6707444
Fax: (091) 872999
Email: rtol@dttas.ie
Roads Division

Dominic Mullaney
Principal Advisor

Role

- To oversee, influence and support sustainable investment in national, regional and local road programmes.
- Within available resources, to improve the capacity, quality, safety and sustainability of Ireland’s roads network.
- To ensure structures and processes are in place so that compliance by the Division and the NRA with appropriate Government Financial and Accounting rules and guidelines for capital spending can be assured.
- Road policy and legislation.

Work of Division

- Monitor the national roads investment programme.
- Overall management of the regional and local roads grant programme.
- Prepare progress reports for Finance Unit, Estimates, Management Board (MB) & Department of Public Expenditure and Reform.
- Support the democratic process including answering PQs, providing briefing material and answering representations.
- Ensure structures and processes are in place so that compliance by the Division and Transport Infrastructure Ireland with appropriate Government Financial and Accounting rules and guidelines for capital spending can be assured.
- Roads Directives (Road infrastructure Safety Directive; Road Tunnel Safety Directive).
- Motorway designations.
- Roads classification.

Classes of Records held

- Roads Policy.
- National Roads Investment.
- Regional and Local Roads Grants and Expenditure.
- Tolling.
- PPPs (Public Private Partnerships).
- Roads Classification.
- Roads Legislation.
- Road Infrastructure Safety Directive.
- Road Tunnel Safety Directive.
- Internal Administration.
- Accessibility.
- Motorway designations.
TENs (Trans-European Networks)

Contact Points
Name: Roads Division
Address: 44 Kildare Street, Dublin 2.
Phone: (01) 6041364
Fax: (01) 6041053
Email: roadsdivision@dttas.ie
Sports Capital Programmes

Sylvester Carruth
Principal Officer

Role

- The administration of the Sports Capital Programme
- The administration of the Local Authority Swimming Pool Programme.
- The administration of approval of sports projects for Tax Relief for Donations.

Work of Division

- Processing of applications for funding under rounds of the Sports Capital Programme and the Local Authority Swimming Pools Programme.
- Payment of grants under the Sports Capital Programme and the Local Authority Swimming Pool Programme, and other sports capital projects.
- Approve sporting or recreational projects as approved projects for tax relief for donations to certain sports.

Classes of Records held

Records relating to:

- The Sports Capital Programme.
- The Local Authority Swimming Pool proposals, any associated documents and payments
- Other sports capital projects
- Policies, rules and procedures for the administration of the LASPP and SCP
- The Tax Relief Scheme for Donations to Sports Capital Projects.
- Internal administration

Contact Points

Name: Sports Capital Programmes
Address: New Road, Killarney, Co. Kerry.
Phone: (064)6627329
Email: sportscapitalprogrammes@dttas.ie
Role
The primary role of Sports Policy and Campus Division is to set policy, to oversee Sport Ireland, to facilitate the use of public funds to promote increased participation in sport and improved levels of performance at competitive/elite levels and to facilitate development of the National Sports Campus at Blanchardstown.

Work of Division
- Development of sport policy, including leading on the new National Sports Policy Framework
- Corporate Governance of Sport Ireland
- Oversight of development of the National Sports Campus at Blanchardstown
- On-going liaison with stakeholders including National Governing Bodies of sport, Federation of Irish Sport, and others
- Leading on cross-Departmental engagement and co-ordination of international issues relating to sport

Classes of Records held
Records relating to:
- Sport Ireland
- Sports Policy Issues
- National Sports Campus development projects
- National Sports Campus Operations including the National Aquatic Centre
- Sports legislation Issues
- National Sports Policy Framework
- National Physical Activity Plan
- International Issues

Contact Points
Dublin Office:
Address: 44 Kildare Street, Dublin 2.
Phone: (01) 6041237
Email: SportsPolicyandCampus@dttas.ie

Killarney Office:
Address: New Road, Killarney, Co Kerry.
Phone: (064) 6627307
Email: SportsPolicyandCampus@dttas.ie
Sustainable Transport Division

Role
To advance the development of an integrated and sustainable transport system for Ireland

Work of Division
- Development of national policy on climate change mitigation and adaptation in order to make an effective transition to a low carbon and resilient transport system by 2050.
- Promotion of sustainable means of transport – walking, cycling and public transport – to reduce car journeys and maximise the efficiency and accessibility of the transport network.
- Administration of infrastructure and behavioural change funding programmes aimed at promoting the use of sustainable transport modes e.g. Smarter Travel Areas, Active Travel Towns and National Cycle Network. Other schemes (e.g. Smarter Travel Workplaces/Campuses, city bike rental schemes and School Travel) are delivered in co-operation with key partners such as the local authorities, the National Transport Authority and An Taisce.
- Mainstreaming of sustainable transport principles into general transport policy.
- Representation on various expert groups, interdepartmental groups and steering groups dealing with issues related to sustainable travel, climate change and energy policy.
- Government and Oireachtas business, project and financial management, departmental and divisional administration and planning.

Classes of Records held
- Divisional administration
- Departmental matters
- Dáil matters
- Policy
- Project Files
- Legislation
- Correspondence
- Administration of schemes and funding

Contact Points
Name: Sustainable Transport Division
Address: Department of Transport, Tourism and Sport, Leeson Lane, Dublin 2
Phone: (01) 6041193
Fax: (01) 6041027
Email: SustainableTransport@dttas.ie
Tourism Development

John Kelly
Principal Officer

Role

The role of the Unit is to ensure the appropriate policies and necessary structures and resources are in place to:

- Champion the tourism sector and influence other stakeholders,
- Support innovation and product development in the Irish tourism industry,
- Support competitiveness, enterprise capability and sustainability in Irish tourism, and
- Optimise the tourism budget and implementation structures.
- In addition to matters relating to the corporate governance of Fáilte Ireland and policy issues relating to tourism development and structures
- Policy responsibility for: the development of the tourism product (including sports tourism and festivals and cultural events)
- The enhancement of quality and standards (including the framework for the registration and approval of visitor accommodation under the Tourist Traffic Acts)
- Enterprise development, human resource and training issues in the industry.

Work of Division

As above in the section on the role of the Division, and:

- Dealings with the public mainly relate to requests for information on potential funding for tourism projects. However, neither the Minister nor the Department has direct responsibility for making decisions on the funding of tourism projects. All monies in the relevant tourism subheads are voted for the use by the State Tourism Agencies.
- The Unit also refers customer complaints that it receives in relation to accommodation and other tourism matters to the appropriate bodies, for their attention.

General information in respect of enterprise development, training and product development activities and programmes operated by Fáilte Ireland is set out in a range of publications available directly from the Authority at:

Fáilte Ireland
Amiens Street
Dublin 1.
Tel: (+353 1) 8847700
Fax: (+353 1) 855 6821
Web: www.failteireland.ie
Classes of Records held

Records relating to:

- Financial information on Fáilte Ireland (formerly Bord Fáilte and CERT), Dublin Tourism, Shannon Development and the St. Patrick’s Festival Company and details of administrative and policy issues for these agencies.
- Appointment of members to the National Tourism Development Authority (Fáilte Ireland), the former Board of Bord Fáilte, the former Council of CERT and the nomination of one member to the Board of Shannon Development.
- Various tourism product development and policy issues including – tourism product and enterprise development, human resources strategy for the tourism sector, the registration and approval framework for accommodation, accommodation standards, tourism structures, etc.
- National Conference Centre
- Administrative details in relation to the implementation of the Fáilte Ireland Tourism Capital Investment Programme 2007-2013.
- The Exchequer Grant for the 2003 Special Olympics World Summer Games.
- Sports Tourism Policy
- Festivals and Cultural Events
- Administrative details in relation to the implementation of a number of EU supported programmes over the period 1989-1993 and 1994 – 1999, which have now closed, including the Operational Programme for Tourism, the Ireland/Northern Ireland INTERREG Programmes and the Ireland/Wales INTERREG Programme.
- Papers relating to Sustaining Progress 2003-2005 and subsequent national agreements, including the Tourism input for the quarterly Progress Reports.
- Department’s input to the Cabinet Committee on Economic Renewal/Senior Officials Group.
- Department’s involvement in the Credit Supply Steering Group.

Contact Points

Name: Tourism Development
Address: Dept of Transport, Tourism and Sport, New Road, Killarney, Co. Kerry
Phone: (064) 6627208
Fax: (064) 6627386
Email: Tourismdevelopment@dttas.ie
Tourism Marketing Policy and Impact Assessment

Noel Sheahan
Principal Officer

Role & Work of Division
The main functions of the Tourism Marketing Unit within this Division are to develop, monitor and review the overall policy framework for tourism marketing and to co-ordinate Departmental policy input in relation to North-South Co-operation. The high-level objective of the Impact Assessment Unit is to contribute to the formulation, implementation and review of Government policy as it impacts on tourism to ensure that sustainable and competitive tourism optimises the economic and social benefits to the State.

Services provided to the public
Dealing with the public mainly relate to requests for information on tourism marketing and in this regard, the Unit plays a role in referring customer queries and complaints to the appropriate bodies.

Classes of Records held
Records relating to:

- Departmental contact with Fáilte Ireland and Tourism Ireland on tourism marketing and promotion plans
- Expenditure under the Department’s Vote on marketing and promotion
- North-South Co-operation on tourism.
- Destination and Product marketing issues
- Papers relating to Tourism Statistics and Season.
- Certain EU and OECD papers on tourism
- Other papers relating to matters that might potentially impact on tourism.

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