

SECTION 15
Guide to the
Functions of and
Records held by the
Department of
Agriculture,
Fisheries and Food

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Section 1

INTRODUCTION

This manual has been prepared in accordance with the requirements set out in Section 15 of the Freedom of Information Acts 1997 and 2003. Its purpose is to facilitate access to official information held by the Department of Agriculture, Fisheries and Food by outlining the structure and functions of the Department. It also provides details of the services provided by the Department and how they may be availed of; information on the classes of records held by the Department and information on how to make a request to the Department under the Freedom of Information Act.

1.1 FUNCTIONS OF THE DEPARTMENT

The Department has a very wide range of functions including:

- Development of a consumer focused agri-food sector while maximising it's contribution to national economic and social development.
- Maintenance of the highest standards in the areas of food safety, animal welfare and plant health including the control and eventual elimination of animal disease.
- The discharge of it's legal and administrative functions as required by EU and national legislation.
- Payment of EU and national support schemes.

1.2 MISSION STATEMENT

“Our mission is to lead the sustainable development of a competitive, consumer focused agri-food sector and to contribute to a vibrant rural economy and society.”

1.3 CUSTOMER SERVICE

The Department of Agriculture, Fisheries and Food is committed to the delivery of a quality, user friendly service to its broad range of customers including the farming community, the food industry, non-farm dwellers and consumers. In recent years a series of publications by the Department have set general and specific targets for the delivery of a quality service to all customers.

The delivery on commitments contained in the Charter of Farmers Rights launched in 1996 was a significant step towards improving our service to the farming community. Further progress was achieved when enhanced payment and inspection service delivery targets were agreed between the Department and the Social Partner Farm Organisations in July 2000 and published in the Protocol on Direct Payments to Farmers. This has since been replaced by the Charter of Rights for Farmers 2005/2007.

Under the Quality Customer Service Initiative, the Department published its Customer Charter and revised Customer Service Action Plan 2005-2007, indicating how it intended to implement the Principles, as determined by Government, for the delivery of a quality service in all its dealings with customers. In the Plan the Department outlined the process of service improvement by establishing customer service standards across a broad range of activities.

Any customer who is unhappy with the service provided can avail of the Department's Customer Complaints Procedure by referring the matter to the Quality Service Officer who will have it fully and impartially investigated. Complaints may be made in person, in writing or by telephone.

Customer Comment Cards are available in all offices of the Department for comments and suggestions to help the Department achieve higher standards of service.

Correspondence on customer service should be directed to

**The Quality Service Unit,
Department of Agriculture, Fisheries and Food,
Pavilion B,
Grattan Business Centre,
Dublin Road,
Portlaoise,
Co. Laois.**

Telephone: (057) 869 4330

Fax: (057) 869 4381

E-mail: qualityserviceunit@agriculture.gov.ie

1.4 AGRICULTURE APPEALS OFFICE

The Agriculture Appeals Office is an agency that provides an appeals service to farmers who are dissatisfied with decisions of the Department of Agriculture and Food regarding their entitlements under certain schemes.

Some of the features of the Office

- Appeals Officers are independent in the performance of their functions.
- Appeals **must be lodged within 3 months of the Department's decision**. Every appeal **must be made in writing** and must contain a statement of the facts and contentions upon which the appellant intends to rely.
- Each case is assigned to an individual Appeals Officer who considers all the evidence and then makes a determination. A comprehensive decision letter issues to both the appellant and the Department.
- An appellant has the right to an oral hearing, to be held at a neutral venue convenient to the appellant. Oral hearings are held in private and are as informal as possible. An appellant can bring someone to represent him/her at the oral hearing and the Department also has a representative at the hearing.

The Office deals with appeals under the following schemes:

- Single Payment Scheme.
- Area Based Compensation Scheme (previously known as Headage payments);
- Arable Aid Payments.
- Extensification Premium.
- Rural Environment Protection Scheme (REPS).
- Early Retirement Scheme.
- Organic Farming.
- On-Farm Investment Schemes (including Farm Waste Management, Improvement in Dairy Hygiene Standards and Alternative Enterprises).
- Farm Improvement Programme (including Horticulture).
- Installation Aid.
- Non-valuation aspects of the TB and Brucellosis Eradication Schemes.

The Agriculture Appeals Office **Information Note and Notice of Appeal Form** is available from local offices of the Department, from the Office itself, or on the Appeals Office website www.agriappeals.gov.ie, which contains other information about the Office.

For further information contact the Agriculture Appeals Office, Kilminchy Court, Portlaoise, Co. Laois.

Lo-Call: 1890 671671; Telephone: 057 8667167; Fax: 057 8667177

email: appeals.office@agriculture.gov.ie website: www.agriappeals.gov.ie

1.5 CONSUMER LIAISON PANEL

The Consumer Liaison Panel was established to strengthen communication between the consumer and the Department. The view of the consumer is vital to the future of a progressive multi-functional agriculture industry, encompassing not alone the basic function of food production but food safety, food quality, environmental and animal welfare issues. In this context the Panel, representative of general consumers, was set up to:

- Liase on general consumer and client based issues in relation to the activities of the Department of Agriculture and Food;
- Comment on the flow of information both to and from the public.

The Panel meets on a regular basis to provide input and feedback from the consumers' perspective to the Department and also to be briefed on the Department's activities.

Consumers wishing to communicate with the Panel can do so by contacting the Consumer Liaison Panel Secretariat, c/o Department of Agriculture, Fisheries and Food, Agriculture House (6E), Kildare Street, Dublin 2, Tel. 01-6072569, Fax. 01-6621165 or by e-mail to consumer@agriculture.gov.ie

FOOD SAFETY LIAISON

The production of food to the highest possible standards of safety within sustainable farming systems is one of the major goals of the Department. These high standards are achieved through a wide range of actions:

- The enforcement of strict regulatory standards regarding registration, identification and labelling, farm inputs, animal health, animal welfare, veterinary hygiene, animal remedies, plant health and pesticides.
- The enforcement of EU and national rules relating to transport, marketing centres, processing plants, storage and distribution operations.
- The control of imports and exports of animals and plants and their products.
- The research and surveillance of animal and food borne pathogens carried out in the Department's veterinary research laboratories, dairy science laboratories, pesticide laboratory and approved private laboratories.
- Close co-operation with other Government Agencies on food safety issues.
- The provision of grants to food companies, state agencies and research institutions in the area of food safety.

Information on these activities are covered in greater detail in the Department's food safety booklet '**The Safe Food Chain.....Every Link is Vital**', which is available from the Food Safety Liaison Division of the Department and on the Department's website.

The Food Safety Authority of Ireland (FSAI) is the national body with overall responsibility under the 1998 FSAI Act for the enforcement of all food safety legislation relating to processing and distribution. It is a statutory, independent, science based agency dedicated to protecting public health and consumer

interests in the area of food safety and hygiene. The FSAI carries out its remit through service contracts with a number of government agencies. The Department of Agriculture, Fisheries and Food has service contracts with the FSAI in meat hygiene, milk and milk products, egg and egg products, pesticide control, border inspection posts, the residue monitoring programme, the zoonoses directive and food labelling. The FSAI can be contacted at 01 8171300 or by visiting their website at www.fsai.ie.

Contacts are also maintained with the *Saferood* (also known as the Food Safety Promotions Board) the Department of Health & Children and the Department of Communications, Marine & Natural Resources.

In relation to informing the Department's clients and public at large of the DAF's role in food safety, this unit published a handbook entitled 'The Safe Food Chain – Every Link is Vital', which was distributed widely. A number of presentations have already been given to interested bodies and it is intended to expand this work further.

For further information, you can contact the Food Safety Liaison Division, Department of Agriculture, Fisheries and Food, Kildare Street, Dublin 2. Tel: 01 6072902 or 01 6072770.

Further details can be also obtained from Corporate Affairs Division.

Legislation

Copies of all **national information** related to the areas of responsibility of the Department may be obtained from:

**The Government Publications Sales Office
Sun Alliance House
Molesworth Street
Dublin 2**

Tel. (Sales Office): 01 671 6515 (Mail Order): 01 647 6000 Fax: 01 647 6843

Information on **European Union Legislation or reports** can be obtained from :-

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

Tel: 01 634 4111 Fax: 01 634 1112

Website: www.europa.eu.int and for EU Law specifically www.europa.eu.int/eur-lex

Section 2

HOW TO ACCESS INFORMATION WITHIN THE DEPARTMENT

2.1 ROUTINELY AVAILABLE INFORMATION

At present, the Department of Agriculture, Fisheries and Food makes a lot of information routinely available to the public in relation to its functions, activities and schemes. Such information continues to be available informally without the need to use the Freedom of Information (FOI) Act.

In the Divisional breakdown of the Department which comprises the main body of this Reference Book the heading **Information available** gives details of the information that can be obtained from each Division, without recourse to the FOI Act. Under **Classes of Records** the matters on which records are held in the respective Divisions are summarised.

Consequently it may not be necessary in all cases to use the FOI Act to access the information held in these records. Please contact the relevant Divisions in the Department (contact names and numbers and method of contacting officers by e-mail are provided under each Divisional heading in the main body of this reference book) who will advise you as to whether the information you require can be provided to you directly or whether you will have to make a formal FOI request in order to access it.

2.2 PUBLICLY AVAILABLE INFORMATION

The Department issues press releases and provides media briefings on significant developments and matters of importance relevant to Agriculture, Fisheries and Food and related subjects. Press releases are widely circulated to national and provincial press, TV news, radio stations and other interested parties.

2.3 MAIN DEPARTMENT PUBLICATIONS

Statement of Strategy 2005-2007: Presents the goals and strategies for the Department for the period 2005-2007

Customer Service Action Plan 2005 –2007: The Department's plan to give practical effect to the Government approved principles of Quality Customer Service

Customer Charter: Sets out the commitments to external customers on the level and standard of service they can expect to receive in their dealings with the Department.

Charter of Rights for Farmers 2005 - 2007: Sets out specific delivery targets for many services and scheme payments to the farming customer.

Annual Report: Outlines the main activities of the Department and developments in the agriculture, fisheries and food sectors. Contains progress reports on the implementation of both the Customer Service Action Plan and the Statement of Strategy.

Schemes and Services: A comprehensive guide, published annually, on schemes operated and services provided by the Department

Agri-Vision 2015: Sets out the actions required to ensure the success of the farming sector in the future. It is informed by the analysis of the Agri-Vision 2015 Committee, which included representatives from the food industry, state agencies, academia and the leaders of the farming community. It was chaired by Alan Dukes.

Annual Publications such as **Annual Review and Outlook** and **Compendium of Irish Agricultural Statistics** (*latter available on Department website only*) also provide information and analysis on a range of agricultural matters.

2.4 ACCESS TO PUBLICATIONS

All of the above publications can be accessed via the Department's website www.agriculture.gov.ie with the exception of the **Annual Report**, printed copies of which can be purchased from the Government Publications Sales Office, Sun Alliance House, Molesworth Street, Dublin 2. Tel No. (01) 679 3515.

Printed copies of all other reports mentioned above are available, free of charge, from the Department's Corporate Affairs Division, Agriculture House, Kildare Street, Dublin 2. Tel No. (01) 6072802 Fax (01) 6621165 e-mail: info@agriculture.gov.ie

Printed copies of the Department's **Schemes and Services** booklet are also available from any of the Department's public offices throughout the country (*Appendix III, Customer Service Action Plan 2005 - 2007*, contains a list of addresses and telephone numbers for all the Department's offices).

For a more comprehensive list of publications please see the Department's website or contact Corporate Affairs Division.

The Department also publishes information booklets / leaflets, free of charge, on a variety of issues including food safety, animal and plant health, tillage and horticulture. Further details can be also obtained from Corporate Affairs Division.

2.5 LEGISLATION

Copies of all **national information** related to the areas of responsibility of the Department may be obtained from:

**The Government Publications Sales Office,
Sun Alliance House,
Molesworth Street,
Dublin 2.**

Tel. (Sales Office): 01 679 3513 (Mail Order): 01 647 6000 Fax: 01 647 6843

Information on **European Union Legislation or reports** can be obtained from :-

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

Tel: 01 634 4111 Fax: 01 634 1112

Website: www.europa.eu.int and for EU Law specifically www.europa.eu.int/eur-lex

Section 3

APPLICATIONS UNDER THE FREEDOM OF INFORMATION (FOI) ACTS 1997 AND 2003

APPLICATIONS UNDER THE FREEDOM OF INFORMATION (FOI) ACTS 1997 AND 2003.

Under the Freedom of Information Acts, anyone is entitled to apply for access to records not otherwise publicly available.

When making an FOI application it is important to note that:

- Applications should be in writing. E-mail applications are also acceptable but where a requester is seeking personal information, the application should be accompanied by some form of identification e.g. copy of driver's licence, passport, etc.
- Applications should, where possible, include a daytime telephone number so that the requester may be contacted quickly if it is necessary to clarify details of the request.
- Applications should state that the information is sought under the Freedom of Information Act.
- If information is desired in a particular form i.e. photocopy, computer disc, etc. this should also be mentioned in the application.
- Applications should be as detailed and as specific as possible to ensure that the staff of the Department are in a position to identify the record(s) being sought. This can also result in reduced charges being incurred in relation to search and retrieval in cases where these fall due to be paid.
- If a requester wishes to limit the search for records to those, which were created over a particular period of time e.g. the last two years, this should be specified in the request.
- In light of the variety of schemes operated and services provided by the Department, applications should where possible, try to specify the scheme/area of the Department felt to be most relevant to the request.

If a requester has difficulty in identifying the precise records required the staff of the Department's FOI Unit will be happy to assist the requester in preparing their request.

3.1 ASSISTANCE TO PERSONS WITH A DISABILITY

The Department's FOI Unit is available to provide assistance to persons with a disability to enable them to exercise their rights under the FOI Act e.g. the Unit will consider oral requests in cases where requesters who, because of their

disability, are unable to read, print and/or write and assist disabled requesters, as required, in inspecting or having records explained to them.

The Department is obliged under the provisions of the Acts to acknowledge a request within two weeks of the date of receipt and is obliged to respond to the request within 4 weeks. A week is defined in the Acts to mean 5 consecutive weekdays, excluding Saturdays, Sundays and Public Holidays. There are some limited situations under the Acts, which could mean that the making of a decision could take longer than four weeks. If this occurs, you will be notified in writing.

Applications for information under the Freedom of Information Act should be addressed to:

**Freedom of Information Unit,
Department of Agriculture, Fisheries and Food,
Pavilion B,
Grattan Business Centre,
Dublin Road,
Portlaoise,
Co. Laois.**

**Telephone: (057) 869 4327
Department Lo-Call No. 1890 200 510 Extn 2952
Fax: (057) 869 4381
e-mail foi@agriculture.gov.ie**

3.2 RIGHT OF REVIEW AND APPEAL UNDER THE FOI ACT

The Act provides a series of exemptions to protect sensitive information where its disclosure may damage essential interests of the State or of third parties. Where the Department withholds records containing such information, it is obliged to state clearly the section of the Act under which the exemption is being claimed and the reason the records are being withheld.

All decisions including those relating to deferral of access, charges, forms of access, etc may be appealed. Details of appeals mechanisms are set out below.

3.3 INTERNAL REVIEW UNDER THE FOI ACT

You may seek an internal review of the initial decision. "Internal" means internal to the Department. An official at a higher level to the original decision maker will carry out this review if:

- (a) You are dissatisfied with the initial response received e.g. refusal of information, form of access, charges, etc., or
- (b) You have not received a reply within 4 weeks of your initial application. This is deemed to be a refusal of your request and allows you to proceed to internal review

Applications for internal review under the Freedom of Information Act should also be addressed to:

**Freedom of Information Unit
Department of Agriculture, Fisheries and Food
Pavilion B,
Grattan Business Centre,
Dublin Road,
Portlaoise,
Co. Laois.**

**Telephone: (057) 869 4327
Department Lo-Call No. 1890 200 510 Extn 2952
Fax: (057) 869 4381
e-mail foi@agriculture.gov.ie**

A request for an internal review must be submitted within 4 weeks of the date of the initial decision. The Department must complete the review and issue a decision within 3 weeks.

3.4 REVIEW BY THE INFORMATION COMMISSIONER

If still dissatisfied following completion of an internal review, you may seek an independent review of the decision by the Information Commissioner. 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 appeal the matter to the Information Commissioner.

Appeals 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**

**Telephone: (01) 639 5689
LoCall 1890 22 30 30
Fax: (01) 661 0570
Web address : www.oic.ie
e-mail foi@ombudsman.gov.ie**

Appeals to the Information Commissioner should be made within 6 months of the internal review decision.

3.5 FEES

Fees may be charged as follows:

- In respect of personal records, no fees will be charged in respect of the cost of copying the records requested unless a large number of records are involved;
- in respect of other (non-personal) information, fees may be charged in respect of the time spent in efficiently locating and copying records, based on a standard hourly rate. No charge will apply in respect of the time spent by the Department in considering requests.

A deposit is payable where the total fee is likely to exceed €50.79. In these circumstances the Department will, if requested, assist you to amend the request so as to reduce or eliminate the fee.

Basis for Fees :

Section 47 of the FOI Act provides for the charging of fees. Under Statutory Instruments (SI) No's 13 of 1997 and 139 of 1998 fees are currently set as follows:

- €20.95 per hour - search and retrieval
- €0.04 per sheet for a photocopy
- €0.51 for a 3 and a half inch computer diskette
- €10.16 for a CD-ROM
- € 6.35 for a radiograph (X-Ray)

Charges may be waived:

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

With effect from 7th July, 2003 the following fees also apply:

Type of Request or Application	Standard Fee*	Reduced Fee**
Initial request under Section 7 of the Act	15 euro	10 euro
Internal Appeal under Section 7 of the Act	75 euro	25 euro
Appeal to Information Commissioner under Section 7	150 euro	50 euro
Request for personal information under Section 7	Free	Free
Application for amendment containing incorrect information	Free	Free
Application for reasons for a decision affecting individual	Free	Free

* There are no fees where you appeal a decision to charge a fee or deposit, or a fee or deposit of an amount under Section 47 of the Act.

** Reduced fees will apply in the case of medical cardholders.

3.6 POLICY WITH REGARD TO CONFIDENTIALITY

The Department of Agriculture, Fisheries and Food undertakes to hold any information provided to it by individuals or others on a confidential basis, subject to the Department's obligations under law, including the Freedom of Information Acts 1997 and 2003.

If, for any reason, suppliers of information to the Department feel that such information should not be disclosed because of its sensitive nature, then it is incumbent upon such person or body, when supplying the information, to make clear this wish and to specify the reasons for the information's sensitivity.

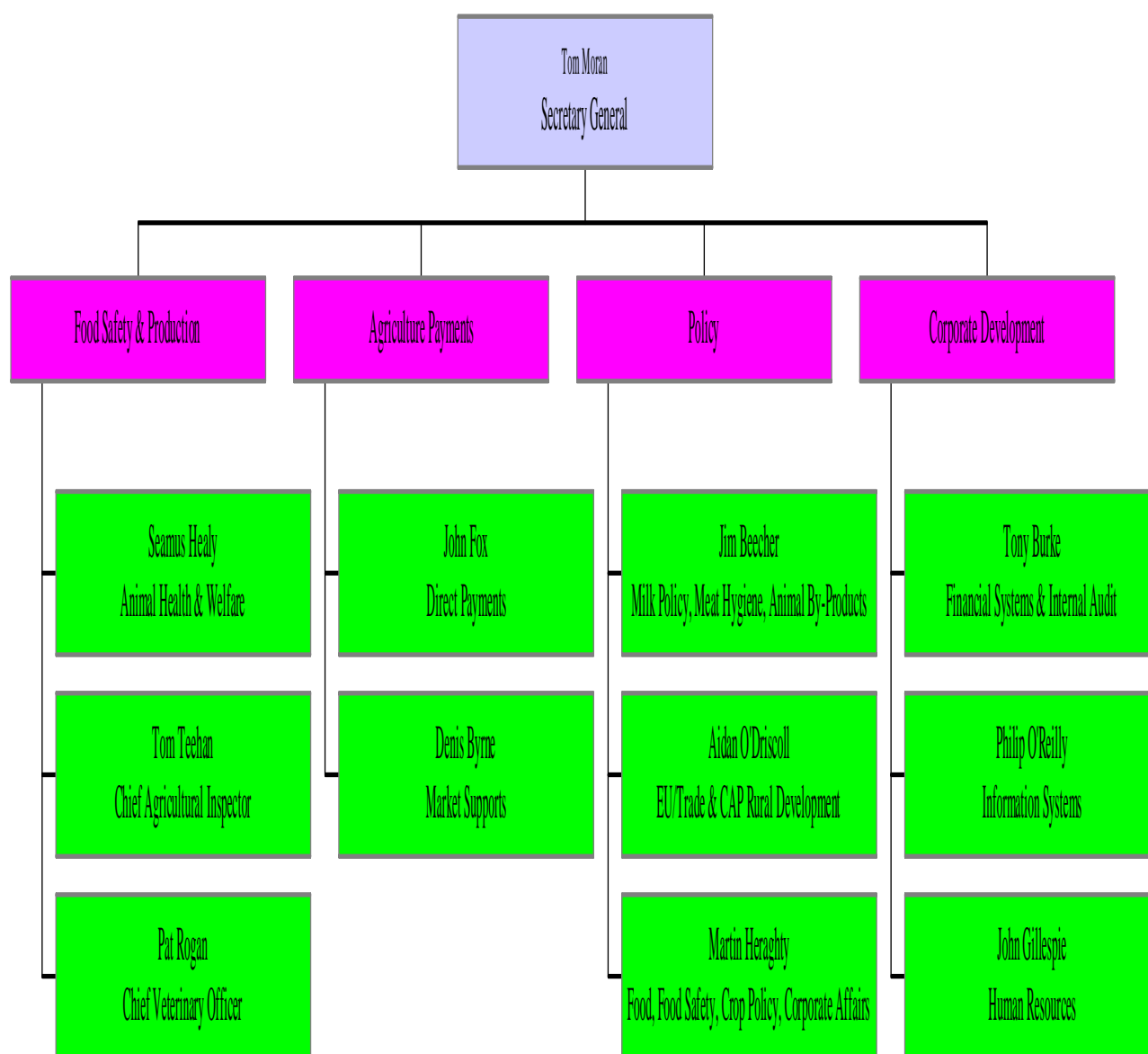
The Department will consult with any individual or body so supplying sensitive information before making a decision on any Freedom of Information request received.

Section 4

ORGANISATIONAL AND DIVISIONAL BREAKDOWN OF THE DEPARTMENT

4.1 ORGANISATIONAL

The following is an overall organisation chart for the Department. A Divisional breakdown in relation to each administrative work area and details of the information available within each separate Division is set out in the main body of the text –see Section 4.2



¹ Mr John Murphy

¹ Mr John Murphy, Acting Director, Agriculture Appeals Office reports directly to the Minister for Agriculture, Fisheries and Food.

4.2 DIVISIONAL BREAKDOWN OF DEPARTMENT

As earlier illustrated under **Structure and Organisation of the Department** the Department is sub-divided into eleven functional units each headed by a member of the Department's Management Committee grouped under four headings:

- **AGRICULTURAL PAYMENTS**
- **POLICY**
- **CORPORATE DEVELOPMENT**
- **FOOD SAFETY AND ANIMAL HEALTH.**

The Section which follows gives a breakdown by Administrative Division, of the detailed internal structures and organisation of the Department of Agriculture, Fisheries and Food and provides information as follows:

- *a description of the role and structure of each Division*
- *the schemes operated and services provided by the Division*
- *the type of information available in the Division and indication of the classes of records held by the Division.*

AGRICULTURAL PAYMENTS

- AGRICULTURE STRUCTURES DIVISION
- SINGLE PAYMENTS AND AREA-BASED DISADVANTAGED COMPENSATORY ALLOWANCES SCHEME (DAS)
- ON FARM INVESTMENTS / SUBSIDIES AND STORAGE DIVISION
- FORESTRY

POLICY UNIT

- EU TRADE DIVISION
- ECONOMICS AND PLANNING DIVISION
- CAP & RURAL DEVELOPMENT DIVISION
- MEAT POLICY DIVISION
- MEAT HYGIENE & ANIMAL BY PRODUCTS DIVISION
- MILK POLICY DIVISION
- FOOD DIVISION
- CROPS POLICY AND STATE BODIES DIVISION
- FOOD SAFETY LIAISON UNIT
- CORPORATE AFFAIRS

CORPORATE DEVELOPMENT

- FINANCE DIVISION
- ACCOUNTS DIVISION
- INTERNAL AUDIT

- MANAGEMENT SERVICES DIVISION
- PERSONNEL DIVISION
- SERVICES HEALTH & SAFETY DIVISION
- LEGAL SERVICES DIVISION
- INFORMATION SYSTEMS DIVISION

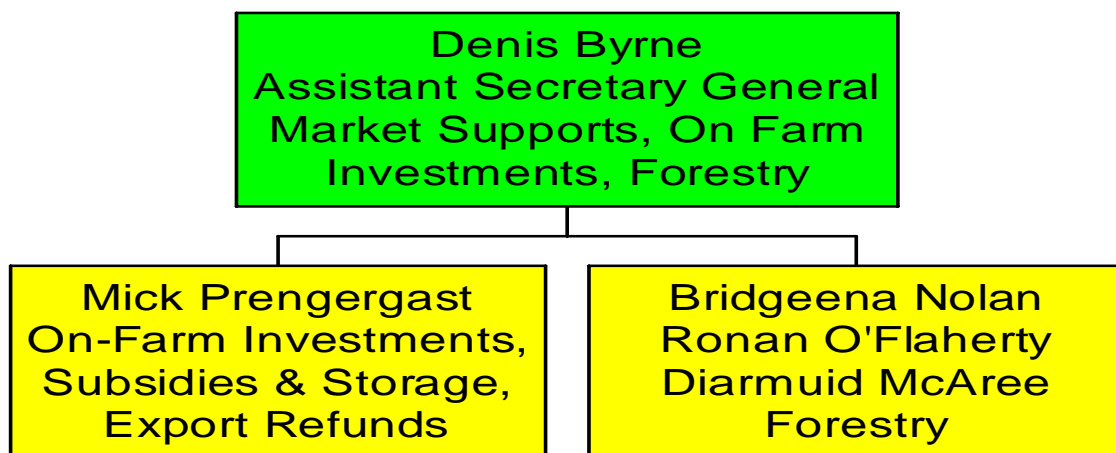
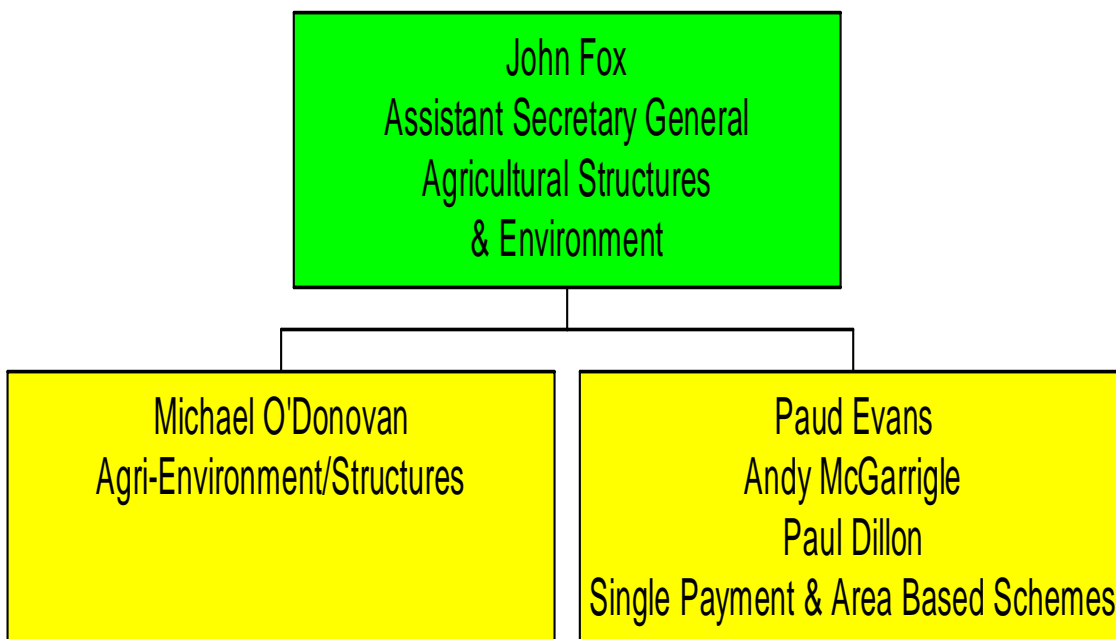
FOOD SAFETY, ANIMAL HEALTH

- LIVESTOCK BREEDING SUB-SECTIONS I & II
- Pesticides/Agricultural Seeds/Plant Breeders Rights Section
- ANIMAL FEEDING STUFFS
- ERAD/VETERINARY MEDICINES DIVISION
- ANIMAL HEALTH AND WELFARE DIVISION
- NATIONAL BEEF ASSURANCE DIVISION
- LABORATORY SERVICE ADMINISTRATION UNIT

APPENDIX 1

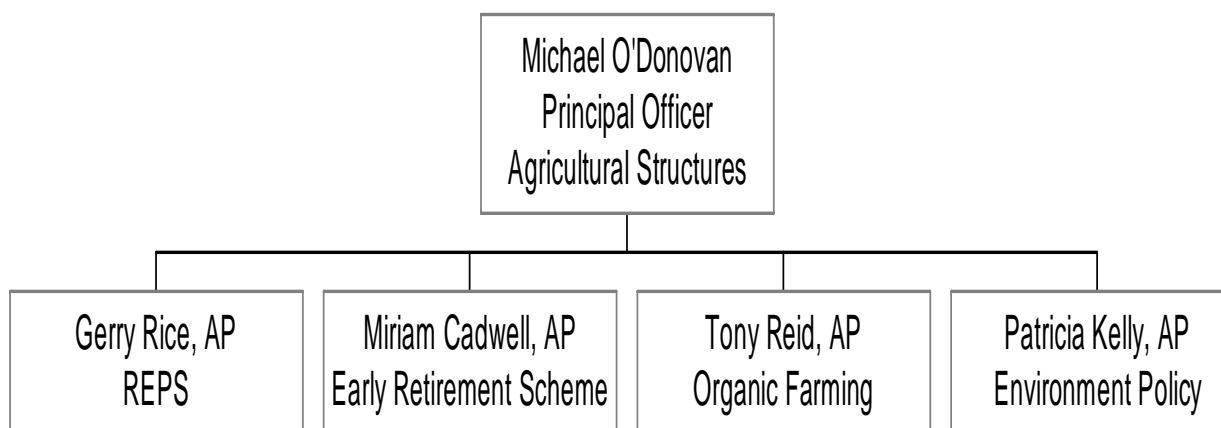
AGRICULTURAL PAYMENTS

The Agricultural Payments area can be sub-divided into two, each with its own Assistant Secretary General. The Organisation Charts below indicate these areas and the individuals who have responsibility for them.



AGRICULTURAL STRUCTURES DIVISION

This Division, which is based in the Departments offices in Johnstown Castle, Wexford, has responsibility for three schemes, the Rural Environment Protection Scheme (REPS), the Scheme of Early Retirement from Farming and the Scheme of Grant Aid for the Development of the Organic Sector. This responsibility includes the protection of Community funds. The Division also co-ordinates and services the Department's input on environmental policy and sustainable agriculture at national, EU and international level.



Rural Environment Protection Scheme (REPS)

Role of the REPS Unit

The REPS Unit has direct responsibility for the administration, monitoring and control of the REP Scheme. The principal objectives of the Scheme are;

- To establish farming practices and controlled production methods which reflect the increasing concern with conservation, landscape protection and wider environmental problems
- To protect wildlife habitats and endangered species of fauna and flora
- To produce quality food in an extensive and environmentally friendly manner.

Delivery of Service

The REPS Unit works in close co-operation with the Department's professional and technical staff in the implementation of this scheme. Under REPS, the participating farmer is amongst other things required to follow an agri-environmental plan for the period of his contract. Agri-environmental plans have to be drawn up by a planning agency approved by the Minister. Random checks and inspections are carried out in a proportion of cases before payments are effected. REPS payments are made each year for five years and a proportion of participants are selected each year for inspection.

REPS were first introduced in 1994 in implementation of Council Regulation 2078/92. REPS 3 was closed to new entrants in December 2006 and over 59,000 farmers were taking part. REPS 4 was launched on 8th August 2007.

Information Available

- EU Regulations under which the REPS Schemes were introduced
- Schemes and Services Publications
- REP Scheme documents
- List of REPS Circulars from 1994 - 2007
- Agri-environmental Specifications on the REP Schemes
- List of approved REPS Planners.
- Procedures Manuals for local Farm Development Service and for professional Rural Development and Environment staff.

EU regulations may be purchased from the EU Office, Molesworth Street, Dublin 2.

Information may be obtained by contacting any local Farm Development Service Office.

Further information may be obtained by contacting the following:

REPS Policy	Lorcan O'Shea	053-9163459
Agri-environmental plans		
REPS payments and financial management	Danny O'Brien	053-9163452
Terminations/Withdrawals	Joan Furlong	053-9165534
REPS planners	Thelma Taylor	053-9163478
Appeals		

All the above Officers can also be contacted by E-mail using the following format: e.g. thelma.taylor@agriculture.gov.ie

Classes of Records

Personal

- Applications under REPS (all files held in Local Farm Development Service Offices)
- Approved Planners under REPS
- Appeals
- Withdrawals from REPS

Administration

- Correspondence, Parliamentary Questions
- Payment details
- Inspections

EARLY RETIREMENT SCHEME

Role of the Early Retirement Unit

The Unit has responsibility for the overall co-ordination of all matters relating to the development and operation of the Scheme of Early Retirement from Farming, which is one of the Accompanying Measures under CAP Reform. The Scheme was first introduced in 1994 in implementation of Council Regulation 2079/92. The Early Retirement Scheme 2007 (ERS 3) was introduced on 13th June 2007.

Delivery of Service

In general, the Early Retirement scheme is open to farmers between their 55th and 66th birthdays who have practiced farming for the preceding ten years and who retire from farming definitively and transfer their farms by gift, lease or sale, to qualified younger farmers. The specific details of the Schemes are published in explanatory booklets. Application forms and guidelines for ERS 3 are available through the Department's local Farm Development Service Offices or direct from the Unit, or may be downloaded from the Department's website.

Information Available

- EU regulations on the 1994, 2000 and 2007 Schemes of Early Retirement from Farming
- Schemes and Services Publications
- Scheme documents and application forms for the 1994, 2000 and 2007 Schemes of Early Retirement from Farming, Scheme Application Forms and Scheme Guidelines

EU Regulations may be purchased from the EU Office, Molesworth St., Dublin 2.

Schemes and Services 2007, Application Forms and Scheme Guidelines are available from the Public Office of each Local Office.

Further information may be obtained as follows:

Early Retirement Scheme from	Jennifer Masterson	053-9163497
Farming	Catherine Moore	053-9163469
Debt Recoveries	Mary McCarthy	053-9165559

The above Officers can also be contacted by E-mail using the following format:
Eg: mary.mccarthy@agriculture.gov.ie

Classes of Records

The Section records are in a number of categories, some of which are maintained at Local Offices and others are in Headquarters.

Personal

- Application and supporting documents

Policy

- Scheme Development

Administration

- Scheme Guidelines and Operational Circulars

Financial

- Payment Schedule Files
- Pension

Organic Farming

Role of the Organic Unit

The role of the Organic Unit is to promote the development of the organic farming sector and implement the Department's function as the competent authority under the EU regulations governing organic food production.

Delivery of Service

The largest source of direct funding to organic farmers is the Rural Environment Protection Scheme (REPS). Included in the REP scheme is a supplementary measure on organic farming, the objective of which is to encourage producers to respond to the market demand for organically produced food. Financial assistance is also available to organic operators in respect of equipment and facilities for production, preparation, grading, packing and storage of organic products, through the Scheme of Grant Aid for the Development of the Organic Sector.

Information Available

- EU Regulations covering the production of organic food.
- Documentation on the Scheme of Grant Aid for the Development of the Organic Sector.

Further information may be obtained by contacting the following:

William Murphy Tel: 053 9163400 or e-mail organics@agriculture.gov.ie

Classes of Records

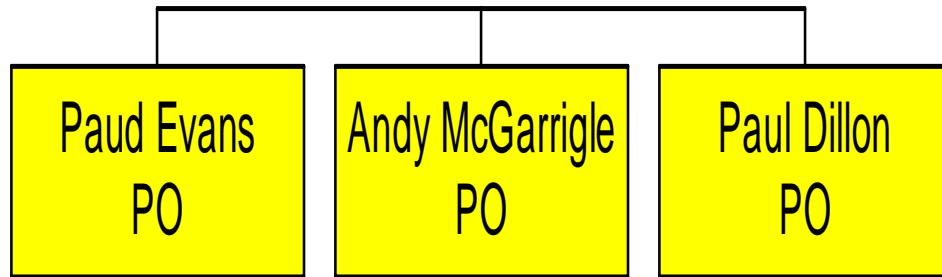
Personal

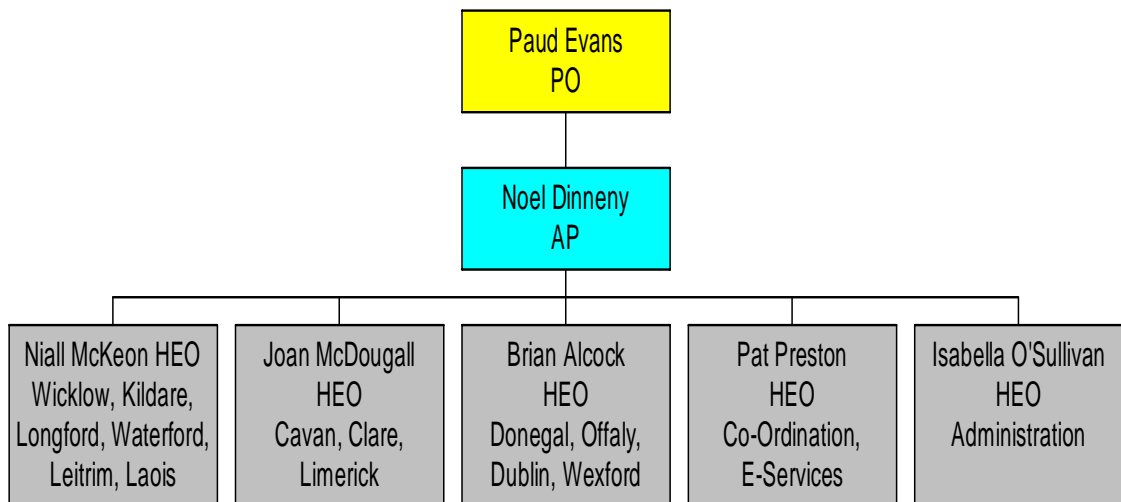
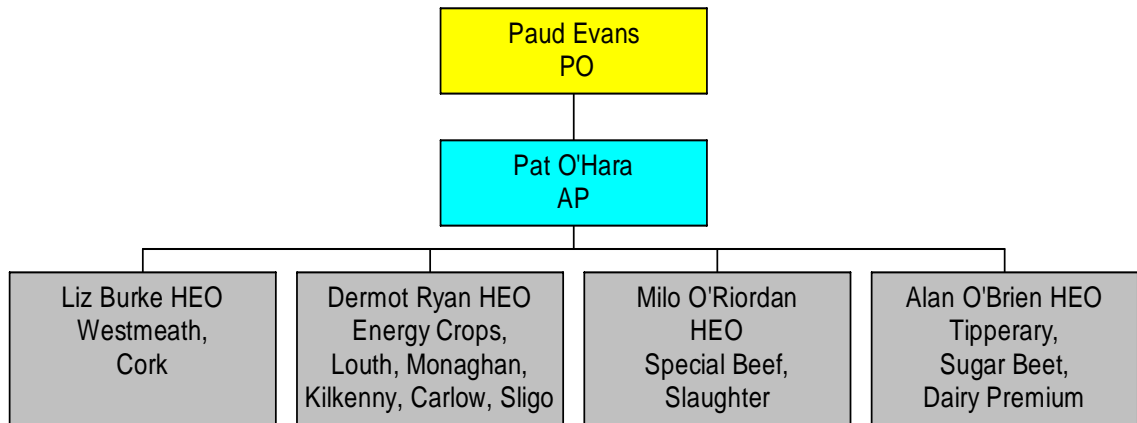
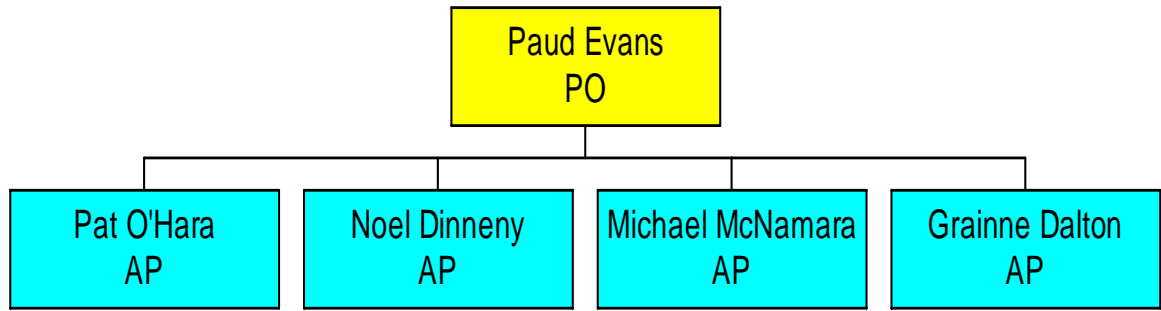
- Applications under the Scheme of Grant Aid for the Development of the Organic Sector.
- Register of organic operators.

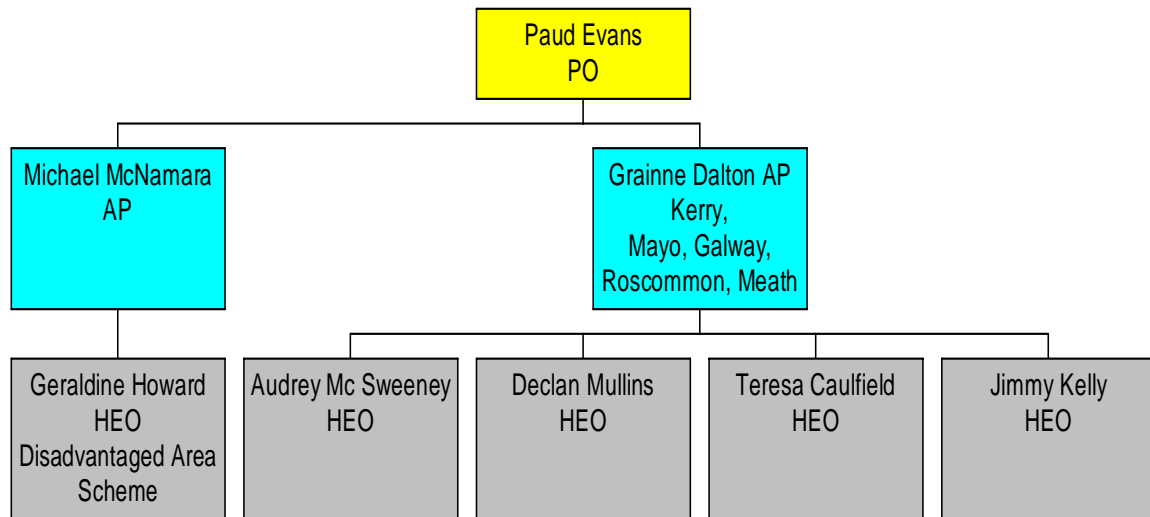
Administration

- Correspondence, Parliamentary Questions
- Payment details
- Inspections
- Grant Applications/Payments

**Single Payment Scheme (SPS) Area-Based Disadvantaged Areas
Compensatory Allowances Scheme (DAS)**







Single Payment Scheme (SPS)

Introduction

The Single Payment Scheme Division has been responsible for the Single Payment Scheme (SPS) since 2005. The information/documentation outlined here includes the processing of SPS applications, consolidation, trading/transfer of entitlements, and the allocation of entitlements from the National Reserve. Also contained here is information on Inspections and Cross Compliance arrangements.

Description

The introduction of the SPS brought a new concept of Payment Entitlements in to the direct payments system. Payment entitlements are not attached to the land, but are the property of the farmer who was farming during the reference period and was in receipt of direct payments under one or more of the Livestock Premium and/or Arable Aid schemes.

The SPS, which is fully decoupled from production, replaced Livestock Premium and Arable Aid schemes with effect from 1st January 2005. In general, SPS is applicable to farmers who actively farmed during reference years 2000, 2001 and 2002, who were paid Livestock Premium and/or Arable Aid in one or more of those years and who continue to farm in 2005 and afterwards. The gross Single Payment is based on the average number of animals and/or the average number of hectares (in the case of Arable Aid) on which payments were made in the three reference years.

The Single Payment is broken down into a number of individual payment Entitlements. The number of Payment Entitlements is equal to the average number of eligible hectares declared on the area aid applications during the

reference years, which, when divided into the Single Payment, gives a monetary value for each entitlement.

The Single Payment is subject to certain reductions such as:

- a 1.18% percentage reduction where the sum of individual entitlements exceeds Ireland's financial ceiling
- a reduction of 1.82% to create a National Reserve
- a reduction of 3% for modulation rising to 4% in 2006 and 5% from 2007 onwards to be used for Rural Development measures.

Other entitlements

In 2005 the Dairy Premium Scheme, introduced at the end of 2004, was decoupled from production and added to existing SPS entitlements.

In 2006, following reform of the Sugar sector, the farmers concerned were allocated additional Entitlements, on the basis of contracts held during the Sugar beet Reference Period of 2001, 2002 and 2004.

In addition to the documentation/procedures relating to SPS Entitlements and Applications, documentation relating to the Consolidation of Entitlements, Trading/Transfer of Entitlements, the application for National Reserve Entitlements and the Inspections/Cross Compliance arrangements are detailed below.

(I) PROCESSING OF 2007 SPS APPLICATIONS

The 2007 SPS application form, terms and conditions, help sheet, and entitlement information was issued to farmers commencing on 21st March 2007.

The closing date for the 2007 SPS was 4th May, extended to 15th May 2007.

Payments under the Single Payment Scheme (SPS) are made in one lump sum commencing on **1st December** each year. In certain circumstances, the European Commission may approve an advance payment of a proportion (up to 75% in 2007) of the Single Payment. Ireland made 50% advance payment to eligible applicants on 16th October 2006.

***Enabling legislation**

Rules governing the implementation of the SPS are set out in Council Regulation (EC) No 1782/2003 and Commission Regulations (EC) No 795/2004 and No 796/2004.

Forms used in the Administration of SPS

Application form	Applicants complete this form giving details of name address PPSN number, confirming entitlements, land parcel information and agree to abide by the rules of the scheme.
Terms and Conditions	Outlines the rules governing the SPS.
Help sheet	Gives pointers and advice to applicants as to how to complete the application form.
SPS Amend 2007	Allows farmers to change obvious/innocent errors to application form without penalty
DAF AA Reg 1	Allows agents to register to make on-line SPS applications on behalf of farmer clients
SPS Auth 2	Allows farmers to give agent authority to act on his/her behalf
SPS Auth 3	Allows farmers to terminate the authorisation given to an agent to act on their behalf

Further Information on the Single Payment Scheme 2007

A copy of the main administrative procedures/forms used for processing the applications under the 2007 SPS can be acquired by mail, phone or Internet from the following:

Single Payment Application Section, Government Buildings, Old Abbeyleix Road, Portlaoise, Co. Laois.

Any queries in relation to a particular county may be made to the appropriate County Lo-call Telephone Number as follows:

Section	Counties	Lo-call Telephone Number
1	Cork and Westmeath	1890 252 236
2	Cavan, Clare and Limerick	1890 252 235
3	Donegal, Dublin, Offaly and Wexford	1890 252 244
4	Carlow, Kilkenny, Louth, Monaghan and Sligo	1890 252 243
5	Kildare, Laois, Leitrim, Longford, Waterford and Wicklow	1890 252 242
6	Galway, Kerry, Mayo, Meath, Tipperary and Roscommon	1890 200 502

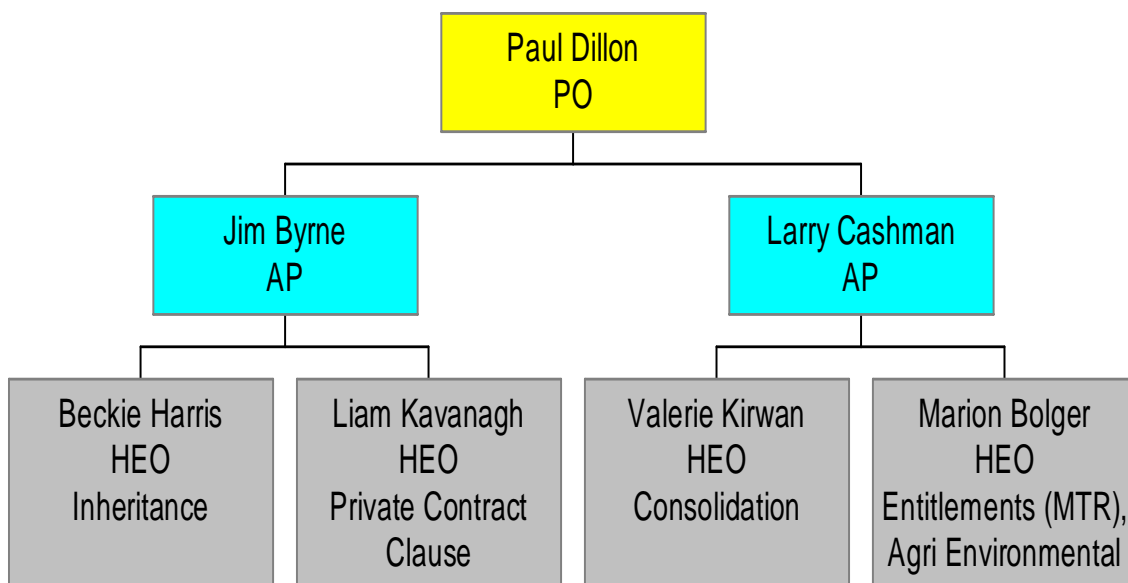
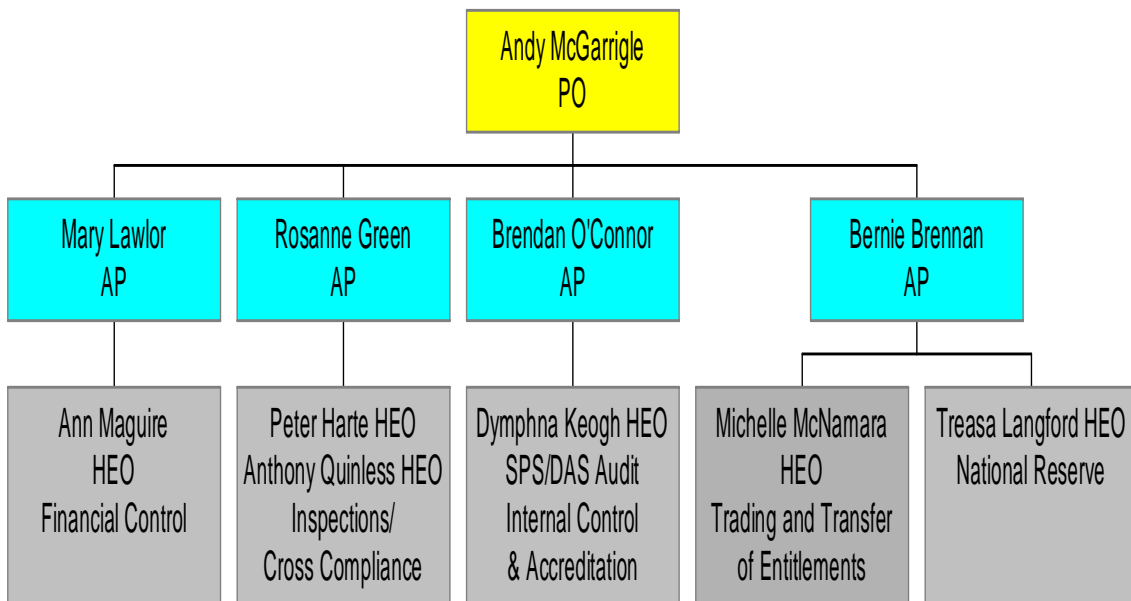
Website: www.agriculture.gov.ie - Single Payment Forms

AGFOOD ON-LINE QUERIES

1890 200 498: Agents Help-line

1890 252 544: Registration of Agricultural Agents and Authorisation by farmers of Agents to file SPS applications on their behalf.

1890 252 118: Registration of farmers for Agfood on-line services



(II) CONSOLIDATION

Description

The Consolidation (stacking) of entitlements means that in certain circumstances a farmer may give up to the national Reserve his/her own existing entitlements. The farmer is then re-allocated a lower number of entitlements with a higher net value.

Consolidated entitlements are allocated from the National Reserve and are subject to certain restrictions for the 5 years following consolidation (referred to as the 5-year period). The entitlements cannot be sold or leased for 5 years including the year of consolidation; any consolidated entitlements that are not claimed in any given year will revert back to the National Reserve; and if a farmer consolidates in more than one year, the 5-year period recommences in the year for further consolidation.

Ireland is now into the third year of processing the Consolidation measure of the SPS and since 2006 along with 4 previous measures (expired lease, expired rental agreement, land acquired by a local authority for the purposes of a Compulsory Purchase Order, land afforested through the Afforestation Premium Scheme or lands lost due to the construction of waste facilities under the Farm Waste Management or Waste Processing schemes.) Herd Owners in receipt of compensation as a result of the Reform of the Sugar Sector and/or who lost lands as a result of implementing the Farm Waste Management Scheme, may also apply to consolidate their entitlements

Farmers who do not wish to, or who are not eligible to, consolidate their entitlements in 2007 can apply to do so in subsequent years. It will also be possible for farmers who consolidate their entitlements in one year to further consolidate entitlements in later years.

***Enabling legislation**

Consolidation of entitlements is provided for in Article 42.5 of Council Regulation (EC) No 1782/2003 and Article 7 of EU Commission Regulation (EC) No 795/2004.

Further information on SPS Consolidation 2007

Copies of the main administrative procedures/forms used for Consolidation under the 2007 SPS can be acquired by mail, telephone or Internet from the following:

Consolidation Section, Department of Agriculture and Food, Eircom Building, Knockmay Road, Portlaoise, Co. Laois or from any of the Department's offices.

Telephone: Lo-Call 1890-252-240

E Mail: consolidation.sps@agriculture.gov.ie

Website: www.agriculture.gov.ie - Single Payment Forms

(III) TRADING/TRANSFER OF ENTITLEMENTS

Description

The Department maintains a database of entitlements, which contains the name and herd number under which entitlements are registered with a view to ensuring that payment issues to the correct holder(s) of the entitlements in any particular year.

Farmers may transfer their entitlements with or without land for a variety of reasons.

These are:

- Sale of Entitlements
- Sale of an Entire holding
- Transfer by Lease/Rental agreement
- Transfer by Gift
- Transfer by Inheritance
- Transfer by Scission
- Transfer by Merger
- Transfer by Change of Legal Status
- Transfer by Milk Partnership
- Admin Transfer.

Farmers who wish to transfer their entitlements or change registration details of a herd number must complete an application to have the registration details of the entitlements changed by submitting a Transfer of Entitlements (SPS/TE) to the Department.

*Enabling legislation

Trading/transfer of entitlements is provided for in Articles 42(8), 44, 46, 49 and 54 of Council Regulation (EC) No. 1782/2003 and by Articles 9, 24, 25 and 74 of Commission Regulation (EC) No. 795/2004.

Further information on Trading/Transfer of Entitlements 2007

Copies of the main administrative procedures/forms used for Trading/Transfer of Entitlements under the 2007 SPS can be acquired by mail, telephone or Internet from the following:

Transfer of Entitlements section, Department of Agriculture and Food, Eircom Building, Knockmay Road, Portlaoise, Co. Laois or from any of the Department's offices.

Telephone: Lo-Call 1890-200-560

Website: www.agriculture.gov.ie - Single Payment Forms

(IV) NATIONAL RESERVE

Description

The purpose of the National Reserve is to minimise the impact on farmers who may have found themselves disadvantaged in the transition to the new decoupled scheme due to changes to their business during or since the Reference period and to assist new entrants to farming since the reference period.

The 2007 National Reserve caters for one mandatory category (A) and 3 non-mandatory categories (B, C and D).

Category A Farmers who inherited, leased or otherwise received free of charge, or for a nominal amount, from a farmer who retired or died before 16 May 2005, a holding that was leased out to a third party during the 2000 – 2002 reference period.

Category B New Entrants category This is a non-mandatory category under the National Reserve that caters for new entrants to farming. This category was included in the National Reserve in 2005 and 2006 and the qualifying criteria are as follows:

Farmers, who commenced farming after 31 December 2002 or who, while farming during 2002, did not receive any direct payments in respect of that scheme year. Income and educational qualifications apply to this category. The 2005 New Entrant category was confined to farmers who acquired land by inheritance or purchase. In 2006 the qualifying criteria was extended to include leased or rented land provided that the applicant demonstrated a genuine commitment to farming including the condition that the leased/ rented land must have been declared by the applicant for the three consecutive years 2004, 2005 and 2006. In 2007, the New Entrant category includes a similar condition whereby the leased/ rented land must be declared on the 2005, 2006 and 2007 Single payment scheme applications. Also the New Entrant must comply with all

the other educational and income criteria in order to be deemed eligible for entitlements from the Reserve

Category C Sheep category Discussions have taken place with the EU Commission to use the provisions of Article 42(5) of EU Council Regulation 1782/03 to utilise surplus resources in the National Reserve to allocate entitlements to compensate specific categories of disadvantaged farmers. Under the 2007 National Reserve this surplus funding will be used to provide a top-up to entitlements held by sheep farmers whose entitlements are below the average value for the DED (District Electoral Division) concerned and whose gross Single payment is less than €6,000.

The qualifying criteria is as follows:

- Each applicant must submit a 2007 National Reserve application
- At least 40% of the value of the applicant's Single payment entitlements must have been derived from coupled payments associated with sheep production during the reference period
- The value of existing entitlements must be less than €6,000
- If the top-up increases the value of existing entitlements by more than 20% then the existing entitlements become National Reserve entitlements and must be declared each year for 5 years otherwise the allocation of entitlements from the Reserve will be returned immediately to the Reserve
- The maximum top-up from the Reserve will be €1,000 or the maximum value of entitlements for the DED of the applicant whichever is the lesser
- Total entitlement value following top-up must not exceed €6,000

Category D Off shore island farmers The 2007 National Reserve will also be used to allocate top-ups to farmers on off-shore islands whose existing Single Payment is less than €6,000 and where individual entitlements are less than the DED average. Allocations will be capped at the average value of entitlements in the DED or a total Single Payment of €6,000 whichever is the lesser and allocations to successful farmers will not exceed €1,000.

The qualifying criteria is as follows:

- Applicant must submit a Single payment scheme application for year of application for the National Reserve.
- New entitlements are allocated on land free of entitlements only
- National Reserve entitlements must be used each year for 5 years following allocation i.e. A hectare of land per entitlement must be declared each year, otherwise entitlements unused are immediately returned to the Reserve
- If top up to value of entitlements increases the value of entitlements by more than 20% then a five year retention rule is applied to the topped up entitlements and if then the top-up is returned to the Reserve.

Where applicable National Reserve applicants will also be subject to further examination under anti-accumulation. Under EU Regulations a farmer may not obtain double benefit under more than one category of the Reserve or a category of the Reserve and another measure e.g. force majeure, new entrant. He/she may only benefit from the measure that is of greatest financial benefit.

*Enabling legislation

Provisions for the National Reserve are defined in Council Regulation (EC) No. 1782/03 and Commission Regulation (EC) No. 795/05.

Further information on National Reserve 2007

Copies of the main administrative procedures/forms used for the National Reserve under the 2007 SPS can be acquired by mail, telephone or via the internet from the following:

National Reserve Section, Department of Agriculture and Food, Eircom Building, Knockmay Road, Portlaoise, Co. Laois or from any of the Department's offices.

Telephone: Lo-Call 1890-252-051

Website: www.agriculture.gov.ie - Single Payment Forms

(V) INSPECTIONS/CROSS COMPLIANCE

Description

In Council Regulation (EC) No 1782/2003 there is a requirement that the payment of direct aid should be linked to compliance with rules relating to agricultural land, agricultural production and activity. Those rules should serve to incorporate in the common market organisations basic standards for the environment, food safety, animal health and welfare and good agricultural and environmental condition. If those basic standards are not met, Member States should withdraw direct aid in whole or in part on the basis of criteria which are proportionate, objective and graduated.

In order to meet this requirement the Department of Agriculture and Food carries out a programme of control checks on farms in receipt of SPS payment each year

On-farm Checks

For the farmers selected for inspection, there are two types of checks carried out for the purpose of implementing the Single Payment Scheme, - Eligibility checks and Cross Compliance checks. The cross compliance checks are separate from eligibility checks (area checks) and any cross compliance sanctions will be applied, after eligibility has been established. It is a requirement that all eligibility checks are completed prior to payment. However, payment will not be delayed where the cross compliance inspection is not finalised.

Eligibility checks

In the first instance it is a requirement to carry out standard eligibility checks on 5% of farmers applying for the Single Payment Scheme. The requirements for checking eligibility of the area declared are similar to the arrangements in place over the years for area aid inspections.

Verification of eligibility conditions

Under Article 23 of Council Regulation (EC) 1782/2003 the Department carries out administrative checks on the aid applications including a verification of the eligible area and the corresponding payment entitlements. Administrative checks

shall be supplemented by a system of on-the-spot checks to verify eligibility for the aid. For this purpose Member States shall draw up a sampling plan of agricultural holdings. Member States may use remote sensing techniques as a means to carry out on-the-spot checks on agricultural parcels.

Article 26 (1) of Commission Regulation (EC) No 796/2004 requires that the total number of on-the-spot checks carried out each year shall cover at least 5% of all farmers submitting a single application.

Article 32 of 796/2004 allows Member States to make use of remote sensing with regard to the sample referred to in Article 26(1) instead of applying the traditional means of on-the-spot checking. As per Article 32(4) once a farmer has been selected for an on-the-spot check by remote sensing 80% of the area claimed must be checked by remote sensing, whereas Article 29 allows the actual inspection in the field as part of an on-the-spot check to be limited to a sample of at least half of the agricultural parcels for which applications have been submitted.

Controls on cross-compliance

Under Article 25 of Council Regulation (EC) No 1782/2003 the Department carries out on-the-spot checks to verify whether the farmer complies with the obligations referred to in Chapter 1. Article 44 of Commission Regulation No 796/2004 states that the competent control authority shall, with regard to the requirements or standards for which it is responsible, carry out checks on at least 1% of all farmers submitting aid applications under support schemes for direct payments within the meaning of Article 2(d) of Regulation (EC) No 1782/2003 and for which the competent control authority in question is responsible.

Further information on Inspections/Cross Compliance

A copy of the main administrative procedures for processing any Inspection/Cross Compliance results for the 2007 Single Payment Scheme (SPS) is available from the Single Payment Scheme Inspections and Cross Compliance section, Department of Agriculture and Food, Government Buildings, Abbeyleix Road, Portlaoise, Co. Laois. Tel: 057 8678737

***Enabling Legislation**

Provisions for the Inspections/Cross-compliance aspects of the SPS 2007 are provided for in Council Regulations (EC) No 1782/2003 and No 1698/2005 and in Commission Regulations No. 795/2004, 796/2004, 1973/2004, 1320/2006, 1974/2006 and 1975/2006.

(VI) Area-Based Disadvantaged Areas Compensatory Allowances Scheme (DAS)

Description

The Disadvantaged Areas Schemes (covering Cattle, Sheep, Goat And Equine Headage) were replaced in 2001 by the Area-Based Disadvantaged Areas Compensatory Allowances Scheme (DAS). Farmers who would normally apply for Headage Schemes and also Deer Farmers in Disadvantaged Areas may apply for the new Area Based Compensatory Allowances Scheme.

Application to participate in the Area Based Compensatory Allowances Scheme in 2007 is made on the 2007 Single Payment Scheme (SPS) application form. There is no other application form for the Area Based Disadvantaged Areas Compensatory Allowances Scheme. In order to receive this Compensatory Allowance, farmers therefore had to have submitted a completed SPS application form by the 15th May 2007 closing date. Pre-printed application forms issued before the end of March 2007 to over 130,000 farmers who made Single Payment Scheme (SPS) applications in 2006.

The aims of the scheme are:

- To ensure continued agricultural land use and thereby contribute to the maintenance of a viable rural community
- To maintain the countryside
- To maintain and promote sustainable farming systems which in particular take account of environmental protection requirements

***Enabling legislation**

Provisions for the Inspections/Cross-compliance aspects of the SPS are set out in Council Regulations (EC) No. 1257/99, 1698/2005, 1257/2002 and 1258/1999 and in Commission Regulations (EC) No. 445/2002, 2419/2001, 2603/1999.

Further information on Disadvantaged Areas Scheme

A copy of the main administrative procedures/forms for DAS 2007 can be acquired by mail, phone or Internet from the following:

Disadvantaged Areas Section, Single Payment Scheme Unit, Government Buildings, Old Abbeylax Road, Portlaoise, Co. Laois.

Telephone: See SPS details, page 3

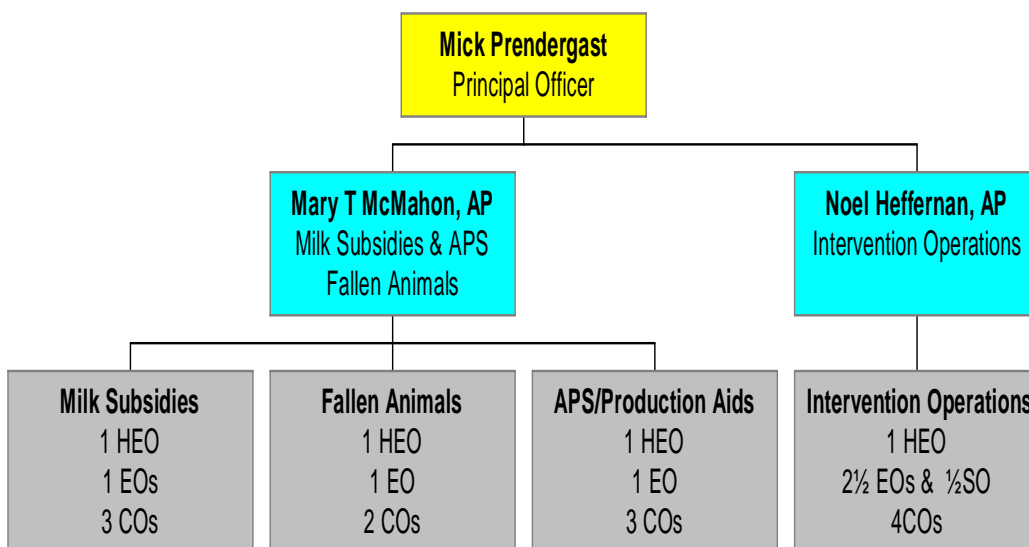
Website: www.agriculture.gov.ie - Single Payment Forms

* Copies of all relevant legislation are available from the EU Commission Office, Molesworth Street, Dublin 2 or from the EUR-LEX website at http://europa.eu.int/comm/agriculture/consleg/index_en.htm.

Denis Byrne
Assistant Secretary General
Market Supports, On Farm
Investments, Forestry

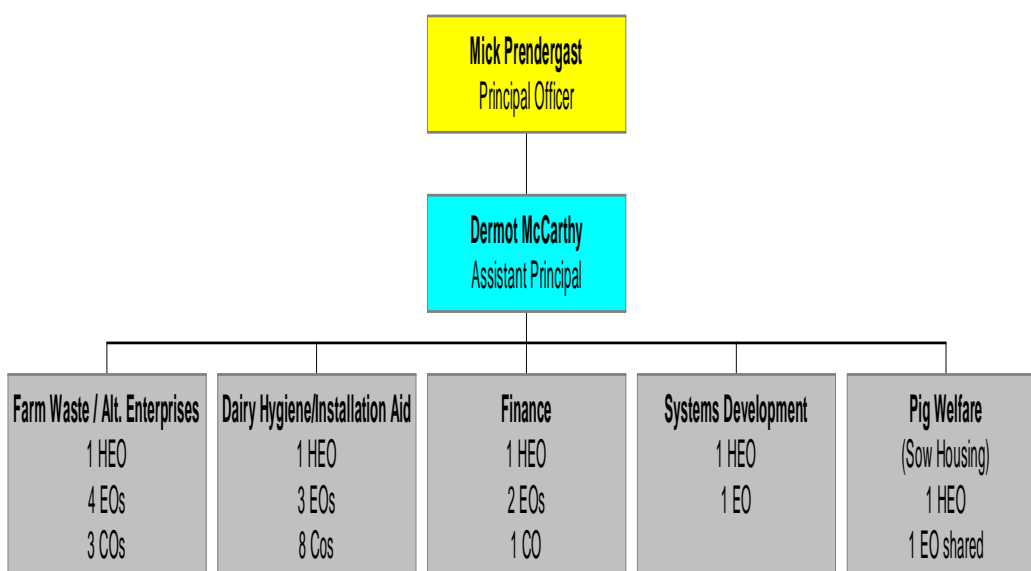
Mick Prenergast
On-Farm Investments,
Subsidies & Storage,
Export Refunds

Bridgeena Nolan
Ronan O'Flaherty
Diarmuid McAree
Forestry



ON-FARM INVESTMENT SCHEMES DIVISION

ON FARM INVESTMENT / STORAGE AND SUBSIDIES DIVISION



On-Farm Investment Schemes

As part of its role in improving agricultural productivity, the Department aims to improve agricultural structures by providing aid at farm level to improve the environment, dairy hygiene and animal welfare standards and to reduce the average age of farmers.

Five On-Farm Investment Schemes provided for in the National Development Plan 2000-2006 are currently in operation, namely Schemes for Investment Aid for

- Farm Waste Management
- Improvement in Dairy Hygiene Standards
- Alternative Enterprises (Housing & Handling Facilities)
- Installation Aid for Young Farmers
- Pig Welfare (Sow Housing) Delivery of Service

The Division formulates schemes and policy in relation to the operation of the relevant sub-measures under Regional Operational Programmes and processes payments arising under each Scheme. The Schemes are operated through a network of local Agricultural Environment and Structures (AES) Offices. Applications for approval under the Schemes are, except in certain cases, subject to a pre-approval on-farm visit by the technical staff of the Department. In addition, all applications must undergo a final inspection on completion of work to ensure compliance with the Department's specifications prior to payment of the grant.

Information Available

- Ireland National Development Plan
- Southern and Eastern Regional Operational Programme
- Border, Midland and Western Operational Programme
- Schemes and Services Booklet
- Detailed technical specifications for certain items of investment.

The terms and conditions of all the Schemes, together with the application forms, are available from the Department's AES Offices throughout the country. Further information may be obtained by contacting the following:

Dermot McCarthy	<u>Tel. (053)</u> 9163499
Tim Flynn	9165504
Michael O'Connor	9163382
Yvonne Alford	9165512
Mick Jordan	9163431
Peter O'Brien	9163323

Department of Agriculture and Food, Johnstown Castle Estate, Co. Wexford

All the above officers can also be contacted by e-mail using the following format:
e.g. dermot.mccarthy@agriculture.gov.ie

Classes of Records

Personal

- Payment details for each applicant
- Farmer files under various Schemes

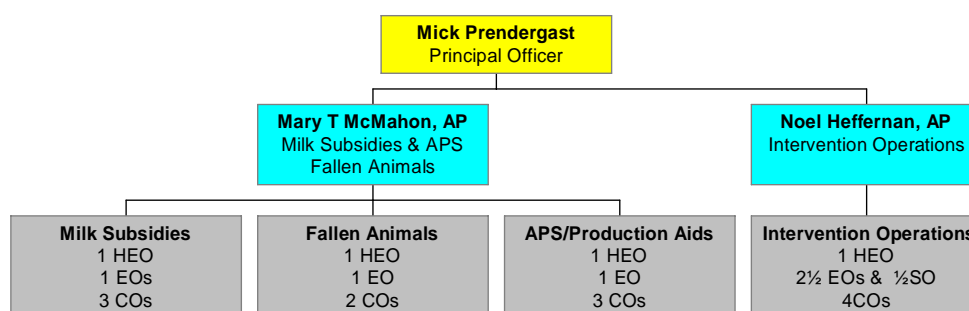
Policy

- Scheme Development

Administration

- Guidelines/Procedures Manuals
- Financial
- Financial and Statistical Data

SUBSIDIES AND STORAGE DIVISION



Milk Subsidies/Aids for Private Storage

The Division administers EU-assisted schemes of Aids for Private Storage, dehydrated fodder and starch production aids, and other aid schemes incorporating milk and milk products, including production aid for casein, market butter used in the production of pastry products or ice-cream, aid for skimmed milk and skimmed milk powder used in animal feed, subsidy on milk consumed by schoolchildren, and subsidy on butter used by certain non profit making organisations.

Delivery of Service

The services are delivered with the support of, and in liaison with, bodies such as the technical service of the Department, the European Commission, the Co-Operatives and private storage facilities.

The schemes are available to traders and processors of the commodities concerned. The Department acts as an agent of the European Commission in coordinating the operations of the schemes. The Department also monitors production quality and storage conditions of the commodities.

Information Available

- Memoranda on schemes for the information of the trader (which may be obtained from the Division)
- EU Regulations governing the implementation of schemes are published in the Official Journal of the European Communities
- General Contract Agreement on conditions under which commodities may be purchased into intervention
- Financial information on schemes is published in the accounts of the European Commission and in national accounts
- Instructions for the Inspectorate on the Supervision and Control of Intervention
- Information on the School Milk Scheme is available on the Departments website at <http://www.agriculture.gov.ie/index.jsp?file=areasofi/eumilkscheme/eumilkscheme.xml>

Further information is available as follows:

Milk Subsidies 3405	Paddy Moran	Tel: (053) 9163400 Ext.
Aids for Private Storage 5563	Niall Forde	Tel: (053) 9163400 Ext.
Dehydrated Fodder & Starch		

All the above Officers can also be contacted by e-mail using the following format, e.g. paddy.moran@agriculture.gov.ie

Dairy, Cereals, Sugar & Beef Intervention:

The Division administers EU-assisted intervention schemes in relation to butter, skimmed milk powder, cereals, sugar and beef. Intervention is a market support mechanism designed to support the price of agricultural products and ensure an orderly market by purchasing into intervention where there is an oversupply and selling out of intervention when market conditions improve. The Division is responsible for the purchasing, storage and sale of commodities under the schemes.

Delivery of Service

The services are delivered with the support of, and in liaison with, bodies such as the technical service of the Department, the European Commission and private storage facilities.

The Intervention schemes are available to traders and processors of the commodities concerned. The Department acts as an agent of the European Commission in coordinating the operations of purchasing, storing and selling. The Department also monitors production quality and storage conditions of the commodities in intervention.

Information Available

- Memoranda on schemes for the information of the trader (which may be obtained from the Division)
- EU Regulations governing the implementation of schemes are published in the Official Journal of the European Communities
- General Contract Agreement on conditions under which commodities may be purchased into intervention
- Financial information on schemes is published in the accounts of the European Commission and in national accounts
- Instructions for the Inspectorate on the Supervision and Control of Intervention Products

Further information is available as follows:

Dairy & Cereals Intervention Ext. 3437	Patricia Mennis	Tel: (053) 9163400
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The above Officer can also be contacted by e-mail using the following format patricia.mennis@agriculture.gov.ie

Classes of Records

Administrative

- Files, forms, and sundry documents relating to schemes
- Sampling and other technical reports

Policy

- Instructions/Guidelines/Trader Notices
- Legislative provisions in respect of schemes
- Reports of EU meetings

Financial

- Statistical data on schemes
- Audits

Fallen Animals Section

The main function of the Section is to administer the Fallen Animal Scheme. The Scheme subsidises:

- the collection of fallen bovine carcasses;
- the rendering and disposal by incineration of all fallen animal carcasses

Delivery of Service

The staff of the Section has responsibility for the processing of claims from knackeries for the collection of bovine animals. The section is also responsible for payments for the rendering of eligible fallen animals at Category 1 rendering plants.

There is co-operation with the staff in Animal By-Products Division, Portlaoise to implement the provisions of EC Regulation 1774/2002 laying down health rules concerning animal by-products not intended for human consumption (SI No. 612/2006)

Audits are carried out each year on the records relating to fallen animals at each knackery premises.

Information Available

- Individual knackery files, which contain data relating to payments
- Individual rendering files, which contain data relating to payments
- Correspondence general and specific
- Veterinary files relating to inspections of knackeries
- Financial

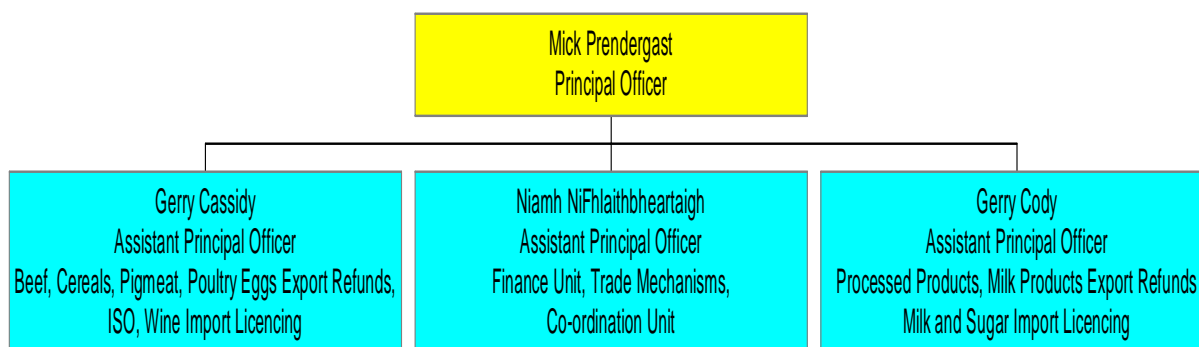
Further information can be obtained as follows:

Margaret Murray	Telephone (053) 9165586
Kathleen Ruddle	Telephone (053) 9170327
Amanda Lennon	Telephone (053) 9163400 Ext 3039
Anne-Marie Guilfoyle	Telephone (053) 9163400 Ext 3038

All the above officers can also be contacted by e-mail using the following format, e.g. amanda.lennon@agriculture.gov.ie

Export Refunds Division

Role and Structure of the Division



Export Refunds:

The Division pays EU-financed refunds on exports of products to Third Countries. Products in respect of which supports are payable by the Division include milk and milk products, beef, cereals, pig meat, poultry and eggs, and processed products that contain certain agricultural products. These refunds are intended to bridge the gap between the higher EU prices and the lower world market prices. Related functions in this regard include responsibility for the issue of licences for export to/import from Third Countries, the issue of Advance Fixing Certificates and Refund Certificates, and the management of securities.

Import Licensing:

Export Refunds Division also issues import licenses for the following commodities:

- Wine
- Ethyl Alcohol
- Milk and Milk Products
- Sugar

Imports of other foodstuffs such as meat and vegetables are licensed in other areas of the Department.

Delivery of Service

The services are delivered with the support of, and in liaison with, bodies such as the Revenue Commissioners, other Units and the technical service of the Department, other Departments, European Commission, etc.

Export refunds are paid directly to the exporter providing that the correct documentation has been received and that all conditions laid down in relevant EU regulations have been complied with.

Information Available

- Memoranda on schemes for the information of the trader (which may be obtained from the Division)
- EU Regulations governing the implementation of schemes are published in the Official Journal of the European Communities and are available on-line at <http://eur-lex.europa.eu/en/index.htm>
- Information on the importation of Wine is available on the Departments website at http://www.agriculture.gov.ie/index.jsp?file=forms/Wine_Licence/wine_licence.xml
- Financial information on schemes is published in the accounts of the European Commission and in national accounts

Further information is available as follows:

Export Refunds –
Import licensing -
Milk and Milk Products
Kevin McGeever
Brenda Gorey
Tel : (053) 91 63440
Tel : (053) 91 63418
Export Refunds - Cereals/
Pigmeat/Poultry and Eggs
Wine and Ethyl Alcohol Import
licensing
Brendan Ennis
Tel : (053) 91 63446

Export Refunds -
Processed Products
Sugar Import licensing
Gerard Sheil
Alan O'Callaghan
Tel : (053) 91 63417
Tel : (053) 91 63454

Export Refunds – Beef Licencing/Payments/Proofing

John Grogan
Anne Dobbs
Tel : (053) 91 65575
Tel : (053) 91 65594

Trade Mechanisms
Colman Hickey
Tel : (053) 91 63425

Co-ordination Unit
Alan Sheridan
Tel : (053) 91 63498

Export Refunds Financial Unit
Karl Coggins
Tel : (053) 91 65539

If the above Officers can also be contacted by E-mail using the following format : - brendan.ennis@agriculture.gov.ie

The Revenue Commissioners are responsible for processing both imports and exports from Ireland. Further information can be found on their website at www.revenue.ie

Classes of Records

Administrative

- Files, forms, export declarations, and sundry documents relating to schemes
- Sampling and other technical reports

Policy

- Instructions/Guidelines/Trader Notices
- Legislative provisions in respect of schemes
- Reports of EU meetings

Financial

- Statistical data on schemes
- Audits

FOREST SERVICE

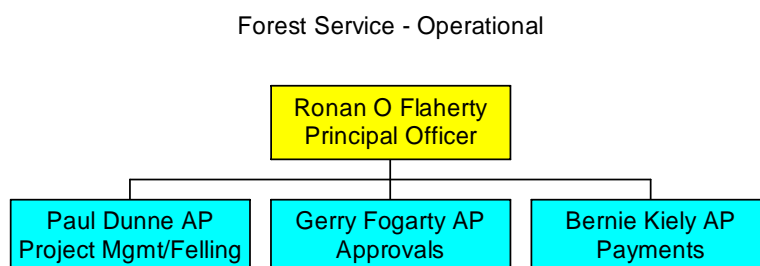
Structure of Division

The Forest Service has two streams – an Administrative and an Inspectorate side. Both sides work together to achieve the chief objective of the Forest Service, which is to foster the efficient and sustainable development of forestry through a number of State and EU grant aid measures directed at the forest sector. The respective roles of each side to achieve the overall objectives of the Forest Service are outlined below.

Forest Service – Administrative

Following a recent restructuring the Administrative side is divided into Operational and Policy Divisions.

Operational Division Organisation Chart



Role of Operations Division

The primary role of the Operations Division is to design and administer the various grant and premium schemes that drive the national forestry programme. It also deals with the control of felling and replanting, forest health and IT development. The Division is headed by a Principal Officer and is divided into three areas, as follows:

Approvals

This area assesses proposals for initial afforestation and the other activities supported under the various grant and premium schemes, and issues approvals/refusals after carrying out appropriate consultations. The Section also handles cases of changes of applicant for subsequent premium arising out of death of an applicant or sale or transfer of grant-aided plantations. Another function of the Section is recovery of grant and premium payments when land is taken out of the forestry scheme.

The Appeals Unit is a separate entity on the administrative side, dealing with review of applications and claims when customers or the public are dissatisfied with the outcome of an application.

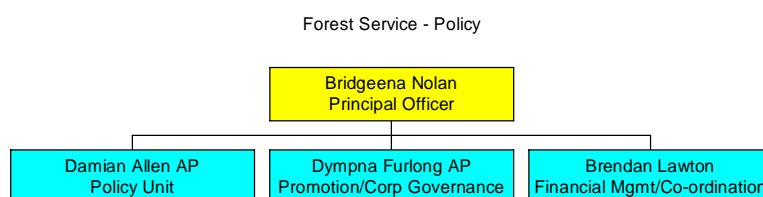
Payments

The Payment Sections manage the payment of 1st and 2nd Instalment Grants, Maintenance Grants and Premiums under all forestry schemes, as well as issues relating to Plant Health.

IFORIS and Felling

There are two sections in this area. One provides the business input for the IFORIS computer system, and for other IT solutions (such as FIMS – the Forest Industry Mapping System). The other manages the control of felling in accordance with the Forestry Act 1946. With very few exceptions, all felling requires to be licensed by the Minister. This section issues such licences and prosecutes cases of alleged illegal felling.

Policy Division Organisation Chart



Role of Policy Division

The Policy Division is responsible for national forest policy, the promotion of private forestry, compatibility between planting and the environment, forestry training and the promotion of research in forestry and forest produce. The Policy side is headed by a Principal Officer and is divided into three areas, each headed by an AP. These areas are as follows:

Policy Unit

The Forest Policy Unit deals with a wide-ranging variety of forestry issues at national, European and international level. The Forest Policy Unit has responsibility for and is concerned with the development of national policies and programmes that promote the growth of forestry in Ireland, taking into consideration relevant national and EU legislation, the principles of sustainable forest management and the protection of the environment.

Financial Management & Co-ordination

The Forest Service operates to the highest standards of financial management, procurement and revenue collection of debts arising from the operation of the schemes. The maintenance of detailed financial records ensures full compliance with EU and national financial, audit and control requirements. This area also carries out various co-ordination functions, including responding to queries for general forestry information. This area is responsible for co-ordinating and supplying forestry statistics including timber trade figures to both European and United Nations Organisations.

Promotion & Training/Corporate Governance

This area considers applications and allocates funds in relation to the promotion of forestry and the development of public awareness of forestry. Each year the Forest Service will issue a call for proposals seeking applications for funding towards projects, which will contribute to achieving the specific objectives of the Forestry development sub-measure.

It also facilitates measures designed to provide training to landowners and other persons involved in forest establishment and forest management, along with those involved in the downstream, processing and marketing sectors and to promote rural development.

This area maintains frequent liaison with Coillte Teoranta to ensure adherence by the Company to the provisions of the Forestry Act, 1988, under which Coillte was established. These include, inter alia,

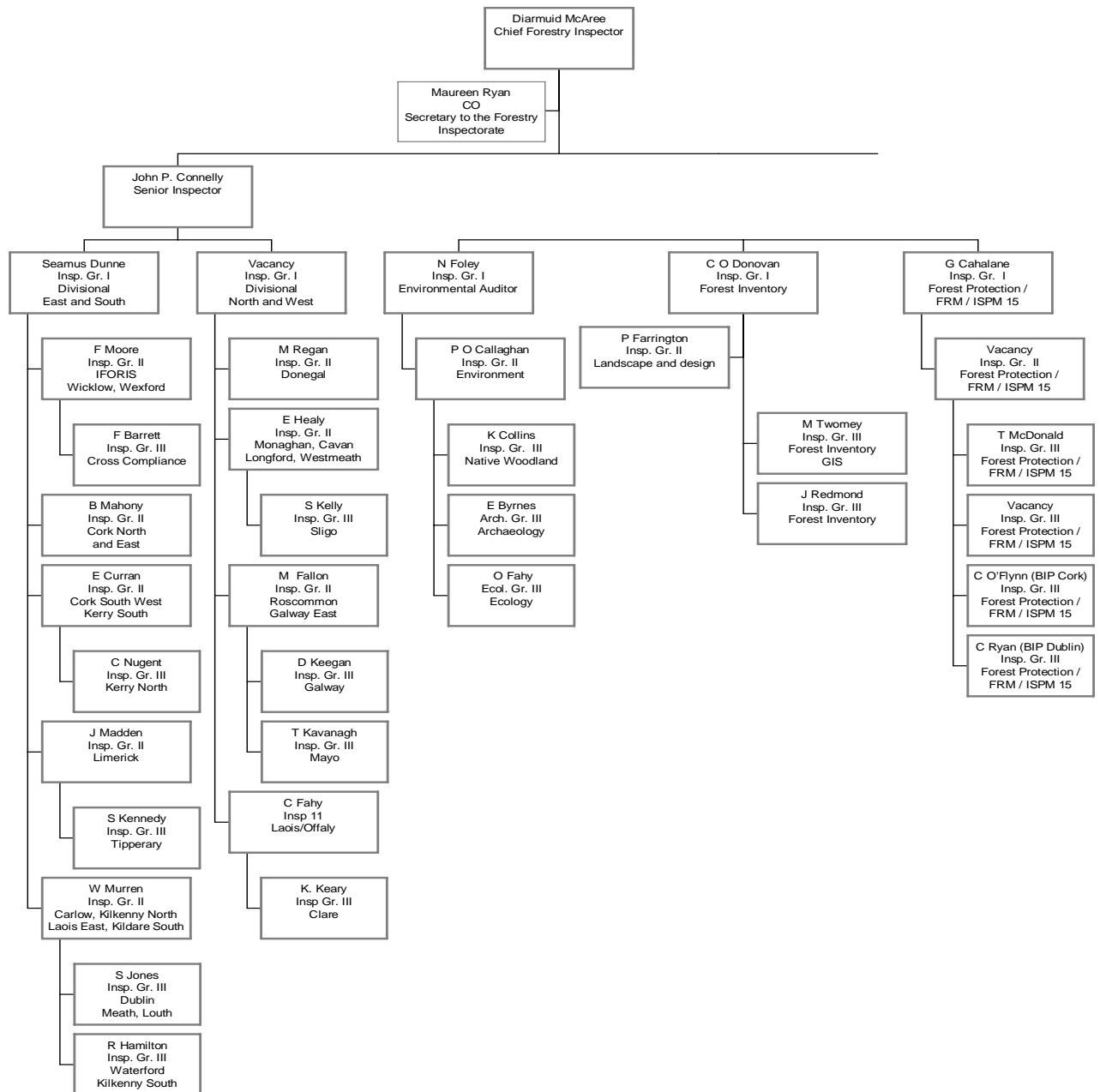
- Requirement for Ministerial approval for borrowings;
 - Providing of Annual Report and accounts to the Minister by the Company;
 - Annual approval of Company's land and timber sales programmes.
- The operation of Coillte Teoranta is also monitored under the Department of Finance Code of Practice for the Governance of State Bodies.

The Forest Service also fulfils the corporate governance role in relation to the National Council for Forest Research and Development (COFORD). COFORD is a non-statutory agency under the aegis of the Department. It's remit is to fund and co-ordinate research and development projects with the aim of developing the forestry industry through technical innovation and good silvicultural practice.

This section also oversees land sales of property, which was retained by the Forest Service following the establishment of Coillte.

Forest Service – Inspectorate

Inspectorate Organisation Chart



Role of the Forest Service Inspectorate

The role of the Forest Service Inspectorate is to ensure, through inspections, professional advice and decisions, that all forestry strategic, legislative and operational issues that are under the control of the Forest Service accord with the principles and practices of Sustainable Forest Management (SFM), the Code of Best Forest Practice- Ireland and the operational requirements for all forestry schemes administered by the Forest Service.

This is achieved through the setting and maintenance of quality standards, implementation of legislation, documentation and field inspections, reports and recommendations, attendance at meetings, training, the promotion and direction of forest research through liaison with COFORD, etc.

The Inspectorate is headed by a Chief Forestry Inspector. The Forest Service Inspectorate comprises Forestry Inspectors together with specialists in Archaeology, Ecology and Landscape Architecture as well as the Secretary to the Forestry Inspectorate. The organisation chart outlines the division of duties among the entire Inspectorate. The Forest Service Inspectorate comprises 4 Divisions as follows:

Divisions 1 & 2

Two Divisions comprise of 17 Districts countrywide.

The District Inspectors carry out inspections of proposals, applications and the execution of grant schemes and Felling Licences, inspections relating to forest protection, forest reproductive material and other technical aspects of forestry. They also engage in the promotion and encouragement of the development of private forestry through lectures, field demonstrations, exhibitions, shows, workshops etc. and liaison with Teagasc.

Division 3

This Division covers Inventory and Landscape and comprises of specialists in forest inventory, G.I.S. and landscape. This Division carries out the National Forest Inventory, the technical aspects of Indicative Forest Strategies, and forest landscape planning and monitoring.

Division 4

The Division deals with Environment and Forest Protection and comprises of an archaeologist, ecologist and forestry inspectors together with specialists in forest protection, forest reproductive material, native woodlands and forest recreation. This Division is responsible for:

- (a) Forest Protection – the protection of the forest estate from pests, diseases and other threats by the implementation of the forestry aspects of the Plant Health Directive, Council Directive 2000/29/EC and the implementation of ISPM 15 (concerning wood packaging exports),
- (b) Forest Reproductive Material – the implementation of Council Directive 1999/105/EC,
- (c) environmental inspections, standards, policy advice on forest environment and the development of native woodlands and forest recreation schemes, and
- (d) technical input into the Coillte General Felling License and the annual agreement per the 1989 Forest Act.

Delivery of Service

The services are delivered by the administrative and inspectorate sides of the Forest Service with the support of, and in liaison with other Units of the Department, other Departments, certain State bodies, European Commission, etc. There is an extensive consultation process in the granting of applications.

There is also ongoing consultation with forestry representative bodies and the wider forestry sector on forestry and related issues and in relation to the development of policy.

Information available

- Forestry and environmental technical aspects of the grant and premium schemes

Information in the form of publications, leaflets, application forms, procedures for dealing with applications, etc is available from the Administrative area of the Forest Service, Johnstown Castle Estate, Wexford, Lo-Call 1890 200 223.

- Forest protection aspects of EU Plant Health Directive 2000/29/EC
- ISPM 15 “Guidelines for regulating wood packaging material in international trade”
- Forest Reproductive Material Directive 1999/105/EC.

For further information concerning the above, contact Forest Service, Department of Agriculture and Food, Kildare Street, Dublin 2 Tel: 01 607 2651

List of Publications

- Afforestation Grant and Premium Schemes
- Forestry Harvesting and the Environment Guidelines
- Forestry and Archaeology Guidelines
- Forestry and the Landscape Guidelines
- Forest Biodiversity Guidelines
- Forestry and Water Quality Guidelines
- Forestry and Aerial Fertilisation Guidelines
- Forest Protection Guidelines
- Irish National Forest Standard
- Code of Best Forest Practice - Ireland
- Guidelines on the Recognition of Dangerous Trees
- Forestry Plant Health Contingency Plan
- Forestry Schemes Manual
- Native Woodland Scheme

- NeighbourWood Scheme
- Forest Environmental Protection Scheme

Further information is available at:

- Forest Service, Department of Agriculture and Food, Johnstown Castle Estate, Wexford;
Tel: 053 9160200;
Locall 1890 200 223;
Fax No: 053-9143834
Website: www.agriculture.gov.ie
- Maureen Ryan, Forest Service, Department of Agriculture and Food, Agriculture House, Kildare St., Dublin 2.
Tel: 01 6072651;
Fax: 01 6072545;
Email: maureen.ryan@agriculture.gov.ie

Officers in the Forest Service, Wexford may be contacted at Wexford 053 60200 at the following extensions; officers may also be contacted by email using the format e.g. anthony.dowd@agriculture.gov.ie

Queries relating to	HEO	Extension No.:
Pre-planting approval;	Anthony Dowd	2002
Premium payments (other than first premium); Second Instalment Grant Payments;	Philip Donovan	5533
First Instalment Grants and First Premium Payments;	Orla Gilbride Helen Spencer	2184 2193
Operations Policy	Christine Smith	3011
Appeals Unit & Lands Taken Out of Forestry (Repayments & 'ESB letters');	Michael Mackey	5587
Change of Ownership	Teresa Hosty	2213
Felling licences;	Sean Crowe	2170
Historical Claims	Joanne O'Neill	2013

Financial Management Unit incl. Debtors Ledger	Michael Boyd	2187
Forestry Development Supports; Forest Inventory and Planning	Philip Carr	2180
Promotion; Training; Co-ordination	Peter Cafferkey	2178
Forest Policy	Noel O'Connor	2216
Corporate Governance – Coillte Teoranta & COFORD	Nick Stafford	2171

Classes of Records

Administrative side

- Forestry Approval applications
- Afforestation Grant Payments
- Second Instalment Grant Payments
- Forest Premium Applications and payments
- Other Grant Schemes applications and payments
- Register of Approved Foresters
- Felling Licence applications
- Legislation
- Statistics
- Miscellaneous Policy files

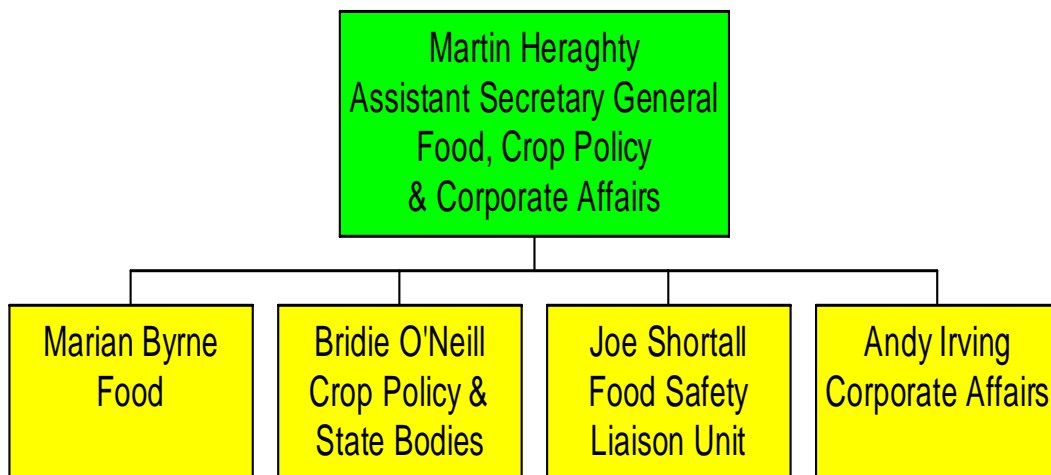
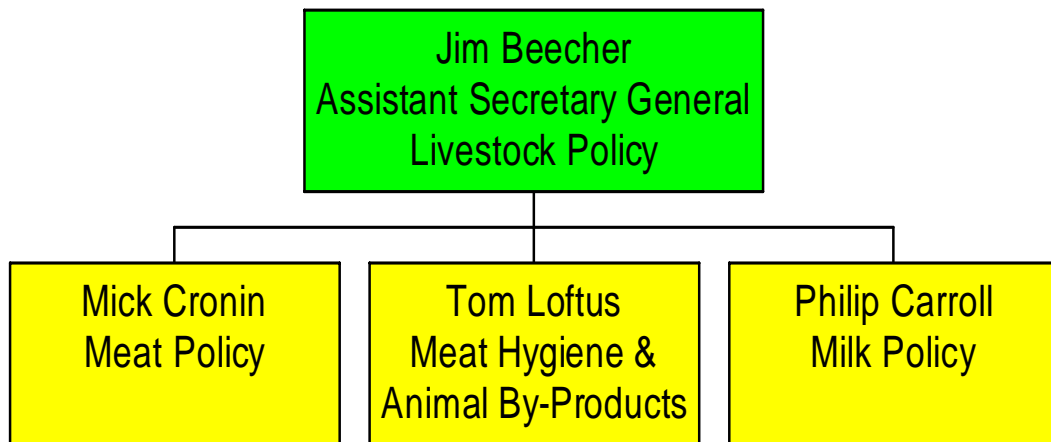
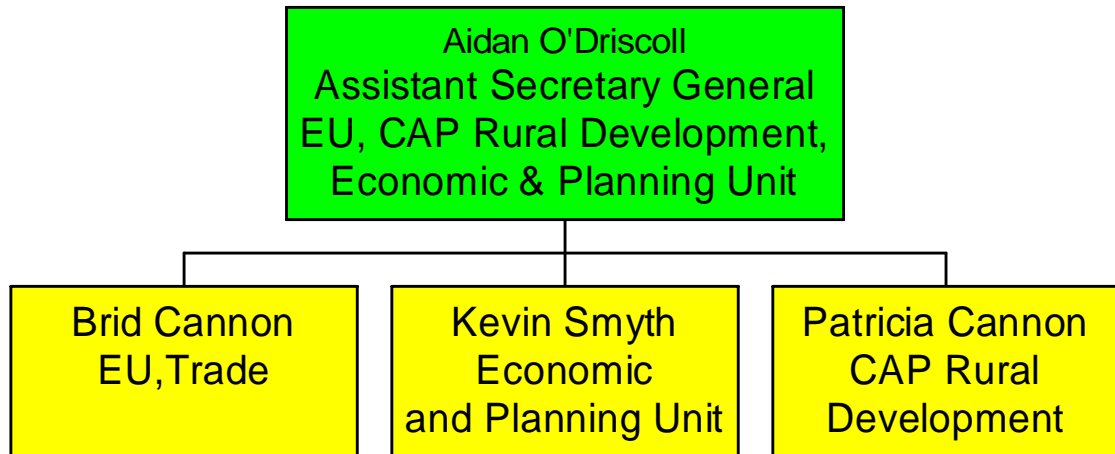
Inspectorate

- Operational circulars and directives,
- Reports of technical meetings and Inspectorate (staff) meetings,
- Inspection reports and registration details in relation to Forest Protection, ISPM 15 and Forest Reproductive Material,
- National Forest Inventory data.

Inspection reports concerning Grant and Premium Schemes and Felling Licences as well as other technical recommendations and policy advice are filed with Administration in Johnstown Castle Estate, Wexford

Policy Unit

The Policy Unit can be sub-divided into three distinct areas, each with its own Assistant Secretary General. The Organisation Charts below indicate these areas and the individuals who have responsibility for them.



Aidan O'Driscoll
Assistant Secretary General
EU, CAP Rural Development,
Economic & Planning Unit

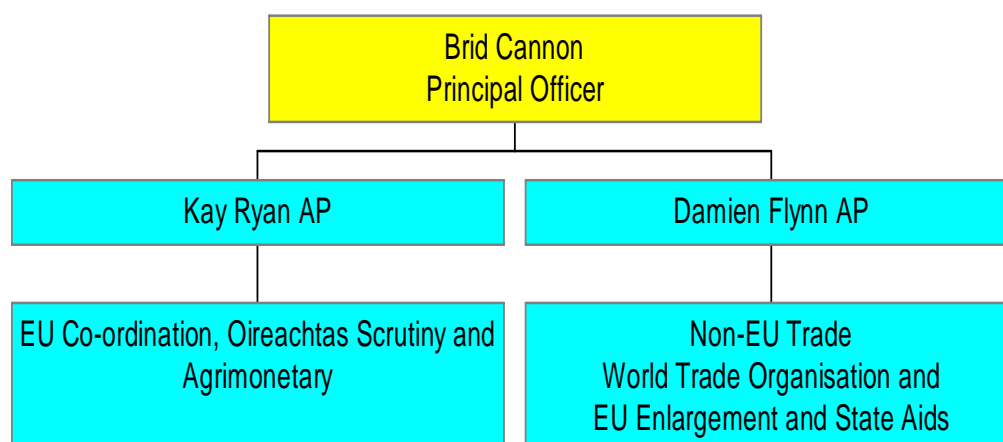
Brid Cannon
EU, Trade

Kevin Smyth
Economic
and Planning Unit

Patricia Cannon
CAP Rural
Development

EU TRADE

Role and Structure of the Division



The role of the Division is to achieve the optimum policy framework for the agri-food sector, rural economy and the natural environment at EU and the wider international level by co-ordinating and deciding policy on

- the EU
- Enlargement, Association and other agreements with applicant countries and
- the WTO, EU/Third Country trade agreements and other international trade matters.

Delivery of Service

- Negotiate at EU, the WTO and the wider international level the most beneficial arrangements from an Irish perspective for the agriculture and food sectors
- Co-ordinate briefing for and service various high-level bilateral meetings and Trade Commissions
- Co-ordinate Information Notes for the Oireachtas on new EU legislative proposals and prepare six-monthly reports to the Oireachtas under the European Union (Scrutiny) Act 2002
- Ensure EU Directives are transposed into Irish law within the specified time limits
- Notify State Aids in the agri-food sector to the EU Commission and co-ordinate the annual reports to the Commission thereon
- Service meetings of the EU Agrimonetary Management Committee
- Circulate documentation from the EU Institutions and the WTO

Information available

Information on the Common Agricultural Policy (CAP), Enlargement of the EU and on WTO is provided to the public on request.

Contact Point:

EU Division
Agriculture House (6 Centre)
Kildare St.,
Dublin 2. Tel: (01) 6072813
Fax: (01) 6614515

Contact Names:

Ms. Caroline Bermingham– EU Co-ordination etc
Tel: (01) 6072724

Ms Anne McGinley – Non-EU Trade etc
Tel: (01) 6072061

All the above officers can also be contacted by e-mail at the following address: eutrade@agriculture.gov.ie

Classes of Records**Policy**

- EU Issues, in particular changes in the Common Agricultural Policy and the agriculture aspects of the Financial Perspectives 2007-2013
- EU Intergovernmental Conferences and Treaties
- Briefing and reports of meetings of the EU Agriculture Council, Special Committee on Agriculture and Coreper
- Briefing and reports of bilateral meetings with the European Commission and other Member States
- Negotiations for enlargement of the EU
- Negotiations for WTO and other trade agreements

Other records relate to

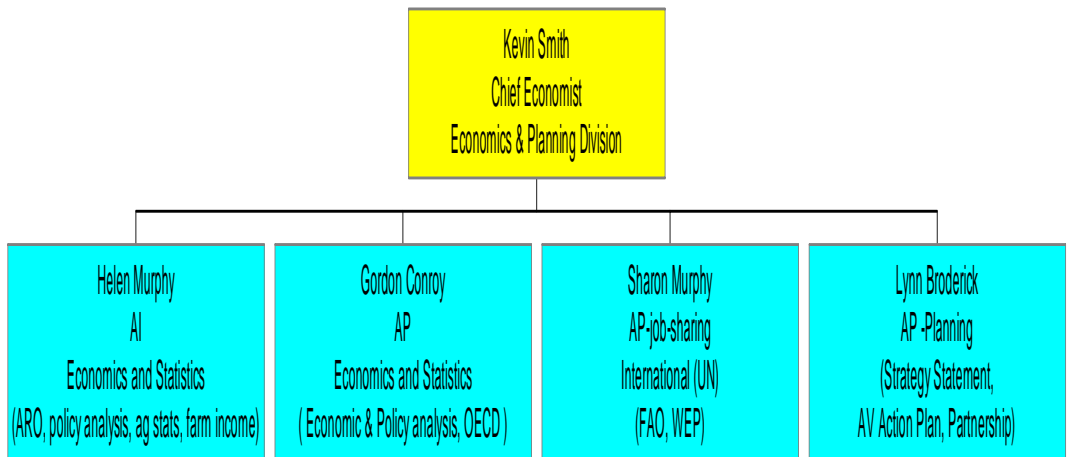
- Programmes for the six-monthly Presidency of the EU
- Transposition of EU Directives
- Agrimonetary matters
- Material for speeches, Departmental reports and publications
- Parliamentary Questions

European Union (Scrutiny) Act 2002

ECONOMICS AND PLANNING DIVISION

Role and structure of the Division

Economics and Planning Division provides a quality service to the Minister in economics, statistics, policy planning and policy analysis. The Division also contributes to Ireland's input into international policy discussions and development co-operation.



Delivery of Service

Most of the work carried out in the Division is carried out for other Divisions within the Department or directly for the Minister. The Division also answers queries on topics within its remit, with the vast majority of calls from the public relating to requests for information on agricultural statistics.

Information Available

- Annual Review and Outlook
- Statement of Strategy
- Fact sheet on Irish agriculture
- Agri Food 2015 Report, Action Plan and Progress Report
- Compendium of Irish Agricultural Statistics

Further information is available as follows :

Economics and Statistics

Annual Review and Outlook, Policy Analysis, Agricultural Statistics, Fact Sheet, Compendium and Agricultural Taxations.

Helen Murphy (AI) 6072150

Kevin J Galligan (AO)(01) 6072927

Economic and Policy Analysis.

Organisation for Economic Co-operation and Development (OECD)
Value for Money Reviews

Gordon Gonroy (AP)	(01) 6072742	(057) 8694302
James Conway (AAI)	(01) 6072240	(057) 8694332

International (UN)

Food and Agricultural Organisation (01) 6072710	Sharon Murphy	(AP)	
(FAO), World Food Programme 60722281	Siobhan Dowling	(HEO)	(01)

Planning

Business Planning (01) 6072476	Lynn Broderick	(AP)	
Agri Vision Action Plan, Partnership 6072751 Statement of Strategy	Cecelia Ronayne	(EO)	(01)

All the above Officers can also be contacted by e-mail using the following format:

EG: Siobhan.dowling@agriculture.gov.ie

Classes of Records

Policy

Agri Food 2010 Report
AgriVision 2015 Report, AV2015 Action Plan and Progress Report
Agenda 2000/CAP Health Check Analysis
Agricultural Tax/Budget Measures
Agricultural Statistics
Agriculture Chapter of Towards 2016, Partnership 2000 and Programme for Prosperity and Fairness (PPF)
Annual Output Statement- 2007
Organisation for Economic Co-operation and Development (OECD)
Strategy Statements
Value for Money Reviews

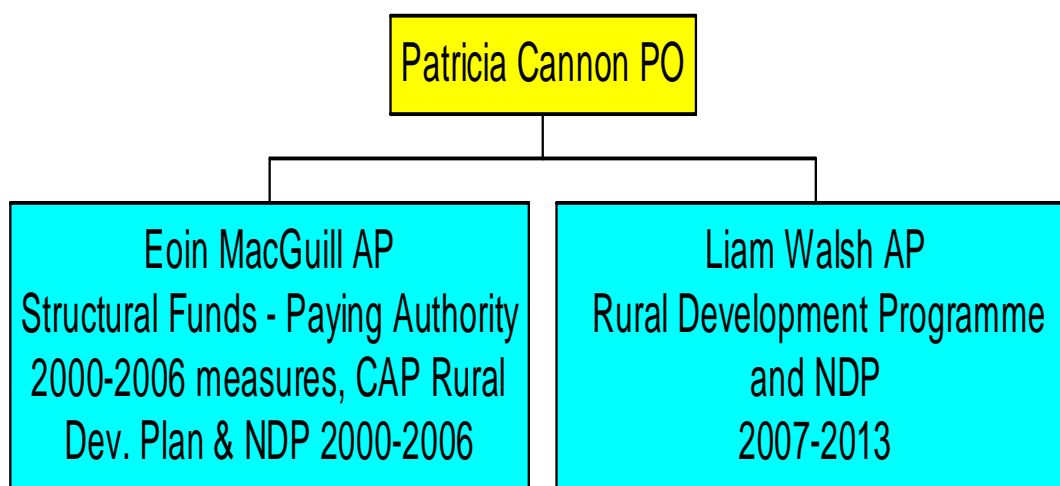
Administration

Reports of meetings
Speeches
Parliamentary Questions (PQs)
Division publications
Business Planning Records

CAP RURAL DEVELOPMENT DIVISION

Role and Structure of the Division

The Division's role is to ensure the best possible policy framework for CAP rural development; to obtain approval, co-ordinate and manage the Rural Development Programme 2007-2013 and to co-ordinate / manage the rural development aspects of the current and new NDP; to maintain effective financial control on structural funds.



Delivery of Service

The Division fulfils its co-ordination role through liaison with other Divisions/Bodies/Departments/Regional Assemblies/Social Partners and the European Commission.

Information Available

EU legislation pertaining to agricultural structures and rural development policy

- Rural Development Plan 2007-2013
- National Development Plan
- CAP Rural Development Plan 2000-2006 and Summary Booklet
- Employment and Human Resources Operational Programme, 2000-2006 and Programme Complement
- Productive Sector Operational Programme, 2000-2006 and Programme Complement
- Border, Midland and Western Regional Operational Programme and Programme Complement
- Southern and Eastern Regional Operational Programme and Programme Complement

More detailed information on the Division is available on the following website

www.agriculture.gov.ie/index.jsp?file=cap/CAPruraldevelopment06.xml

Further information may be obtained as follows:

General Co-ordination **Ciara McCann** **Tel. (01) 6072885**

Financial Aspects **Ursula Weymes** **Tel. (01) 6072885**

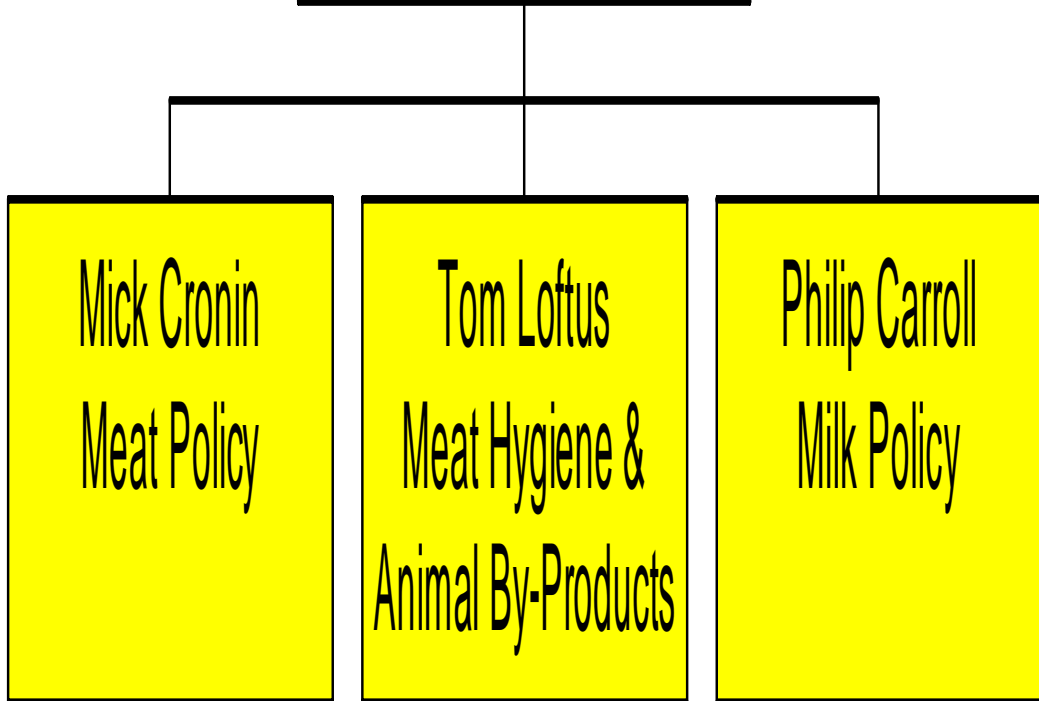
The above Officers can also be contacted by e-mail using the following format:
Eg: ursula.weymes@agriculture.gov.ie

Classes of Records

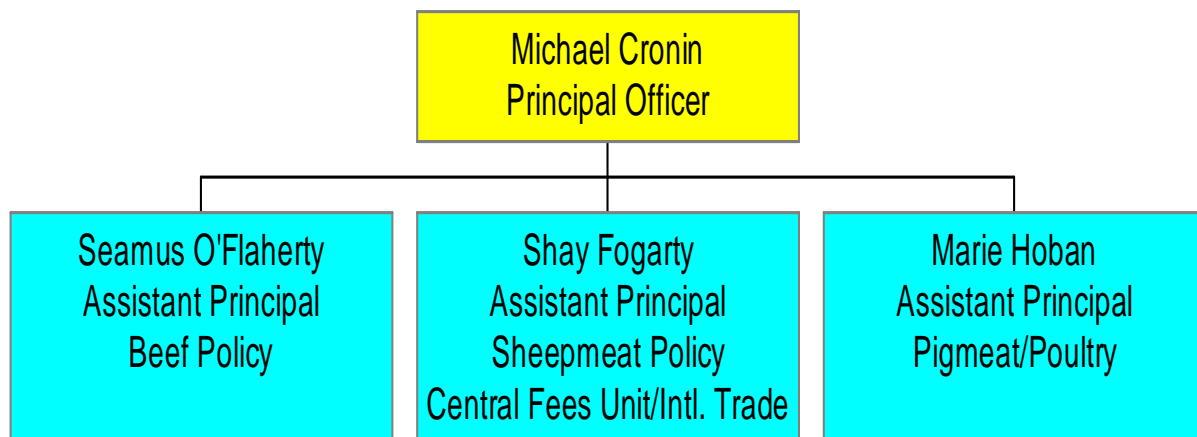
General Policy, administrative and financial files

- General Structural Funds
- Structural Funds specific to certain measures
- Structural Funds 2000-2006
- CAP Reform Accompanying Measures
- General Structural Measures
- STAR and Rural Development Committees
- Regional Review Committees
- EU Community Initiatives
- Environment
- Rural Development 2007-2013

Jim Beecher
Assistant Secretary General
Livestock Policy



MEAT POLICY DIVISION



THIS ORGANISATION CHART OUTLINES THE REPORTING ARRANGEMENTS WITHIN THE MEAT POLICY DIVISION. A DESCRIPTION OF EACH SEPARATE DIVISION/SECTION IS PROVIDED HEREUNDER.

BEEF POLICY SECTION

Role of the Section

The Section is responsible for the development and formulation of policy relating to cattle and beef sector. This involves:

- Promoting and defending Irish interests at the EU Beef and Veal Management Committee and other fora as necessary;
- Monitoring and collating information on price trends, live exports and slaughter figures;
- Monitoring and evaluating evolving EU policies and international trading conditions;
- Monitoring and evaluating developments in Third Countries and international trading agreements, such as the WTO, likely to impact on the production and exports of Irish beef and cattle;
- Management of the beef import licensing regime;
- Implementation of beef labelling rules the objective of which is to ensure maximum transparency in the marketing of beef;
- Evaluation of grant applications by processors in the beef industry; and
- Responsibility for administrative payments for Beef Classification Division.

Delivery of Service

The general rules for the Beef market organisation are agreed by the Council of Agriculture Ministers and are laid down in Council Regulations. More detailed Regulations are laid down by the Beef Management Committee. The Division services all meetings, which are part of the decision-making procedure for the adoption of EU Regulations.

Information Available

- Annual Report for Agriculture and Food
- Schemes and Services 2007 - Department of Agriculture and Food
- Annual Review and Outlook
- EU Council Regulations pertaining to the Beef Industry
- Trader Notices and Explanatory Notes on Export and Import Licences for Beef.

All relevant National & EU legislation may be purchased from the Government Publication Sales Office, Sun Alliance House, Molesworth Street, Dublin 2 and the EU Offices, Molesworth Street, Dublin 2.

Further information can be obtained as follows:

Trader Notices on Beef Import Licensing Linda Sheridan Tel: 01 6072880

Beef Labelling
6072880

Orla Holmes-levers Tel: 01

All the above Officers can also be contacted by e-mail using the following format:

Eg : linda.sheridan@agriculture.gov.ie

Classes of Records

Policy

- EU Series
- Trade Series (Country Files)
- Meetings, Interest Groups, Parliamentary Questions (PQ), Ministerial Representations (Reps), Speeches
- Premia
- Veterinary
- Policy & Market Analysis/Quality Assurance
- GATT Negotiations and Import Schemes
- Common Agricultural Policy (CAP) Reform
- Price Proposals
- Beef Labelling

Administrative

- Classification
- Legal Matters/Investigations

- Internal Departmental Matters
- Meat Plants (Applications for Grant Aid)
- Import Licences - Individual Companies
- GATT Negotiations and Import Schemes

Financial

- Statistics
- FEOGA/Monetary.

SHEEP MEAT POLICY/CENTRAL FEES/INTERNATIONAL TRADE

Role of the Section

This area is responsible for the development and formulation of policy relating to the sheepmeat sector, reporting prices to the EU Commission and monitoring market trends. The Section is also responsible for policy in relation to goat meat and the farmed deer/venison sector.

Delivery of Service

The general rules for the Sheepmeat sector are agreed by the Council of Agriculture Ministers and are laid down in Council Regulations. More detailed rules are set down by the Sheep meat Management Committee. The Section services meetings as required, as part of the decision making procedure for the adoption of EU Regulations.

The section prepares statistics on sheep slaughtering for distribution to interested parties. It also calculates the average prices for reporting to Brussels and other parties and liaises with Bord Bia and industry groups on matters of concern to the Sheep meat sector.

Information Available

- Annual Report for Agriculture and Food
- Schemes and Services 2005
- Annual Review and Outlook 2004/2005.
- Statistics on the number of sheep slaughtered at approved export premises.
- Market prices for Sheepmeat

Central Fees Unit

The Unit is responsible for the collection of fees for the Meat Inspection Service provided by the Department at Meat Plants, together with the payment of overtime and allowances to the Department's technical and veterinary staff working at Meat and Rendering plants. This is undertaken in accordance with relevant EU and National legislation.

International Trade in Beef and Sheepmeat

This work deals with policy issues in relation to the development of third country outlets for Irish beef and lamb. It involves research and preparation of briefing material to further this aim and, correspondence with the Veterinary authorities in other countries and liaison with our embassies in these countries as well as close co-operation with An Bord Bia on market conditions. Veterinary agreements and visits by Ministers and foreign officials are also dealt with.

Information Available

- Terms and Conditions governing the collection of meat inspection fees are set down in EU Directive 85/73/EEC as amended by Directive 96/43/EC and further amended by Directive 97/79/EC and S.I. No. 74 of 2004.
- All relevant National & EU legislation can be purchased from the Government Publications Sales Office, Sun Alliance House, Molesworth Street, Dublin 2 and the EU Offices, Molesworth Street, Dublin 2.

Further information can be obtained as follows

Sheep meat	Brian O’Keeffe	(01) 6072411
Central Fees Unit	Marie Cuddy	057 8694333

(Mr O Keeffe is also involved in international trade)

**The above officers can also be contacted by e-mail as follows:
brian.okeeffe@agriculture.gov.ie / marie.cuddy@agriculture.gov.ie**

Classes of Records

Policy

- Sheep industry series
- Deer Farming series
- Veterinary/Health series
- Goats/miscellaneous
- Producer Group Scheme
- EU Series
- Trade Series

Administrative

- Grant Aid/ Assistance to the Industry
- Reports/Briefs/Meetings
- Live exports of cattle/sheep

Financial

- Statistics
- FEOGA/Exchequer Expenditure/Receipts
- Prices
- Audits

Pig meat and Poultry Section

Main functions of the Section

Zoonoses initiatives

The Section implements the EU strategy for the control of zoonoses in various categories of poultry and pigs. This involves the conduct of baseline surveys to ascertain prevalence levels, the setting of reduction targets, the drawing up of national control programmes and national legislation, and organising control regimes with the industry.

The Section also operates a pig salmonella control programme and an ex gratia compensation scheme for the destruction of salmonella infected poultry flocks

Marketing standards for poultrymeat and eggs

This involves the enforcement of EU legislation on the labelling, quality grading, free range production etc of poultrymeat and eggs. On the eggs side, it also involves the registration of egg packing centres and producers, checking that they are meeting hygiene requirements etc.

Market access

Maintaining access to third countries for Irish pigmeat and poultrymeat involves such matters as facilitating audits by those countries, ensuring whatever control regime is required is in place, agreeing the text of documents to accompany consignments, dealing with difficulties that arise when consignments are blocked etc.

Policy and market management

The interests of the Irish pigmeat and poultry sectors are protected and promoted at every opportunity in EU management committee and other fora.

Quota licensing

The Section operates the EU preferential import licensing arrangements for importation of pigmeat and poultry from third countries.

Pigs and Bacon Commission pensions

The Section handles the residual work on pensions payable to former employees of the Commission and related queries.

Poultry expert group

The Section services meetings of the group.

Trade in breeding poultry and hatching eggs

Implementation of directive 90/539/EEC involves the registration and ongoing checking and control of poultry breeding farms and hatcheries that wish to engage in intra Community trade and the issue of export documentation for such trade.

Payments

The Section procures and pays for a range of goods including supplies for sampling programmes, protective clothing, laundry and office/telephone costs for inspection staff, printing of certificates, legislation and report forms, maintenance of equipment etc.

Classes of Records held

Personal

- Producers of free range and barn eggs
- Egg packers
- Free range poultry meat producers.

Administrative

- Correspondence with third countries on market access
- Files relating to monitoring and control of salmonella
- Slaughtering and prices statistics
- Reports of inspections and follow-up action
- Import licences issued
- Dealings with the Food Safety Authority of Ireland
- Accounts and payment files
- Parliamentary questions, enquiries from public, briefs, speeches.

Policy/legislation

- Files on the evolution of EU policy and legislation
- Files on national legislation
- Meetings of management committees.

Rights of review or appeal

If the Minister proposes to refuse to approve an egg packing centre, an egg collector or a free range egg or poultry producer or to attach a condition to such an approval, the person affected has the right to make representations in relation to the proposal and those representations will be considered prior to a final decision being taken.

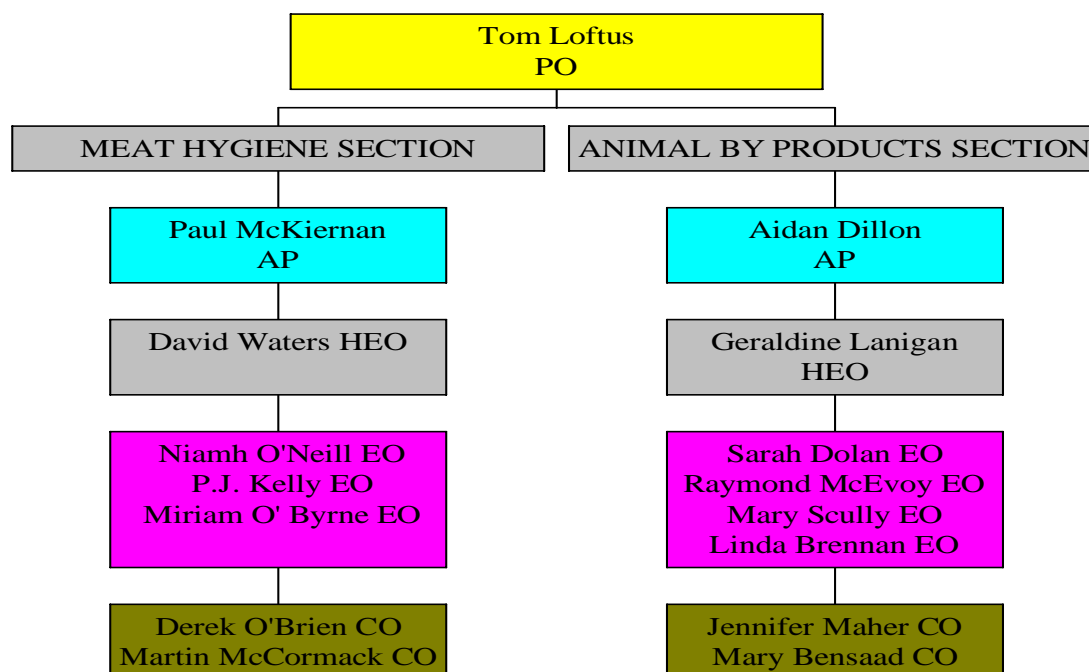
Further information

All national & EU legislation may be purchased from the Government Publications Sales Office, Sun Alliance House, Molesworth Street, Dublin 2.

Enquiries relevant to the Pigmeat and Poultry Section should be directed to-
Marie Hoban, Assistant Principal, Telephone (01) 6072735
Martin Freeman, Higher Executive Officer, Telephone (01) 6072263

MEAT HYGIENE & ANIMAL BY PRODUCTS DIVISION

Division Organisation Chart



Note – all of the above can be contacted by email in the following format:

firstname.surname@agriculture.gov.ie

Telephone contact numbers are 05786 94111 (Meat Hygiene) and 05786 94349 (Animal By-Products).

The main postal address is Grattan Business Centre (Pavilion B), Dublin Road, Portlaoise, Co Laois.

MEAT HYGIENE SECTION

Role of the Section

Meat Hygiene Section is responsible for policy formulation on meat hygiene issues. The Section has responsibility for the approval in the meat sector of the major slaughter, cutting and processing plants; and the effective implementation

of relevant legislation (the 'Hygiene Package') to ensure that the highest standards of food safety are observed.

Delivery of Service

Meat plants are approved on the basis of inspection reports from the Veterinary Public Health Inspection Service of the Department, who verify compliance by the food business operator with the requirements of EU and national legislation. Meat Hygiene Section also administers the preparation and issue of veterinary health certificates for the marketing of meat and meat products to the EU and to Third Countries.

Information available

- EU and national legislation on the approval of plants/hygiene standards for meat may be purchased from the Government Publications Sales Office, Sun Alliance House, Molesworth Street, Dublin 2. EU legislation may be purchased from the EU Offices, Molesworth Street, Dublin 2.
- A list of approved plants is available on the Department's website.

Classes of Records

Policy

- Legislation
- Policy files

Administrative

- Processing of applications for approval of plants
- Briefing material
- General Correspondence
- Statistics

Financial

- Payments
- Statistics

ANIMAL BY-PRODUCTS (ABP) SECTION

Role of the Section

ABP Section is responsible for formulating policy and ensuring the efficient and balanced administration of animal by-products legislation.

Delivery of Service

The approval and licensing of ABP premises and operators is based on inspections carried out by Veterinary Inspectors (attached to local District Veterinary Offices or to Department HQ) who check compliance with EU and national legislation, in particular Regulation (EC) 1774/2002.

The categorisation, collection, transport, processing, storage and disposal of ABP is regulated through the inspection/monitoring and approval/licensing of the

activities of rendering plants, meat & bone meal stores, intermediate plants (including knackerries), pet food plants, technical plants, hide stores, composting and biogas facilities, ABP hauliers etc.

Information Available

- EU and national legislation providing for the approval of plants and related requirements may be purchased from the Government Publications Sales Office, Sun Alliance House, Molesworth Street, Dublin 2. EU legislation may be purchased from the EU Offices, Molesworth Street, Dublin 2.
- A list of plants approved under the ABP Regulation is available on the Department's website.

Classes of Records

Policy

- Legislation
- Policy files

Administrative

- Processing of applications for approval of plants
- Inspection/monitoring records
- Briefing material
- General Correspondence
- Statistics

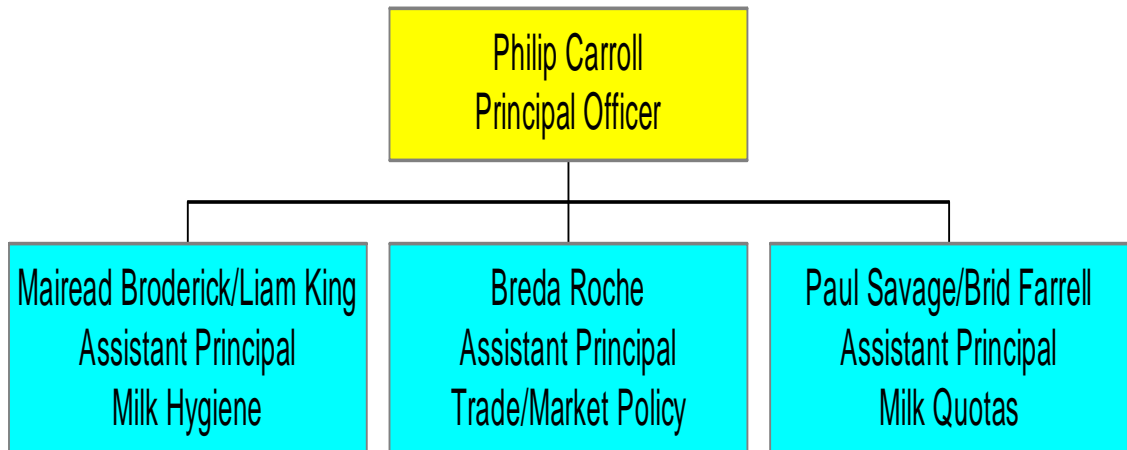
Financial

- Payments

Statistics

MILK POLICY DIVISION

The main aim of Milk Policy Division is the regulation and development of the dairying industry. In pursuit of its goal, the Division works closely with the Agricultural and Veterinary Inspectorates of the Department.



Milk Policy Division is divided into three main sections as detailed on the organisation chart above. A description of the main functions of each separate sub-division is provided hereunder.

MILK HYGIENE AND PUBLIC HEALTH PROTECTION SECTION

Role of the Section

The principal role of the Section is to ensure full implementation of S.I. No 910 of 2005 and the EU regulations it implements in so far as these relate to the hygienic production of milk and milk-based products. It is the sections duty to maintain and develop effective food safety monitoring, inspection and control programs at primary producer and processing levels as well as other areas across the Department's areas of operation.

Delivery of Service

- The Section deals with policy matters relating to the implementation of the S.I. 910 of 2005.
- A Register of approved milk processing establishments is maintained in accordance with the provisions of Statutory Instrument No. 910 of 2005, which gives the force of law in Ireland to EU Directive 2004/41/EC. To this end, close liaison is maintained with the Department's Veterinary Inspectorate and Dairy Produce Inspectorate. Before being formally registered all processing establishments must be inspected to ensure that they conform to the structural standards and satisfy the requirements regarding hygiene practices set out in EU regulations. Approved establishments are subject to ongoing monitoring to ensure that the prescribed standards continue to be respected.

- There is ongoing liaison with the Department's network of laboratories engaged in the testing of dairy products and pasteurised drinking milk and where test results are unsatisfactory the Division formally notifies the manufacturer. If it is necessary to recall product from the market this Division co-ordinates this operation.
- The Division undertakes the administration of funds necessary to keep the Dairy Produce Laboratories adequately equipped and supplied.
- It also administers the Scheme for the Animal Health Inspection of Dairy cows.

The following provides an outline of the various work areas covered by the section.

National Milk Agency

Liaising with and supporting the National Milk Agency in the discharge of its statutory functions and ensuring the effective implementation of its work programs.

Animal Health Inspections

To ensure that measures such as the Dairy Cow Animal Health inspection programme is implemented in a timely and efficient manner.

Dairy Inspection Levy

Dairy Premises Inspection Fees are payable under the Milk (Miscellaneous Provisions) Act 1979 on every litre of milk acquired by creameries, cream separating stations and purchasers of milk for manufacturing purposes. The purpose of the fee is to cover the cost of Department inspection of milk processing concerns. The amount of fee is currently set at €0.001 per litre acquired.

New Food Business Operators

The section provides guidance to a new food business operator proposing to manufacture milk or a milk based product. The Registers are then updated accordingly.

Complaints about milk or a milk based product

The section deals with complaints from members of the public about milk or milk based products. We work closely with the Dairy and Veterinary Inspectorate to investigate the complaint fully. We also notify the Food Safety Authority of Ireland and Environmental Health Officer if necessary.

Staff of the former Cork and Dublin District Milk Boards

The Section deals with the administration of superannuation benefits for former staff of the abolished Dublin and Cork District Milk Boards and the former Dairy Disposal Company.

Food Safety Authority of Ireland

The Section works very closely with the FSAI. We ensure that accurate and timely data is furnished for the Quarterly Reports to the FSAI as required by the Service Contract and that other data, such as material for inclusion in the Annual Report of the Authority is furnished as and when required.

Information Available

- List of Milk pasteurising and processing establishments approved under Statutory Instrument No. 910 of 2005.
- Rules of the Scheme for the Animal Health Inspection of Cows under Statutory Instrument No. 910 of 2005.
- Animal Health Inspection Certificate Forms.
- Circulars which issue from time to time to milk processors, pasteurisers, farmhouse cheesemakers etc. setting out details of the rules and procedures to be applied at plant level to ensure compliance with the provisions of Directive 2004/41/EC and S. I. No. 910 of 2005.

All relevant EU or National legislation may be purchased from Government Publications Sales Office, Sun Alliance House, Molesworth Street, Dublin 2 or EU Offices, Molesworth Street, Dublin 2.

Further information may be obtained from:

Mairead Broderick Tel: 057 8694356
Mairead.Broderick@agriculture.gov.ie
Michelle Harrison Tel: 057 8694355
Michelle.Harrison@agriculture.gov.ie
Catherine Sheridan Tel: 057 8694357
Catherine.Sheridan@agriculture.gov.ie
David Melia Tel: 057 8694258
David.melia@agriculture.gov.ie

Classes of records

- Reports on hygiene issues, including laboratory reports, at all registered milk pasteurising establishments, processing plants, farmhouse cheese establishments etc.
- Registers of approved milk pasteurising establishments, processing plants, farmhouse cheesemakers etc.
- Files, forms and sundry documents relating to the Scheme for the Animal Health Inspection of Dairy Cows.
- Establishment, staffing and financing of the National Milk Agency.
- Personnel files on former employees of the Cork and Dublin District Milk Boards.
- Documentation relating to the collection of the Dairy Inspection Levy.
- EU and National Legislation pertinent to hygiene and public health protection in the dairy industry.

TRADE AND MARKET POLICY SECTION

Role of the Section

The Section is responsible for EU and trade issues relating to the Dairy Sector. The specific objectives of the Section are to foster the development of a competitive and market oriented sector and to secure the best outcome from Ireland's perspective in our ongoing dealings at EU level for the benefit of our dairy farmers and the dairying processing sector and to facilitate discussion and debate of Irish dairy sector issues at both National and EU level.

The Section is also responsible for providing certification - both public health and veterinary - for export of dairy products to Third Countries in conjunction with the Dairy Produce Inspectorate and the Veterinary Inspectorate of the Department.

Delivery of Service

The Section processes approximately 12,000 public health and veterinary export certificates annually. As part of this function the Section works closely with the technical and professional staff responsible for public health and the animal health status within the country. The service is delivered to all dairy exporting companies throughout the country.

On the policy front the Section performs a range of functions connected with policy formation and implementation within the Department. The main areas concerned are:

- *Milk Management Committee* - management of the milk and milk products sector by attendance at fortnightly meetings of the Milk Management Committee (MMC). These meetings chaired by the EU Commission deal with changes to the Common Organisation of the Market (COM) regime (e.g. aids/subsidy and export refund rates) and administration of tenders under market support schemes. The Division prepares and presents the Irish position in consultation with the industry and within the context of the overall national policy framework.
- *Ongoing Research On Dairy Industry* - assembles research and market data information and monitors developments at EU and international level as well as liaising with European Commission, other Member States and industry bodies on EU market and trading developments in the Dairy Sector.
- *Change in Policy Frameworks* – preparation of material on dairying for World Trade Organisation (W.T.O) discussions, CAP Reform proposals and examination of position papers on dairying from EU accession countries.
- *Ongoing Developments in the Irish Dairy Industry* – monitor developments in the structure of the dairy sector at National level, including the impact of the Dairy Investment Fund.

Information Available

- EU Legislation on the Dairy Industry
- EU Legislation on Dairy Composition Standards
- Bilateral Trade Agreements - Memorandum of Understanding between USA and Ireland on trade in casein
- Applications For Qualifying Status Under Section 39 Of The Finance Act, 1980 (As Amended)
- EU Legislation may be purchased from the EU Offices, Molesworth Street, Dublin 2.

Further information on specific topics is available as follows;

Export Certification	Geraldine Hoary	Tel: 6072262
	AnnMarie Forde	Tel:01 607 2136
	Nuala Hester	Tel:01 6072000 Ext
	Fiona Baird	3021
	Sile O'Connor	Tel:01 6072000 Ext
	Kay Casey	3459
		Tel:01 6072000 Ext
		3203
		Tel 01 6072000 Ext
		3459
		Fax No: 01 607
		2801
Milk Management Committee	Eamon O'Halloran	Tel:01 607 2419
	Ruth McGrath	Tel:01 6072099
Statistical & Market Information	Eamon O'Halloran	Tel:01 607 2419
	Ruth McGrath	Tel:01 6072099

All the above officers may also be contacted by e-mail using the following format: firstname.secondname@agriculture.gov.ie

Classes of Records

- Agreements on Export Certification
- Available Certificates on Export Certification
- Applications & Granted Certificates for Export Certification
- Documentation issued by Commission on Milk Management
- Reports of Milk Management Committee meetings
- Industry Input on Milk Management
- Scheme policy papers on Island Butter Scheme
- Details of Payments under Island Butter Scheme
- Milk Market Management Policy
- Milk Export Certification
- Dairy Market Intelligence
- Speeches and Briefing Material
- Background Information on Other States
- Background Information on Co-Ops & Other Agricultural Organisations
- Material for Annual Reports, Schemes & Service & Other Department Publications

MILK QUOTA SECTION

Role of the Section

The Milk Quota Section carries out the functions of the Competent Authority in relation to the implementation of the milk quota/super levy regime in Ireland. It advises the Minister for Agriculture and Food on policy matters relating to the implementation of the quota regime in Ireland and on ongoing negotiations at European Union level.

Delivery of Service

- The Section deals with policy matters relating to the implementation of the milk quota/super levy regime, Restructuring Schemes, Temporary Leasing Schemes, Milk Quota Appeals Tribunal - Hardship and Restricted Herds Additional Quota Allocations Schemes, Milk production Partnerships, Direct Sales and provides statistical data on the milk industry.
- It deals with financial matters. The establishment and collection of super levy penalties payments, controls and verification as well as issues relating to butterfat content of milk deliveries and its impact on super levy liability.
- It also deals with the surrender of quota to the National Reserve.
- It handles general issues relating to land and quota matters, transfers of quota between purchasers, eligibility exemptions in respect of Milk Production Partnerships and Issue of Declarations and Certificates under Regulations 4, 7, 8, 17, 19, 20, 21, 27, 38 and 58 of S.I. No. 94 of 2000.
- The surrender and reallocation, if applicable, of “dormant” quotas.
- The Section deals with all legal proceedings relating to the operation of the regime in Ireland

The following provides an outline of the various work areas covered by the Section.

Registration of Milk Purchasers

It is necessary for a sole purchaser, joint purchaser or a group of purchasers who purchases or takes delivery of milk directly from a milk producer to be registered under the provisions of Statutory Instrument No. 94 of 2000.

Allocation of Milk Quota between Milk Purchasers

In accordance with the provisions of the relevant EU legislation, it was decided that super levy should be established at Milk Purchaser level. The section is responsible for establishing the quota attached to each Milk Purchaser and transferring quota between purchasers.

Calculation and Collection of Super Levy

The milk quota year runs from 1 April to 31 March. Where milk deliveries, either actual deliveries or fat adjusted deliveries, whichever is the higher, during that period are in excess of the national quota, a super levy is payable on the excess

quantity delivered.

Each registered Milk Purchaser is required to submit to the Section by 15th May an Annual Declaration in order to establish the super levy situation for the previous quota year.

The Milk Quota Review Group

The Milk Quota Review Group is a group established by the Minister to review the operation of the milk quota system in Ireland and to submit recommendations to him as to the management of the regime in Ireland and on the detailed criteria. It consists of representatives of the farming and processing bodies, as well as the advisory services and the Department. The Section provides secretarial/back-up services for the Group.

Milk Quota Restructuring Scheme

This scheme which is operated by each Milk Purchaser acting as agents of the Minister under the provisions of Statutory Instrument No. 94 of 2000 provides for the re-allocation of milk quota of dairy farmers.

Temporary Leasing Scheme

A producer is entitled to temporary lease that part of his/her milk quota, which he/she does not intend to use during a milk quota year. That quota is then available for subsequent leasing through the Milk Purchaser to producers determined by objective criteria who apply for additional quota under the temporary leasing scheme. The temporary leasing scheme is operated at Milk Purchaser level.

Re-allocation of Unused Quota

Where super levy is incurred in a particular milk quota year, provisions are made for the re-allocation of unused quota of

- *The total quantity of unused quota of milk producers whose deliveries do not exceed their quota and whose quotas are attached to Milk Purchasers who are liable to pay super levy. The amount of quota unused in Milk Purchasers whose deliveries do not exceed their quota.*

Allocation of Additional Quota from the National Reserve (Permanent)

The Minister for Agriculture and Food established an independent body, in the form of a committee, to examine applications from producers for additional quota on hardship grounds. The Scheme is open to all producers. The committee, which operates as the Milk Quota Appeals Tribunal, consists of six individuals nominated by the Minister on the basis of their knowledge of the milk quota regime and a secretary/advisor, who is a Department official. The section provides back-up service for the Tribunal.

Allocations of Additional Quota from the National Reserve [Temporary]

This Scheme is open to producers whose herds are restricted on account of TB, Brucellosis or Leukosis. At the end of the milk quota year allocations under this Scheme are returned to the National Reserve as the quota is allocated on a temporary basis only.

Issues relating to Eligibility for Milk Production Partnerships

The Milk Quota Regulations set down the conditions under which Milk Production Partnerships may be registered. They provides for the Minister to provide exemptions in respect of these some of conditions where considered appropriate.

Direct Sales Quota

Milk producers, who market their own product directly for consumption, either as liquid milk or other milk products (e.g., yogurt, farmhouse cheese, butter etc.) must hold a direct sales quota.

The section maintains a record of each producer's direct sales quota and administers the following schemes for holders of direct sales quota:

- Direct Sales Milk Quota Restructuring Scheme
- Direct Sales Milk Quota Temporary Leasing Scheme
- Permanent Transfers between Deliveries and Direct Sales Quota and vice-versa
- Temporary Transfers between Deliveries Quota and Direct Sales Quota and vice-versa.

Information Available

The Section maintains a record of public notices and notices to milk purchasers published and issued since the milk quota regime was implemented in 1984 and a listing summarising these notices.

- Statistical data on structure of milk quota by size,
- Statistical data on the number of active milk producers by size
- Statistical data on the quantity of quota surrendered and re-allocated under Temporary Leasing Schemes and Milk Quota Restructuring Schemes
- Statistical data on the amount of quota leased with land.

Allocation of Quota between Milk Purchasers

- Circulars to Milk Purchasers outlining procedures for transferring quota between Purchasers.
- Milk Quota Transfer Forms, which must be submitted to the Milk Purchaser to whom the milk quota is attached within two months of the date of transfer by sale, lease or inheritance.
- Application Forms to be submitted by Milk Purchaser for an increase in their milk quota on foot of a transfer of milk quota to their concern.

Registration of Milk Purchaser

- Register of Milk Purchasers.
- Application forms for registration as a Sole Purchaser, a Joint Purchaser or a Group of Purchasers.

Calculation and Collection of Levy

- Circulars detailing rate of super levy
- Annual Declaration and Explanatory Memorandum for Milk Purchasers.

Milk Quota Restructuring Scheme

- Public Notices on the Milk Quota Restructuring Scheme
- Memorandum outlining detailed rules for operation of the Milk Quota Restructuring Scheme.

- Returns by milk purchasers on outcome of the Milk Quota Restructuring Scheme.

Temporary Leasing Scheme

- Public Notices on the Temporary Leasing Scheme
- Memorandum outlining detailed rules for the operation of each of the stages of the Temporary Leasing Scheme
- Returns made by each Milk Purchaser detailing the outcome of each stage of the Temporary Leasing Scheme.

Re-allocation of Unused Quota

- Public Notice on the re-allocation of Unused Quota
- Memorandum outlining the detailed rules for the re-allocation of unused quota.

Allocation of Additional Quota from the National Reserve

- Public Notice on the allocation of Additional Quota from the National Reserve (Permanent)
- Application Forms for the Allocation of Additional Quota from the National Reserve (Permanent)
- Public Notice on the allocation of Additional Quota from the National Reserve (Temporary)
- Application Forms for the Allocation of Additional Quota from the National Reserve (Temporary)

Land and Quota Transfers

- Public Notices on Land and Quota Transfers
- Application Forms for Certificates of Retention and Holding of Milk Quota, Attachment, Temporary Retention

Milk Production Partnerships

- Application Forms for exemptions in respect of certain eligibility conditions

Direct Sales Quota

- Public Notices on Direct Sales Quota
- Memoranda outlining the detailed rules on the operation of Direct Sales Quota Restructuring Scheme and Temporary Leasing Scheme.
- Application Forms for Restructuring Scheme
- Application Forms for the Temporary Leasing Scheme
- Application Forms for the Permanent Transfers between deliveries and direct sales quota and vice-versa.
- Annual Declaration on Direct Sales Debit and accompanying explanatory memorandum.

Further information may be obtained as follows:

Public Notices & Notices to
Milk Purchasers
Calculation & Collection of Levy
Re-allocation of Unused Quota
Subsidised Milk Quota

Vincent Drohan Tel: (01) 6072794
Clare Hosford Tel: (01) 6072479

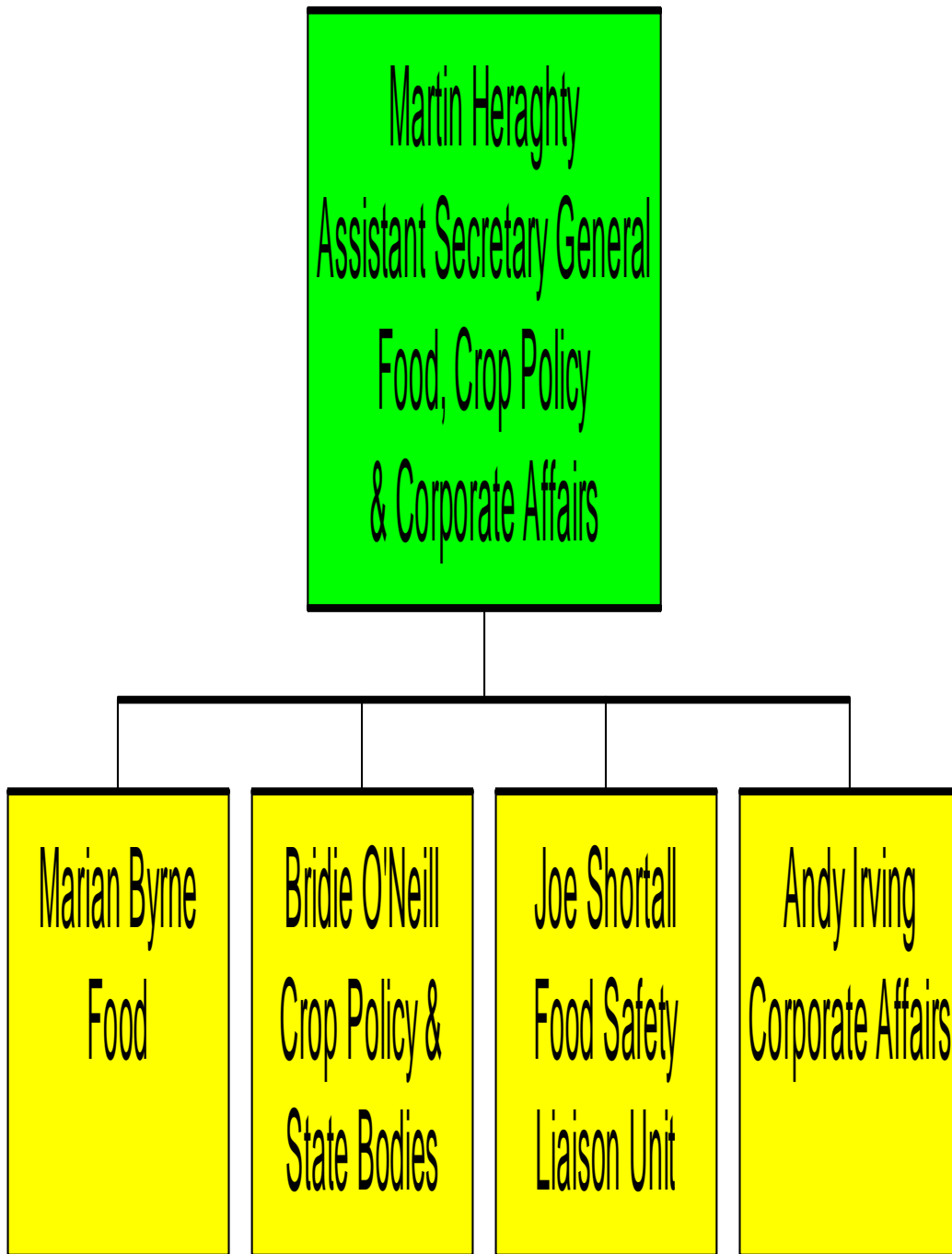
Restructuring Scheme Registration of Milk Purchaser Direct Sales Quota	Lorraine Ashe	Tel: (01) 6072059
Statistical Data Milk Quota Restructuring Scheme Temporary Leasing Scheme	Tom Corkery Michael McGuirk Susan Fleming	Tel: (01) 6072417 Tel: (01) 6072000 Tel: (01) 6072257
Allocation of Additional Quota From the National Reserve 6072259 (Milk Quota Appeals Tribunal)	Aisling Kelly Joan Ennis	Tel: (01) 6072057 Tel: (01)
Land & Quota Transfers Allocation of Quota between Milk Purchasers Milk Production Partnerships) Advice & Application Forms) <i>(Application forms are also available from producers registered Milk Purchasers)</i>	Patricia Lee Helen O'Flanagan Ruth McGrath Lisa Walsh-Kemmis	Tel: (01) 6072683 Tel: (01) 6072368 Tel: (01) 6072000 Tel: (01) 6072099
"SLOM" Quotas & Compensation	Mícheál Ó Ríordán	Tel: (01) 6072000
Scrutiny measures/ Verification Measures	Lisa Walsh Kemmis Pat Byrne Mary Farrell	Tel: (01) 6072355 Tel: (01) 6072301 Tel: (01) 6072000

All the above officers may also be contacted by e-mail using the following format: firstname.secondname@agriculture.gov.ie

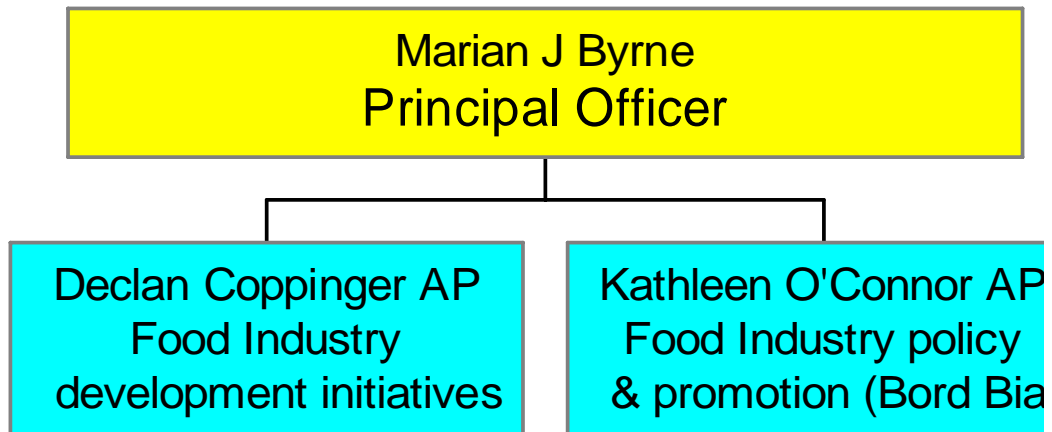
Classes of Records

- Policy matters
- National implementing measures
- Milk Quota Review Group
- Financial matters
- Individual files relating to applications for 'SLOM' quota
- Calculation, establishment and collection of super levy
- Applications to transfer milk quota between registered Milk Purchasers
- Payment for 'SLOM' compensation
- Applications for additional quota from the Milk Quota Appeals Tribunal - permanent allocations to hardship cases
- Applications for additional quota from the Milk Quota Appeals Tribunal - temporary allocations to producers whose herds are restricted because of animal disease
- Direct sales quota holders
- Registration of Milk Purchasers
- Investigations
- Legal Proceedings
- Applications to transfer quota to other lands
- Dormant Quotas - surrender and re-allocation

- Applications for subsidy under the Subsidised Milk Quota Restructuring Schemes (1994 to 1996)



FOOD DIVISION



Role and Structure of the Division

Food Division has overall responsibility for the formulation of policy for the development of a competitive, consumer-focussed food industry. Its principal objectives are:

- to effectively support promotion of Irish Food and Drink.
- the implementation of the food related actions in Agri-Vision 2015 report
- the achievement of the recommendations made in Strategy for Science, technology and Innovation 2006-2013 relating to food research.

Delivery of Service

- Food Division has direct responsibility for the monitoring and control of the following two schemes of grant assistance:
 - Capital investment grants for the processing and marketing of agricultural products under the National Development Plan (NDP) 2007-2013 and
 - Grants to Research Institutions for public good food research and development.
- The Division provides support to An Bord Bia in the discharge of its statutory function, through payment of grant in aid and through support for promotion activities.
- The Division operates and controls the Food Quality (Regional foodstuffs) regulations as they apply in Ireland. Under EU and national regulations, producers of traditional or speciality type foods may obtain protection at EU level for the names used to designate or market these foods. Protection is obtained by having the regional names registered by the EU Commission. Written applications in this regard must be submitted in the first instance to Food Division of the Department.

- In accordance with EU legislation, the Division issues calls for proposals for the promotion of agricultural products on the internal market and in third countries. Proposals received are evaluated by the Division and if appropriate submitted to the EU for approval.

Information Available

- EU and National legislation pertaining to the Food industry
- Press Releases announcing grant awards.
- Explanatory memorandum on Institutional Research and Development (including procedure for processing grant applications).
- Explanatory memorandum and application forms on Food Quality Regulations.
- Explanatory memorandum on NDP processing and marketing scheme
- EU and National legislation pertaining to the food industry and Programme documents may be purchased from the Government Publications Sales Office, Sun Alliance House, Molesworth St., Dublin 2 or the EU offices, Molesworth St. Dublin 2.
- Explanatory memoranda are available free of charge by contacting Food Division, Department of Agriculture and Food, Kildare Street, Dublin 2.

Further information may be obtained by contacting the following:

NDP Processing and Marketing Scheme	Frank Connolly	Tel (01) 6072841
Institutional Research And Development	Geraldine Corcoran	Tel (01) 6072142

Information on the Drinks Sector and Vertical Directives	Ciaran Rapple	Tel (01) 6072303
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Information on Bord Bia, Agricultural Promotion Schemes, Regional labelling of Foodstuffs and Food Law issues.	Carmel O'Keeffe	Tel (01) 6072390 Tel (01) 6072970
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All the above officers can also be contacted by e-mail using the following format :

Eg : ciaran.rapple@agriculture.gov.ie

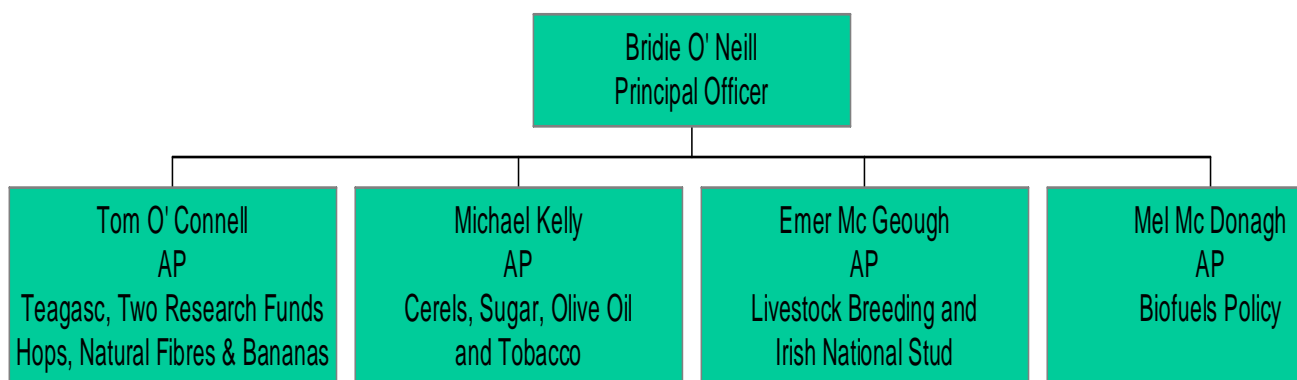
Classes of Records

Administrative

- Monitoring and accounting
- Instruction/Guidelines
- Grant approvals and payments

Crops Policy and State Bodies Division

Organisation Chart



Role of the Division

- To defend and promote national interests with respect to the EU market management policies for crops (cereals, sugar, bananas, olive oil, hops, tobacco and fibre plants).
- To implement public policy in relation to Teagasc and its subsidiary Moorpark Technology Ltd., and the Irish National Stud. In particular the Division carries out the functions ascribed to the Minister in the legislation establishing these bodies.
- To promote the development of the biofuels sector.

The Division is divided into a number of separate sections, as outlined in the Organisation Chart. The details of each section follow below:

State Bodies -Teagasc Section

Role of the Section

The Section has responsibility for implementing public policy in relation to Teagasc and its subsidiary, Moorepark Technology Ltd. In particular, it must ensure that the requirements of the Agriculture (Research, Training and Advice) Act 1988, under which Teagasc was established and is regulated, are fulfilled.

Delivery of Service

Under the 1988 Act, the consent of the Minister for Agriculture and Food (and the Minister for Finance in most cases) is required in relation to a range of actions by Teagasc, particularly in the personnel and finance areas. The Section has responsibility for control and monitoring of public funding to Teagasc that includes evaluation of Teagasc's annual request for Exchequer funding, processing the regular Teagasc requests for grant-in-aid instalments and borrowing sanction, monitoring expenditure under measures financed by the National Development Plan 2007-2013, etc. The Section processes a large volume of submissions from Teagasc concerning staffing and industrial relations issues, property transactions, etc. and examines and presents to Government the Teagasc Annual Report and Accounts.

The Section administers two Research Funds, which support collaborative institutional research projects - the *Research Stimulus Fund* (under The National Development Plan 2000-2006 and 2007-2013) and the *United States/Ireland Co-operation Programme in Agricultural Science and Technology*.

Information Available

- Agriculture (Research, Training and Advice) Act, 1988
- Annual Report and Accounts for Teagasc 2005 (most recent published report)
- Explanatory Memorandum on the Research Stimulus Fund.
- Explanatory Memorandum on the USA/Ireland Co-operation Programme in Agricultural Science and Technology.

Legislation and Operational Programme documents are available from the Government Publications Sales Office, Sun Alliance House, Molesworth Street, Dublin 2.

Teagasc Annual Report and Accounts and Programme of Activities are available from Teagasc, Oak Park, Carlow.

Copies of Explanatory Memoranda are available from State Bodies Division (contact details below).

Further information on the following subjects may be obtained from the below-listed persons:

Teagasc	Mary Cullinan	Tel: (01) 6072037
Moorepark Technology Ltd.	Shane McCarrick	Tel: (01) 6072712
Research Stimulus Fund 3535)	Anne McKiernan	Tel: (01) 6072000 (Ext.
USA/Ireland Co-operation Programme in Agricultural Science & Technology		Tel: (01) 6072487 Fax: (01) 6764037

*The above officers can also be contacted using the following format :
e.g. : Shane.McCarrick@agriculture.gov.ie*

Classes of records

Policy/Legislation/Administrative

- Teagasc Finances/Estimates
- Teagasc Staffing Matters
- Teagasc Property/Centres/Colleges
- Functions of Teagasc
- Research Stimulus Fund
- US/Ireland Programme

Crops Policy – Banana Imports & Fibre Plants

Role of the Section

The Section is responsible for policy and the implementation of EU legislation in relation to the importation of bananas. The Section also deals with policy in relation to natural fibres and hops.

Delivery of Service

The Section consults with banana importers in relation to EU policies. Import licences are issued in accordance with EU legislation.

Information Available

EU Legislation

EU legislation may be purchased from the Government Publications Sales Office, Molesworth Street, Dublin 2 and the EU offices, Molesworth Street, Dublin 2. Further information is available from: Mary Cullinan (01) 6072037

Email: Mary.Cullinan@agriculture.gov.ie

Classes of records

Legislation/Policy/Administrative

- EU Regulations
- Statistics

Crops Policy - Cereals Section

Role of the Section

The Section is responsible for policy in relation to the Cereals, Rice and Olive Oil sectors.

Delivery of Service

These crop sectors are governed by EU rules laid down in EU Council and Commission Regulations. In this framework, the Commission is responsible for day-

to-day market management in consultation with the appropriate Management Committee, representative of the Member States. The Section services the Management Committee meetings which, in the case of cereals, are held weekly. It also provides briefing for, and services as appropriate, Council meetings. It consults relevant stakeholders in formulating national positions. Items of significant policy interest are publicised by press release.

Information Available

- EU legislation
- Schemes and Services 2006

EU & National legislation and Programme documents may be purchased from the Government Publications Sales Office, Sun Alliance House, Molesworth Street, Dublin 2 and the EU Offices, Molesworth Street, Dublin 2.

Further information is available from:

Mr. Brian Rogers Tel: (01) 6072852

E-mail: Brian.Rogers@agriculture.gov.ie

Classes of Records

Administration

- Instructions/Guidelines
- Statistics/Information/Correspondence

Policy

- EU Directives/Regulations.
- Regulations on Cereals, Rice and Olive Oil.

Legislation

Common organisation of the EU market for cereals, rice and olive oil

Crops Policy - Sugar Section

Role of the Section

The section is responsible for policy in relation to the Sugar and Tobacco sectors. The section is responsible for the implementation of the EU Sugar Restructuring scheme.

Delivery of Service

The Section services the EU Management Committee meetings for sugar and tobacco. It also provides briefing for, and services as appropriate, Council meetings. It consults relevant stakeholders in formulating national policy. It is also involved in the compilation of statistical information regarding the sugar sector for EU purposes.

The section is responsible for the implementation of restructuring aid and diversification aid in accordance with the relevant EU regulations:

- Common organisation of the EU markets in the sugar and tobacco sectors
- EU sugar and tobacco management committee meetings
- Sugar and tobacco developments.

Crops Policy –Biofuels Policy Unit

Role of the Section

To co-ordinate implementation of bioenergy initiatives having regard to developments at EU and National level.

Delivery of Service

Consultation is undertaken with farming bodies, representatives of the bioenergy industry and with other Government Departments. Where appropriate, items of significant interest are notified by press releases.

The Unit operates the Bioenergy Scheme to encourage farmers to plant willow and miscanthus. The Scheme provides establishment grants to farmers of up to 50% of the costs of establishing willow and miscanthus crops to produce renewable energy. The Scheme is operated in accordance with

(1) Council Regulation 2012/2006 amending and correcting Regulation 1782/2003 establishing common rules for direct support schemes under the common agricultural policy and establishing certain support schemes for farmers and amending Regulation 1698/2005 on support for rural development.

Details of the scheme are available direct from the Unit, or may be downloaded from the Department's website.

Information Available

- Terms and Conditions for BioEnergy Scheme
- Application for Pre-Planting Approval
- Best Practice Manual for Miscanthus
- Best Practice Manual for Willow

Further information is available from:

Mr. Ray Whelan

Tel: 057 869 2231

Email: Ray.Whelan@Agriculture.gov.ie

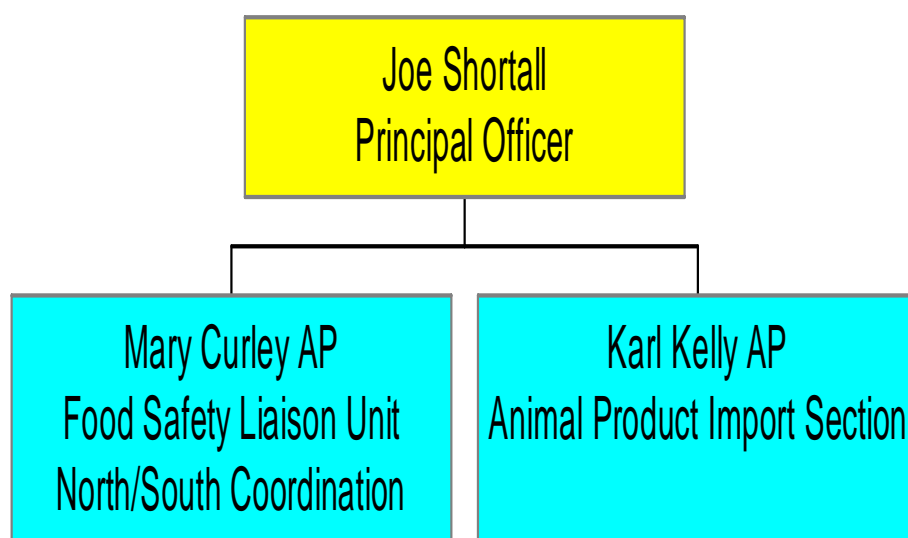
Classes of Records

Administration

- Information / Correspondence / Briefings

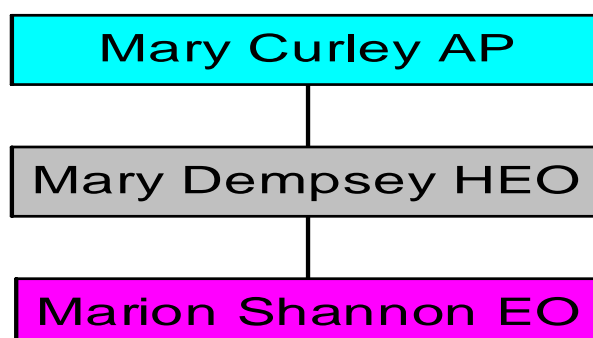
FOOD SAFETY LIAISON UNIT

The Division, comprising two sections/units, was established in November 2002 to co-ordinate this Department's role in food safety & hygiene and negotiate the Department's contract under the Food Safety Authority of Ireland Act 1998. At that time administrative responsibility for operation of controls on imports of animal products from third countries was transferred from Animal Health Division. Primarily a food safety control operated by the Veterinary Group in accordance with harmonised EU legislation, the focus for the 3rd country import controls is protection of human as well as animal health.



1. Food Safety Liaison Unit

Role and Structure of the Unit



This Unit was established in May 2001 and is located in Agriculture House (Floor 7 West). It is currently comprised of an Assistant Principal Officer, Higher Executive Officer and one Executive Officer.

The remit of the Unit includes:

- Co-ordinating the Department's input to horizontal food safety issues at International, EU and National level;
- Liaising with the Food Safety Authority of Ireland, the Department of Health and Children, the Food Safety Promotions Board and other North-South bodies on food safety issues;
- Having overall responsibility for the preparation of regular reports and the Annual Reports on the implementation of food safety service contracts; and
- Ensuring that the policies and role of the Department of Agriculture and Food (DAF) plays in promoting food safety are understood by clients and the public at large.
- Progressing the implementation of the Food Hygiene legislation.
- Co-ordination of North/South activities relevant to this Department.
- Progressing the implementation of the recommendations of the Food Labelling Report.

Delivery of Service

Material relating to developments in Food Safety at national, EU and international level are routed through this Unit for distribution to the relevant officers. There are Service Contracts between DAF and the Food Safety Authority of Ireland (F.S.A.I) in meat hygiene, milk and milk products, egg and egg products, pesticide control service, residue monitoring programme, the Zoonoses directive, border inspection posts and food labelling. This Unit monitors the implementation of this contract to ensure that the conditions of the contract are honoured. This is done by servicing meetings where necessary between both bodies and making sure that the time scales stipulated for returns to the FSAI are met. The current service contract is valid until 31st December 2009. This work will be co-ordinated through this unit.

Contacts are also maintained with the *Safefood* (also known as the Food Safety Promotions Board) the Department of Health & Children and the Department of Communications, Marine & Natural Resources.

In relation to informing the Department's clients and public at large of the DAF's role in food safety, this unit published a handbook entitled 'The Safe Food Chain – Every Link is Vital', which was distributed widely. A number of presentations have already been given to interested bodies and it is intended to expand this work further.

Food Hygiene legislation

A major development in food safety legislation has been the publication of a number of regulations known as the Hygiene Package. There is also a regulation on food and feed law which came into effect on 1st January 2006. There are a number of significant changes which impact on a number of Divisions throughout the Department. This Unit is co-ordinating the progression of the work being done to ensure the appropriate frameworks are in place in time.

One of the requirements of this legislation is the development of a multiannual national control plan covering all of the agencies within the country involved in the enforcement of legislation covering the following sectors:

- Food
- Animal Feed
- Animal Health
- Animal Welfare and
- Plant Health

A draft plan was submitted to the European Food & Veterinary Office (FVO) earlier this year.

Information available

The only printed information available in the unit is the booklet on DAFs role in food safety.

Further information can be obtained by contacting the following :

Mary Curley (01) 6072046
Mary Dempsey (01) 6072770
Marion Shannon (01) 6072902

The above officer can also be contacted by e-mail using the following format :

e.g. : mary.dempsey@agriculture.gov.ie

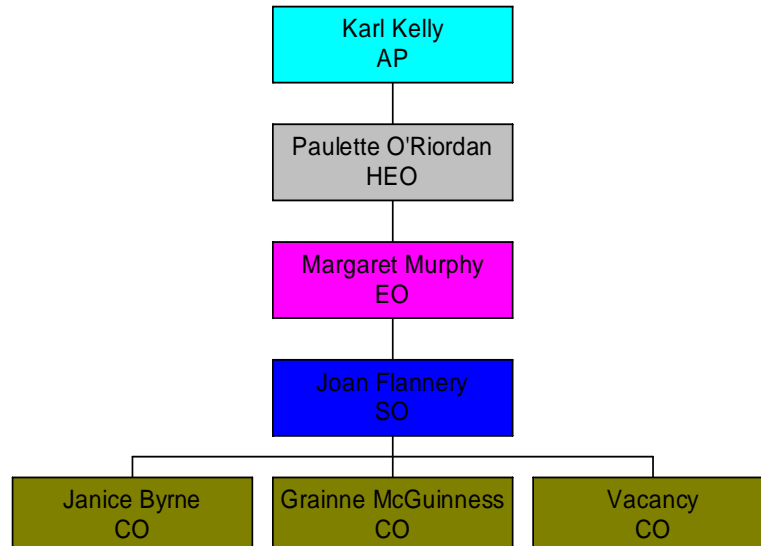
Classes of Records

- The contract between the DAF and the FSAI and related papers
- Papers on the Food Hygiene Legislation
- Papers on the work of the Food Labelling Group and the developments since the publication of its report in December 2002
- Annual Reports of the FSAI
- Papers relating to the Food Safety Promotions Board
- Publications and presentations by outside bodies on Food Safety
- Information on animal disease and residues
- Information on Veterinary Controls
- EU directives and proposals on food safety related matters
- Papers relating to the establishment of a European Food safety Authority
- Papers concerning EU enlargement
- International issues, such as WTO, WHO, OECD and CODEX
- Papers from Food safety authorities from other countries
- Financial papers
- Matters pertaining to administration of the unit

2. Animal Product Import Section

The Section was established in November 2002 and is responsible for administration relating to the operation of controls on imports of animal products (including meat and dairy products) from third countries. It works closely with the veterinary inspectors in the Trade, EU and Class A Division. The purpose of the controls is to ensure that public or animal health is not endangered by imports of animal products.

Structure of the Section:



The role of the Section and the documentation held relates to:

- Co-ordination of commercial import controls on animal products coming directly to Ireland from Third countries - including by means of travellers personal baggage and postal packages;
- Liaison with the Customs Authorities, Department of Communications, Marine & Natural Resources in the operation of controls on 3rd country imports of animal and fish products.

- Liaison with the Food Safety Authority of Ireland in accordance with the annual contracts under the FSAI Act 1998 and with EU Commission in accordance with reporting requirements in EU legislation.
- Operational aspects relating to EU approved Border Inspection Posts (BIP) for animal products in Ireland and co-operation with the BIPs in the implementation of legislative requirements.
- Implementation of EU legislation on third country imports of animal products for human consumption and for technical uses, including safeguard decisions.
- Registration of importers of animal products.
- Licencing for 3rd country imports of non-harmonised animal products, re-imports and samples of animal products for research and trade purposes.
- Provision of information to the public in relation to 3rd country import requirements for animal products by means of letter, phone, circular, press release, web-page and web links on this Department's website.
- Implementation of Food Hygiene legislation in respect of imports of animal products.
- Operation of a notification system, introduced under national legislation in 1994, for intra-community trade in animal products.

The main requirements for imports of animal products are:

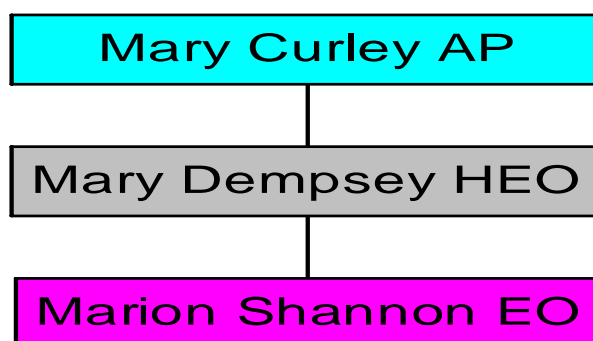
- They must come from an approved establishment in a country that is approved to export such products to the EU. Approved establishments and approved countries are ones that operate equivalent controls, but probably not exactly the same controls, as are operated in the EU.
- The monitoring of controls in third countries is carried out by the Food and Veterinary Office (FVO) of the European Commission that maintains offices in many regions that export to the EU. The headquarters of the FVO is in Grange, Co. Meath.
- All imports of animal products from third countries must come through Border Inspection Posts (BIPs) and be accompanied by a veterinary certificate from the appropriate authority in the exporting country. There are two BIPs in Ireland, Dublin Port and Shannon Airport, and are manned by Department staff. Veterinary Inspection Fees are levied and collected for imported consignments.
- Importers of these products must be registered with the Department and must give at least 24 hours advance notification to the BIPs of imports of products.
- Products meeting all the requirements are passed for free circulation throughout the EU. Those not meeting the requirements are either destroyed or returned to the exporting country at the importers expense.

Contact Information

Animal Product Imports Section: 00 353 1 6072896
 Fax No: 00 353 1 6072351
 Karl Kelly: 00 353 1 6072400

3. North / South Coordination

Structure of the section



The section co-ordinates the areas of co-operation between this Department and the Department of Agriculture and Rural Development (DARD) in Northern Ireland. It also liaises with the Joint Secretariat of the North South Ministerial Council (NSMC) which co-ordinates co-operation between all departments on both sides of the border. A reasonably good level of co-operation with the DARD was maintained at official level during the suspension of the Northern Ireland Assembly. Now that it has been re-established, there will be plenary meetings at the level of the Taoiseach and sectoral meetings at Ministerial level. These are expected to commence shortly.

The Agriculture sector of the NSMC had progressed the areas listed below prior to its suspension in the autumn of 2002. Progress in these areas has continued since the suspension of the NSMC.

- the development of an All-Island Animal Health Strategy for control of animal movements and the prevention, containment and eradication of epizootic diseases in Ireland.
- the development of an All-Island Plant Health and Research Strategy including co-operation between both jurisdictions in relation to plant protection products.
- liaison on issues arising at WTO, EU enlargement and the mid-term review of the CAP.

There is informal ongoing co-operation in the following three sectors:

- Crop variety testing
- Organic farming
- Training

We will be examining this and other areas with a view to proposing new sectors for formal inclusion in the NSMC procedure.

Further information can be obtained by contacting the following:

Mary Curley	(01) 6072046
Mary Dempsey	(01) 6072770
Marion Shannon	(01) 6072902

The above officer can also be contacted by e-mail using the following format :

e.g. : mary.dempsey@agriculture.gov.ie

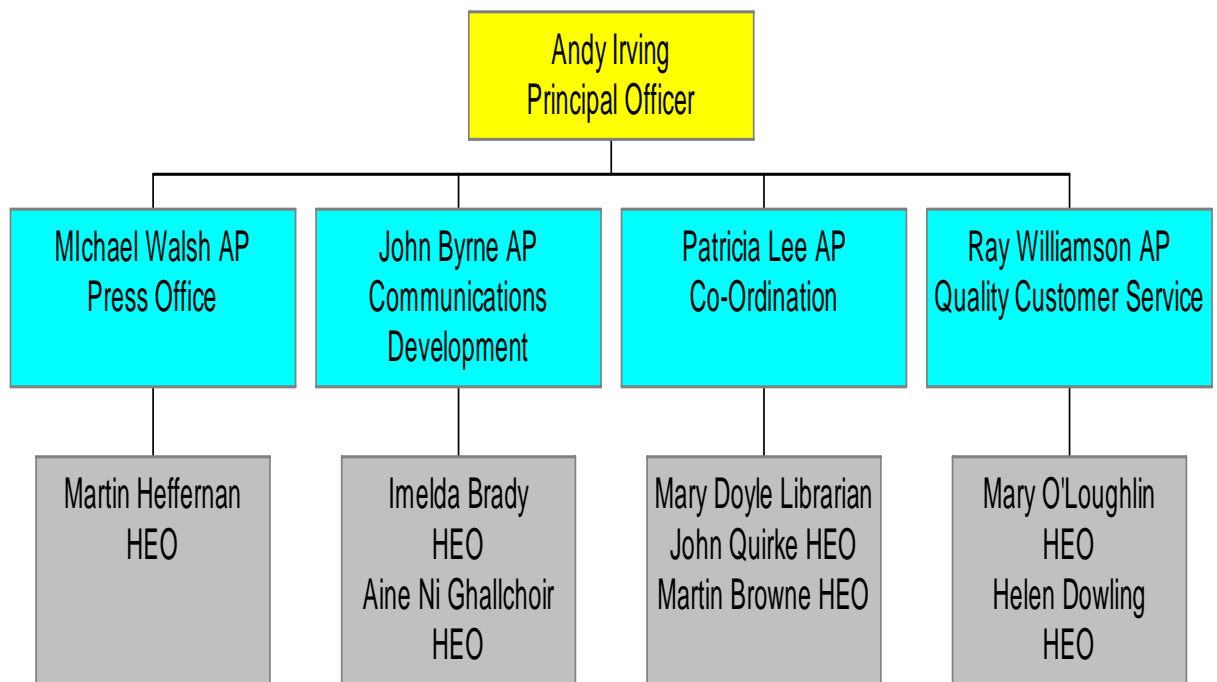
Classes of records

- Papers on North / South co-operation in the agriculture sector.

CORPORATE AFFAIRS DIVISION

Role and Structure of the Division

The role of Corporate Affairs Division is to manage, develop and co-ordinate the Department's internal and external communications and customer service commitments.



Delivery of Service

Press Office and Public Information Service

The Press Office is responsible for the preparation and dissemination of press releases, speeches, and publicity material covering all activities of the Department. It handles enquiries from the media and members of the public on all of the Departments' services, either by phone, letter or via e-mail. It also works with the Department's advertising agency to develop advertising strategy and measure its impact.

Co-ordination Section:

The Section co-ordinates the provision of speeches/PQs/briefing etc., for the Minister and Ministers of State, where the material concerned covers more than one Assistant Secretary General's area of responsibility. It co-ordinates the Department's responses to Government Memoranda for the Minister's Office.

The Section also co-ordinates Emergency Planning internally and represents the Department on inter-departmental Emergency Planning Committees. It is responsible for co-ordinating the Department's actions in relation to areas such as Women's Issues, Disability and Equality.

It arranges publication of the Annual Report and other departmental publications and is responsible for the Department's library services.

Communications Development Section

This Section has responsibility for the operation of the Department's website and intranet site (eZone) with the ISD Division. It is currently involved in a total revamp of those sites. The Section also has responsibility for the Department's presence at shows etc and produces a quarterly in-house magazine for staff – Connections.

The Irish Language Unit, which is part of the Communications Development Section, is responsible for communications through Irish and developing and monitoring the strategy for the Department to meet the requirements of the Irish Languages Act 2003.

Quality Customer Service Section

The Quality Customer Service Section is responsible for the Department's Quality Customer Service Programme. This includes

- (i) promotion of the Customer Service Action Plan
- (ii) tracking and answering customer complaints
- (iii) managing/coordinating the Monitoring Committee in relation to the Charter of Rights for Farmers and
- (iv) overseeing the drafting of the revised Charter 2008-2012.

It is also responsible for ensuring compliance with the following requirements

- Freedom of Information,
- Data Protection,
- Access to Information on the Environment and
- Re-Use of Public Sector Information.

and for monitoring responses to all Ombudsman queries.

Information Available

- Press Releases
- Speeches
- Statements
- Department publications
- Website
- Freedom of Information
- Access to Information on the Environment
- Data Protection
- Ombudsman
- Customer Service

Classes of Records

- Paper files

- Electronic files
- Department publications

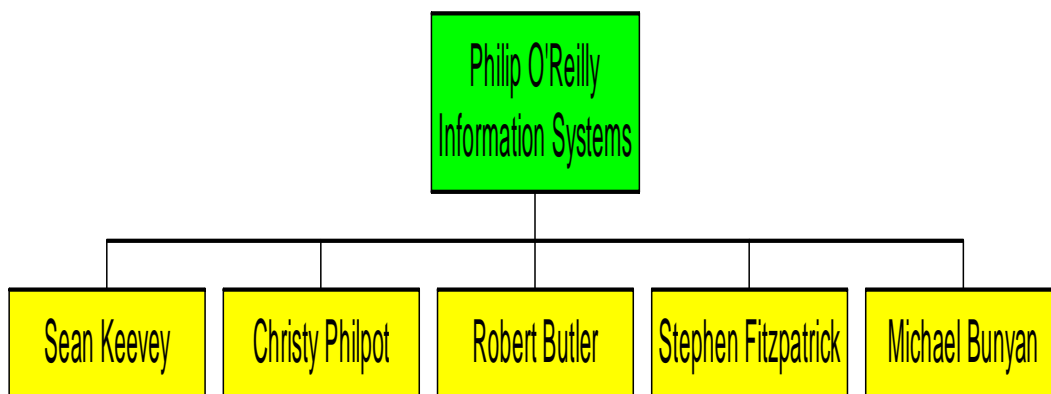
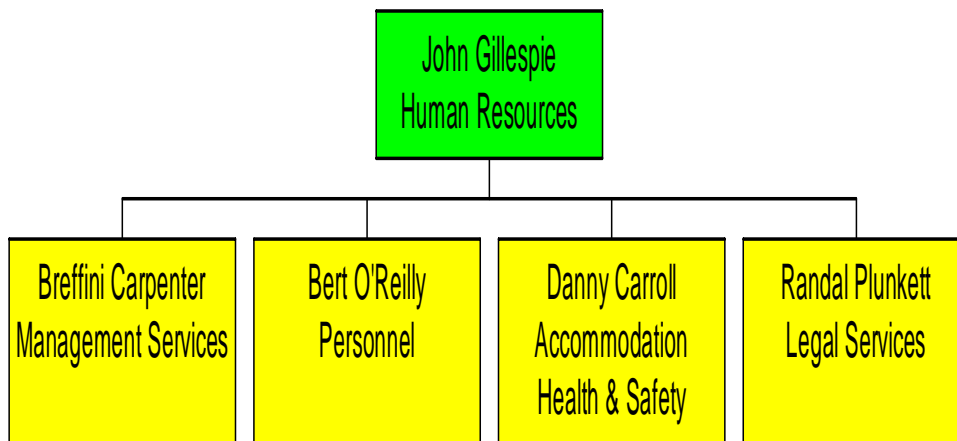
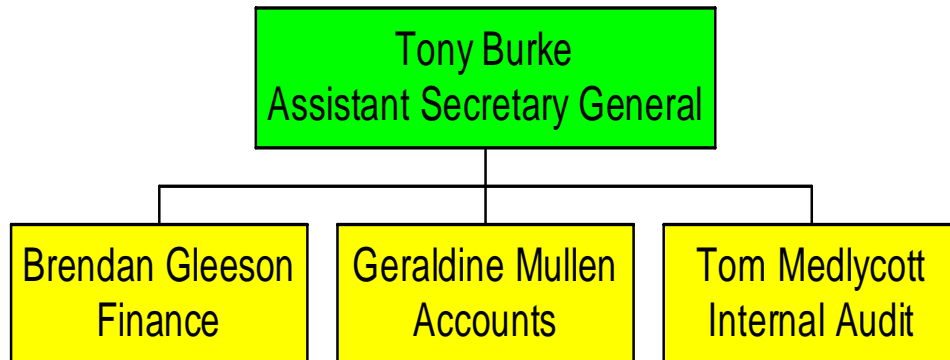
Contacts:

Press Information	Martin Heffernan	Tel: 01 6072567
Press/Public Information	Martina Timbs	Tel: 01 6072569
	Noleen Nulty	Tel: 01 6072791
Advertising	Winnie Keane	Tel: 01 6072569
Co-Ordination/Speeches	John Quirke	Tel: 01 6072544
Publications, PQ's	Martin Browne	Tel: 01 6072339
General Queries	Teresa Donnelly	Tel: 01 6072287
Irish Unit	Aine Ni Ghallchoir	Tel: 091 507657
Library	Mary Doyle	Tel: 01 6072079
Freedom of Information/ Data Protection/Access to Information On the Environment	Mary O'Loughlin	Tel:057 8694327
Quality Customer Service/ Complaints/Ombudsman	Helen Dowling	Tel:057 8694330

All the above officers can also be contacted by E-mail using the following format: eg: helen.dowling@agriculture.gov.ie

Corporate Development

Corporate Development can be sub-divided into three distinct areas, each with its own Assistant Secretary General. The Organisation Charts below indicate these areas and the individuals who have responsibility for them.



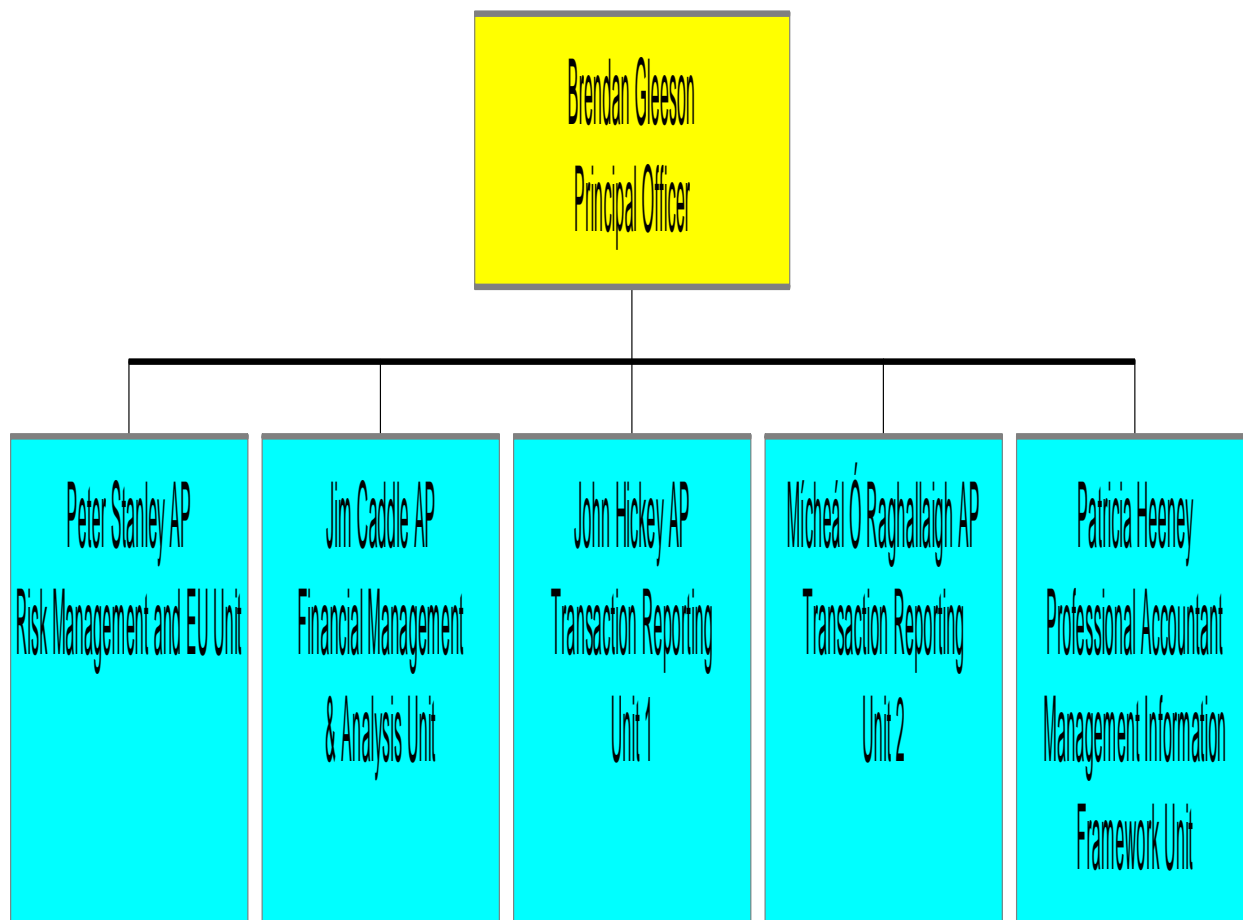
Tony Burke
Assistant Secretary General

Brendan Gleeson
Finance

Geraldine Mullen
Accounts

Tom Medlycott
Internal Audit

FINANCE DIVISION



Finance Division is responsible for:

- monitoring, control and reporting on expenditure and receipts of nearly 3 billion Euro between the National Vote and the European Agricultural Guarantee Fund (EAGF) and European Agricultural Rural Development Fund (EAFRD)
- providing the liaison function with the European Commission, OLAF (the EU anti-fraud body), and the European Court of Auditors on audit matters
- co-ordinating certain horizontal tasks on the protection of the Community's financial interests in respect of the EAGF and EAFRD Funds
- representing the Department on EU financial committees dealing with the EAGF and EAFRD Funds
- acting in partnership with the Department's Internal Audit Unit and line Divisions on EU accreditation issues

Delivery of Service

Finance Division is divided into the following operational Units:

- **Financial Management and Analysis Unit (FMAU)**
- Accounting Support/Management Information Framework Unit (MIFU)
- **Transaction Reporting Unit 1 and 2 (TRU)**
- Risk Management and EU Unit (RMEU)

Financial Management and Analysis Unit (FMAU)

The **Financial Management and Analysis Unit (FMAU)** is responsible for the financial management of the Department's Vote including the compilation of Estimates for publication in the Abridged and Revised Estimates for the Public Service (except for the Administrative Budget, which is handled by Personnel Division).

The Estimates tasks performed include

- conducting negotiations with the Department of Finance on Vote Estimates, Supplementary Estimates and Multi-Annual Budgets,
- preparing monthly reports of Expenditure and Appropriations-in Aid (receipts) for the Department of Finance. (Accounts Division prepare the Annual Appropriation Account).

The FMAU also co-ordinates initiatives in relation to

- implementation of the Management Information Framework under the Strategic Management Initiative (S.M.I.) in cooperation with the MIF Unit

Accounting Support/Management Information Framework Unit (MIFU)

The tasks performed by the unit include

- Provision, in co-operation with Accounts Division, support to relevant users of the Accounts System to ensure that the highest levels of financial management are maintained.
- Advise and assistance in the preparation of the annual Composite Account of EAGGF – Irish Operations expenditure on an accrual basis.
- **In co-operation with Accounts Division and ISD Financials, ensure that there is an adequate of support available to all users of the SAP system**

Transaction Reporting Units 1 and 2 (TRU)

Unit 1 is responsible for the accounting and reporting of financial transactions under EAGF Guarantee and EAFRD with a view to securing recoupment of EU funds.

Unit 2 is also responsible for the overseeing compilation of the EFA/X table financial data required by the EU Commission and implementation of Department policy on EU Debtors.

The Unit's tasks include

- Preparation, with assistance of Paying Divisions, and transmission to the EU Commission of detailed monthly and annual accounts, including Electronic account/ X table data, in respect of EAGF Guarantee and EAFRD Rural Development expenditure
- Management of EU Budget nomenclature and ensuring implementation by Payment Divisions
- Management of EU receipts
- Representing Ireland on the Agriculture Funds Financial Committee.
- Monitoring the funding required to pre-finance EAGF Guarantee expenditure
- Overseeing implementation of the Department's EU EAGF and EAFRD Debtors Policy

Risk Management and EU Unit (RMEU)

The Unit is responsible for certain horizontal tasks relating to risk management, external audits and protection of the communities financial interests in respect of the EAGF and EAFRD Funds expenditure, in particular:

- Co-ordination of continued implementation of Department Risk Management Programme (RMP) Co-ordination of work relating to the accreditation of the Department as EU Paying Agency for EAGF Guarantee and EAFRD Rural Development expenditure and to certification of the Department's EAGF and EAFRD accounts by an independent certifying body.
- Coordination and management of EU audits and enquiries including EU Commission compliance audits, Statement of Assurance and sectoral visits by the European Court of Auditors and visits by OLAF and for ensuring follow-up of any issues arising.
- Co-ordination of returns to the EU Commission on irregularities
- Representing Ireland on EU Irregularities groups and on Agrifin, a Council Working Group on financial issues.
- Arranging short-term borrowings from Exchequer to fund EAGF Guarantee expenditure, as required.

INFORMATION AVAILABLE

- EU and National legislation on financial procedures and scrutiny of transactions.

Further information may be obtained by contacting the following:

Financial Management and Analysis Unit	Adrienne Courtney	Tel: (01) 607 2582
Transaction Reporting Unit	Ray Gamble	Tel: (01) 607 2462
Risk Management/Irregularities	Graham Neilan	Tel: (01) 607 2149
Accreditation/Audits	Padraig Creed	Tel: (01) 6072318

All the above Officers can also be contacted by e-mail at:

adrienne.courtney@agriculture.gov.ie

ray.gamble@agriculture.gov.ie

graham.neilan@agriculture.gov.ie

padraig.creed@agriculture.gov.ie

CLASSES OF RECORDS HELD

◆ Administration

- Procedures Manuals

◆ Policy

- Regulations\Guidelines\Directives on Financial Control and Procedures
- Financial Control on Expenditure and Income from the Vote and EAGGF Guarantee Funds

Note on EU financing

The EU Budget is operated over multi-annual periods. The current period is 2007 to 2013. For the 2007 to 2013 two EU funds were established to finance Agriculture and Rural Development expenses.

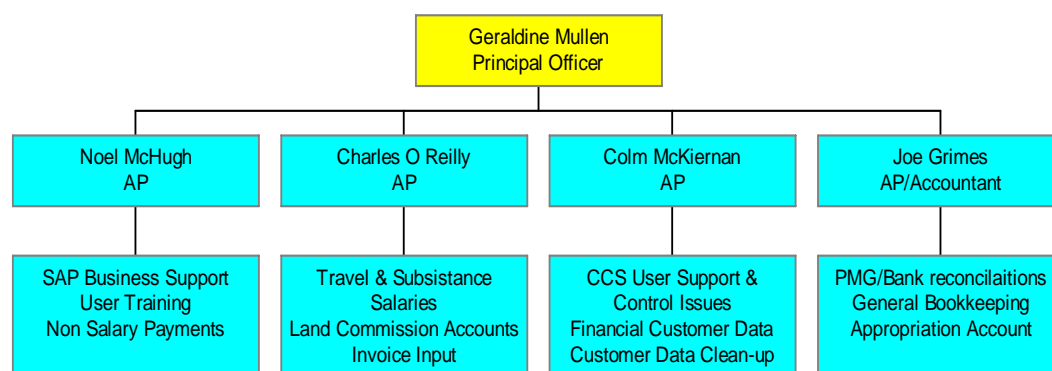
- European Agricultural Guarantee Fund (EAGF) and
- European Agricultural Fund for Rural Development Fund (EAFRD)

The Funds replaced the European Agricultural Guidance and Guarantee Fund (EAGGF or FEOGA in French)

The new EAGF Guarantee Fund will continue to finance CAP market measures and direct supports to farmers.

The new Rural Development Fund will be a single fund to finance all Rural Development measures, which have up to now been financed either from the Guarantee or Guidance Fund, under differing financing rules.

ACCOUNTS DIVISION



Role and Structure of the Division

Accounts Division is sub-divided into seven sections as detailed in the chart below with the main functions involving

- Making Vote payments on the instructions of the Department's Line Divisions,
- Making EAFRD payments for the EU and payments out of Estates Account of the Land Commission
- To secure and account for cash and other lodgments, and for securities given to the Department
- To assist in the monthly balancing/reporting of income and expenditure of Vote and EAFRD funds
- To prepare the Annual Appropriation Accounts and Land Commission Accounts
- To assemble and co-ordinate replies to the Comptroller and Auditor General
- Payment of salaries and related allowances
- Payment of travel, subsistence and miscellaneous expenses
- Issuing of pension payments under the Farmers Early Retirement Scheme
- Support and control the use of the Department's Corporate Customer System, the main customer database of the organisation.
-
- Issuing of annual statement of payments to farmers
- Issuing of regular invoices and statements to the Department's customers

Delivery of Service

All payments are made in accordance with the most recent directions from the Department of Finance and the E.U. Authorities, as appropriate.

Information Available

- EU Regulations governing payment under various Schemes
- Land Acts pertaining to payments regarding the Land Commission
- Public Financial Procedures produced by the Department of Finance
- Prompt Payments Act, 1997 and S.I. No. 388 of 2002 European Communities (Late Payment in Commercial Transactions) Regulations 2002

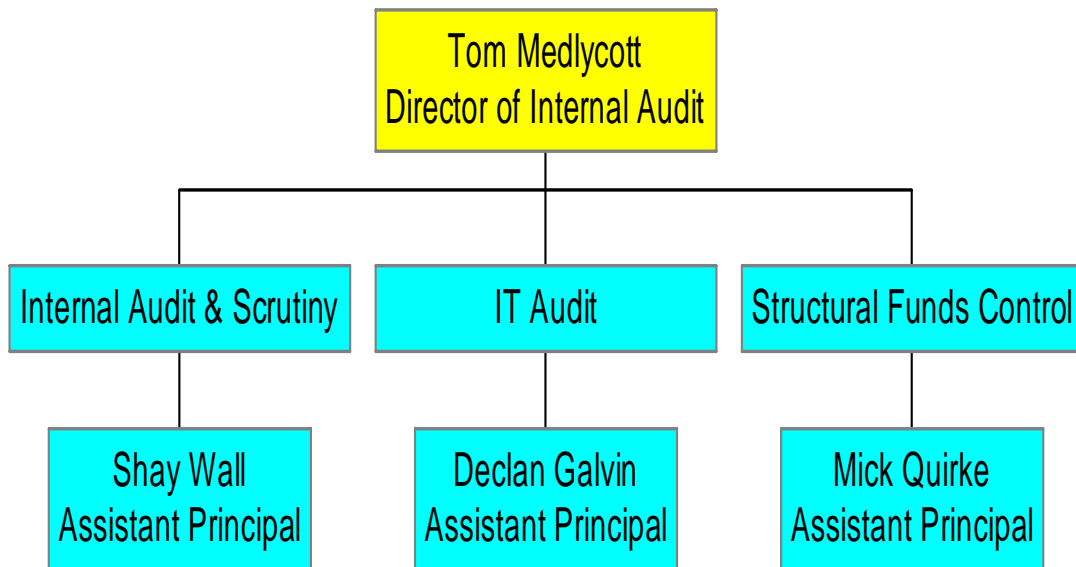
- Explanatory Leaflet on the Prompt Payments of Accounts Act, 1997
- Staff Instruction Manuals
- Summary financial data pertaining to estates of the Land Commission.

Classes of Records

Personal

- Records in relation to salaries, taxation, statutory and voluntary deductions, car registration numbers, insurance policy numbers and details.
- Customer data records including name, address, date of birth, PPSN and business number used in dealings with the Department
- Customer bank account details to facilitate electronic payments.

INTERNAL AUDIT



Role and Structure of the Division

The primary role of the Internal Audit Unit is to give assurance to the Secretary General, the Audit Committee and senior management as to the adequacy of the Department's internal control systems. The Internal Audit Unit will advise line managers on the operation of internal controls, including IT systems and controls. The Internal Audit Unit has responsibility for the operation of the Scrutiny Programme (Council Regulation (EEC) No. 4045/89) and also has responsibility for the independent certification of the final EAGGF claims under Structural Funds (Commission Regulation (EC) No. 438/01).

Delivery of Service

Internal Audit deals primarily with the Department and those organisations and individuals who are in receipt of EU and national funding.

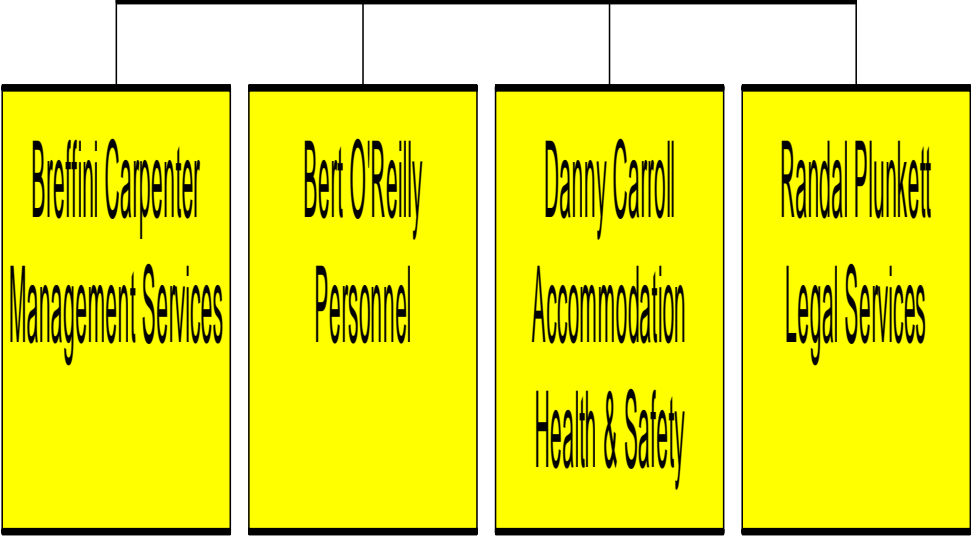
Information Available

Audit Committee Annual Report
Audit Committee Charter
Internal Audit Unit Charter

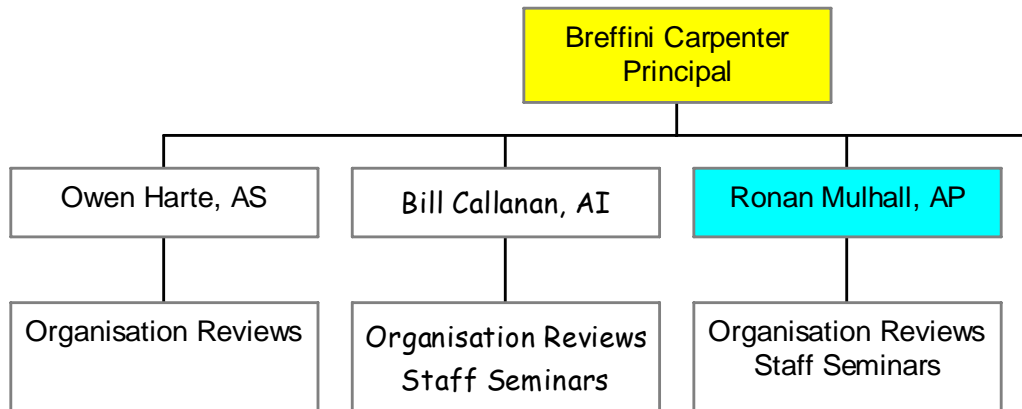
Classes of records

Administration
Audit files consisting both of reports and related work papers

John Gillespie
Human Resources



MANAGEMENT SERVICES DIVISION



Management Services Division provides analysis and advice on organisational development, resource deployment, business process improvement. In addition it is responsible for the organisation of Heads of Division and Staff seminars.

Delivery of Service

The Division undertakes organisation reviews within the Department where organisational structure, business processes, staff reporting arrangements and/or staffing levels need to be examined.

The Division also organises Heads of Division and Staff seminars, where presentations are given on a broad range of relevant topics and areas of work, thereby improving awareness of developments and activities in the department.

Contact Details

Further information may be obtained from the Division at 057 8694306

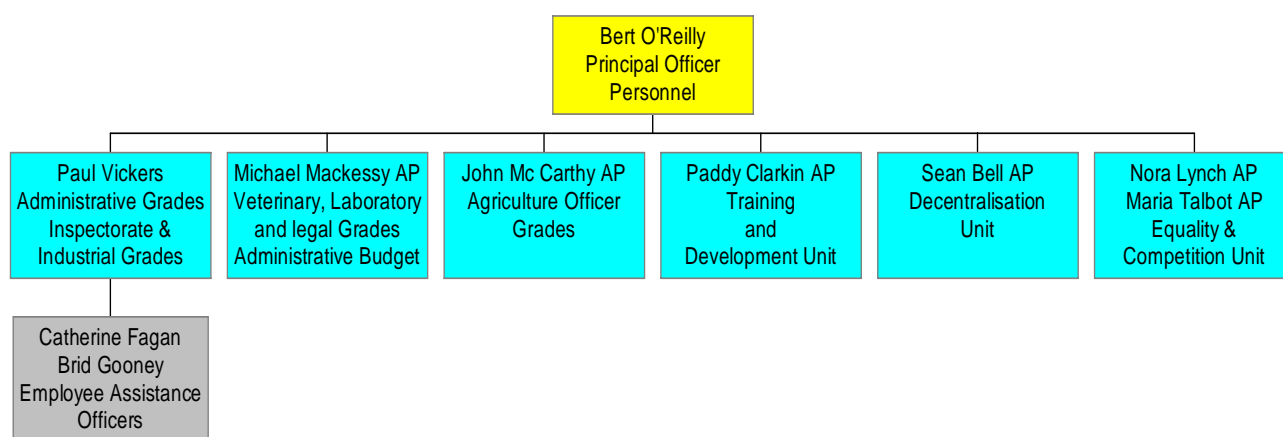
Class of Records

Administration

PERSONNEL DIVISION

Role and Structure of the Division

Personnel Division deals with all issues relating to the recruitment, training, deployment, promotion, grievance and retirement of all staff in the Department within the guidelines determined by the Department of Finance and existing employment legislation. It also handles the Administrative Budget of the Department and the pay of Chief Executives of State Sponsored Bodies under the aegis of the Department.



Delivery of Service

Personnel Division applies and implements the rules, procedures and practices for the discharge of the human resource management function in the civil service as it applies to the Department of Agriculture and Food. This service is provided directly to staff (serving and retired), representative bodies and unions.

The Employee Assistance Service is confidential and is available to all serving and retired staff of the Department and in isolated cases to the family of staff. It provides immediate help and support for staff with urgent personal difficulties, assistance in the evaluation and assessment of personal difficulties; referral to outside expertise and services as required and follow up contact and support by Employee Assistance Officers.

Training

The Training and Development Unit provides a range of courses both internally and externally in various locations around the country. These courses afford staff across all the streams the opportunity to develop their full potential during their careers in the Department.

Training is an essential component for ensuring the success of the Performance Management and Development System in the Department. It is vital that both staff and management regard staff training as an integral element of their business plans and that officers are released to undertake training courses and to give training as necessary.

The mission of the Training & Development Unit is to undertake training programmes to enhance staff skills and competencies, with our strategy to achieve that goal by further developing the training programme and ensuring feedback from staff and management on the training process.

Decentralisation

The Decentralisation Unit is responsible for the implementation of the Department's decentralisation plans and co-ordination of activities relating to the decentralisation programme generally. The Unit also has responsibility for the co-ordination of the Performance Management and Development System (PMDS) and the Partnership process within the Department.

Information Available

- Decentralisation Implementation Plans

Further information

Decentralisation Unit - Martina Dalton - 057-8694312

Administrative Budget

The Administrative Budget is controlled by the Personnel Officer through line management within the contractual terms of the Administrative Budget Agreement or as varied by the Department of Finance or Government.

Information Available

- Legislation governing Personnel.
- The Civil Service Personnel Code
- Circular Files - consist of copies of all circulars, which have issued from Personnel Division to staff. (These are retained in the Division for at least two years)
- Equal Opportunities and Guidelines for the Civil Service
- Guidelines for Dealing with Sexual Harassment in the Civil Service
- Code of Practice for the Employment of People with Disabilities in the Civil Service
- Superannuation Handbook
- Non-contributory Pension scheme for Non-Established State Employees - Explanatory Booklet.
- Conciliation and Arbitration Reports.
- Job-sharing Register
- Work Sharing Register
- Career Break Register

Legislation is available from the Government Publications Sales Office, Sun Alliance House, Molesworth Street, Dublin 2.

Further personnel information may be obtained by contacting the following:

Administrative Grades

Melessa Lunney

Tel: (01) 6072552

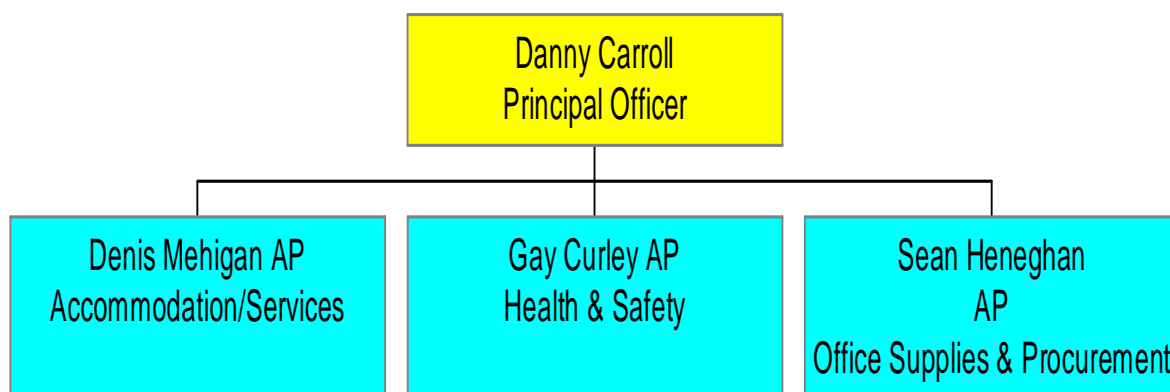
Inspectorate/Industrial & Service Grades	Anita Carter	Tel: (01) 6072944
Employment Assistant Officer	Catherine Fagan	Tel: (01) 6072577
Veterinary /Laboratory/Legal Grades	Joan Burke	Tel: (01) 6072231
Agricultural Staff/Technical Grades	Anne Broad	Tel: (01) 6072335
Training and Development Unit	Paddy Clarkin	Tel: (01) 6072461
Superannuation and Pensions Provisions	Rose Cassidy	Tel: (01) 6072553
Admin Budget	Pat Haran	Tel: (01) 6072946

**All the above Officers can also be contacted by e-mail using the following format:
Eg: pat.haran@agriculture.gov.ie**

SERVICES, HEALTH AND SAFETY

Role and Structure of the Division

This Division has responsibility for all accommodation matters and building maintenance at Department offices and premises throughout the country. It is also responsible for the supply of non-I.T. equipment to all Department offices and premises. Its other functions include telephone and communications systems and health and safety.



Delivery of Service

The service provided by this Division, which in many instances is in conjunction with the Office of Public Works, is undertaken in compliance with the Building Control Regulations, Health and Safety legislation and the Charter of Rights for Farmers. Tender contracts are assessed and awarded in accordance with the criteria as set out in Department of Finance guidelines on Procedures for Public Procurement. The Division holds a Tender list to which companies may apply to have their name added.

Certain goods are ordered centrally via the Government Supply Agency, which arranges contracts on behalf of the Civil Service generally.

HEALTH & SAFETY

The services provided by the Safety and Health Policy Section are:

- Co-ordinating the production and revision of Safety Statements for the Department's staff.

- Organising training courses in safety management for line managers and safety representatives and organising specific courses in the following subjects-safe manual handling procedures, occupational first aid, safety in laboratories, safety at sea, personal safety when dealing with members of the public, smoking cessation and safety when using chainsaws.
- Organising in conjunction with the Chief Medical Officer for the Civil Service, a testing programme for certain categories of staff in relation to brucellosis, leptospirosis, and Q fever, liver function tests for staff in the Pesticides Control Service and vaccination of staff against rabies in the Rabies Unit.
- Liaising with the Health and Safety Authority.
- Providing the Chairman and Secretariat of the Department's Safety and Health Committee.
- Liaising with the National Archives.

Information Available

- Procedures for Public Procurement.
- Public Financial Procedures
- Tender list of companies
- Health and Safety legislation
- Department of Finance Circulars on Health and Safety.
- Safety Statements for various Department locations

All legislation is available from the Government Publications Sales Office, Sun Alliance House, Molesworth Street, Dublin 2.

Further information on the various matters is available as follows:

Accommodation (Dublin area)	Shay Wright	Tel: (01) 6072347
Accommodation (Other areas)	Niall Fitzgerald	Tel: (01) 6072147
Office Equipment	John McDonald	Tel: (01) 6072543
Health and Safety		

All the above Officers can also be contacted by E-mail using the following format:

Eg: Maureen.mcquaid@agriculture.gov.ie

LEGAL SERVICES DIVISION

The role of Legal Services Division is to provide a pro-active and quality legal and general advisory service to the Minister and all Divisions in the Department and to manage the residual functions of the former Irish Land Commission.

Specific functions of the Division include;

- Instructing the Attorney General and the Chief State Solicitors Office (CSSO) in relation to various matters in which the Department requires legal representation.
- Day-to-day management of Department litigation in conjunction with the Office of the Attorney General and the relevant Line Divisions.
- Assisting Line Divisions with drafting and interpretation of agreements, contracts and documentation required for the implementation of Department schemes and services.
- Providing legal support and advice to Line Divisions in relation to the transposition and implementation of EU law.
- Assisting Line Divisions with drafting and interpretation of State legislation .
- Liasing with the State Claims Agency in relation to certain property and personal injury civil claims.
- Residual functions of the former Land Commission and introduce of all relevant schemes arising from implementation of Land Act 2005.

Further information can be obtained by contacting the following:

Randall Plunkett	Tel: (01) 6072497
James Winston	Tel: (01) 6072097
Denis Fitzsimons	Tel: (01) 6072918
Seamus O'Brien	Tel: (049) 4368256
Fran McKeon	Tel (049) 4368213

**All the above Officers can also be contacted by E-mail using the following format:
Eg : randall.plunkett@agriculture.gov.ie**

Classes of Records

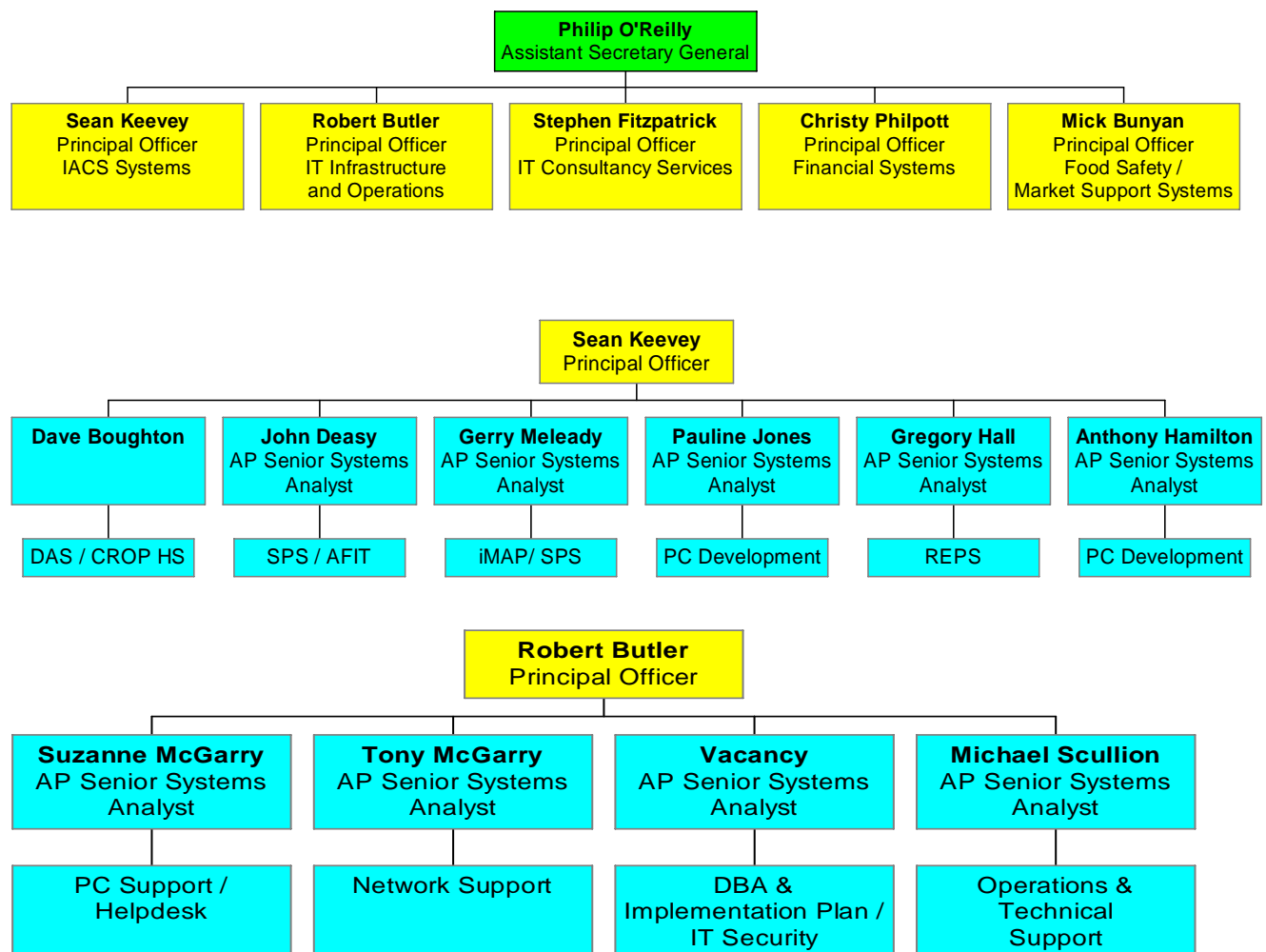
Legal files relating to the work of the former Land Commission
 Title Documents relating to the Land Commission
 Copies of Legislation - EU & National
 Legal files relating to litigation and general advisory matters

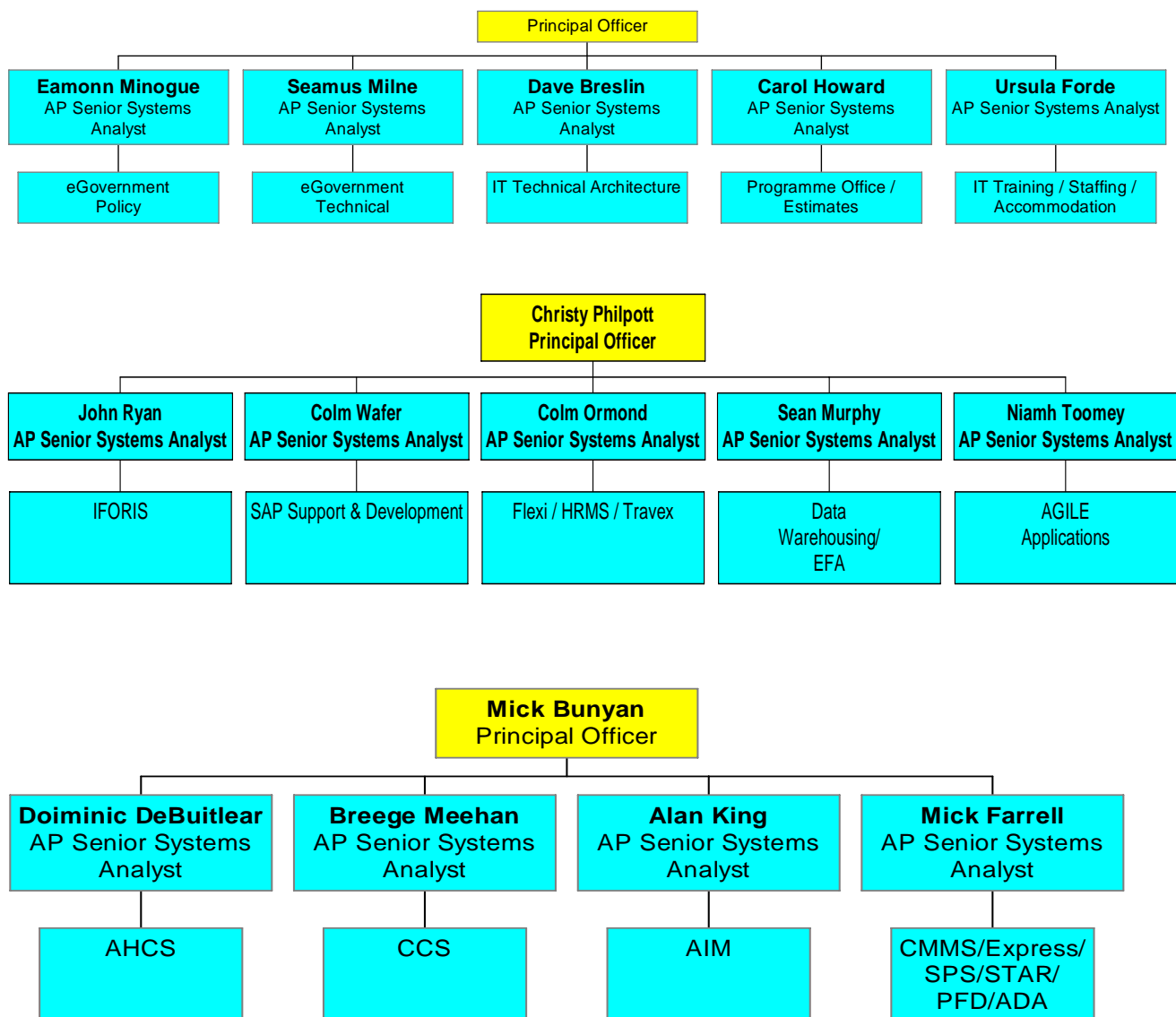
INFORMATION SYSTEMS DIVISION

Role and Structure of the Division

Information Systems Division provides computer systems and equipment to the Department, and provides facilities for running these Systems.

Information Systems Division Organisation Chart





Delivery of Service

Information Systems Division is, in the main, a service provided to the Department. The purchasing function, which it carries out in relation to computer systems and hardware, is undertaken in accordance with Department of Finance and EU Directives regarding invitations to tender, examination of responses and the award of contracts.

Information Available

Information on the Prompt Payment of Accounts Act, 1997 can be accessed at www.entemp.ie/enterprise/smes/promptpayments.htm

The Public Financial Procedure manual can be accessed at <http://www.finance.gov.ie/ViewDoc.asp?fn=/documents/PublicFinancialProcedures/default.htm&CatID=15&m=f>

Further information may be obtained by contacting the following:

IMap/SPS
Gerry Meleady
Tel: (01) 6072133

Premia Headage Inspections

John Deasy
Tel: (01) 6072498

Disadvantaged Area Scheme/CROPHS
Dave Boughton
Tel: (01) 6072580

PC Development
Pauline Jones
Tel: (01) 6072942

REPS
Gregory Hall
Tel: (01) 6072629

Help Desk/PC Rollout/WAN
Tony McGarry
Tel: (01) 6072415

Operations
Michael Scullion
Tel: (01) 6072940

Financial Systems
Colm Wafer
Tel: (01) 5053377

IFORIS
John Ryan
Tel: (053) 9165556

Flexi/HRMS/Travex Systems
Colm Ormond
Tel: (01) 6072016

Data Warehousing/EFA
Sean Murphy
Tel: (01) 6072532

AGILE Applications
Niamh Toomey
Tel: (01) 6072233

CMMS/EXPRESS/STAR/PFD/ADA
Michael Farrell
Tel: (01) 7037956

Animal Health Computer System
Doiminic DeBuitlear

Tel: (01) 7037937

Corporate Client System

Breege Meehan
Tel: (01) 5053369

Animal Identification & Movement
Alan King
Tel: (01) 7037955

E-Government Services
Eamonn Minogue
Tel: (057) 8694420

E-Government Infrastructure
Declan O'Riordan
Tel: (01) 6072990

IT Programme Office
Carol Howard
Tel: (01) 6072722

IT Skilling
Ursula Forde
Tel: (01) 5053384

IT Architecture
Dave Breslin
Tel: (01) 6072451

**All the above Officers can also be contacted by E-mail using the following format,
Eg:john.deasy@agriculture.gov.ie**

**Classes of Records
Policy**

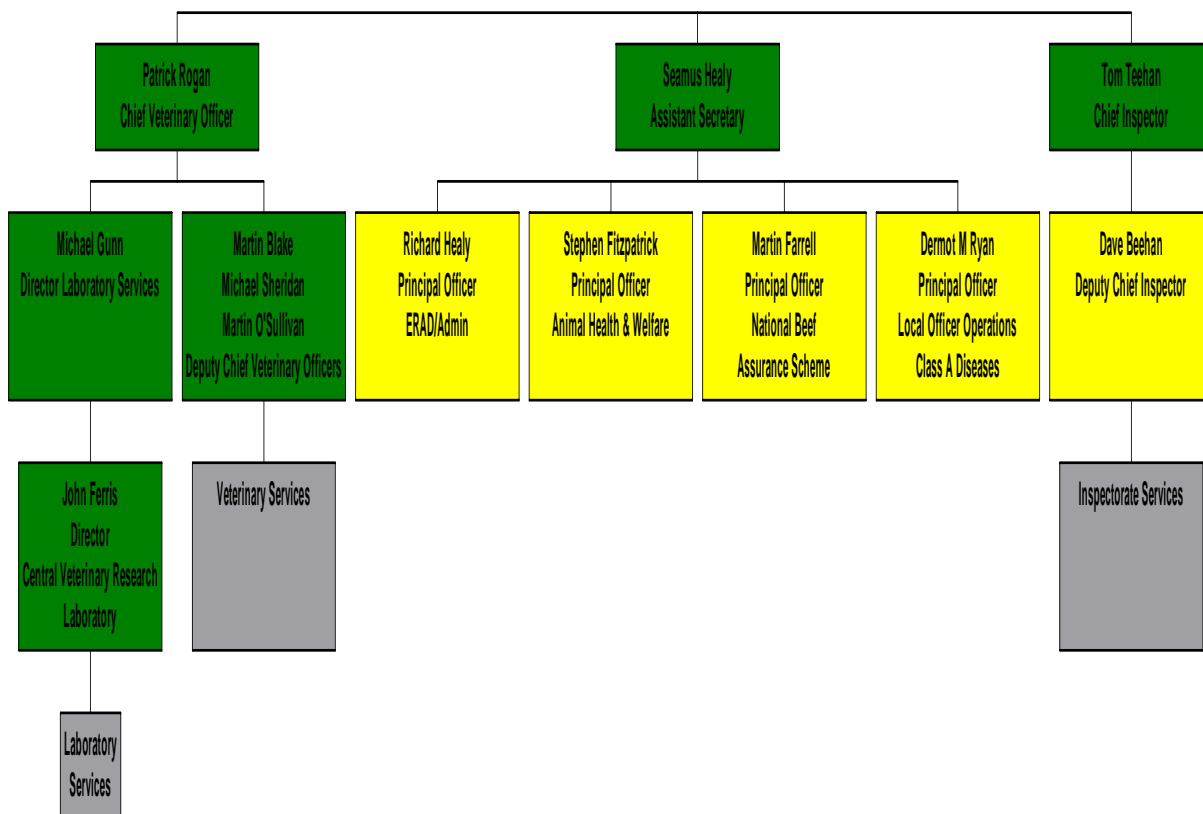
- Legislation/Directives

Administration

- Tender Procedures

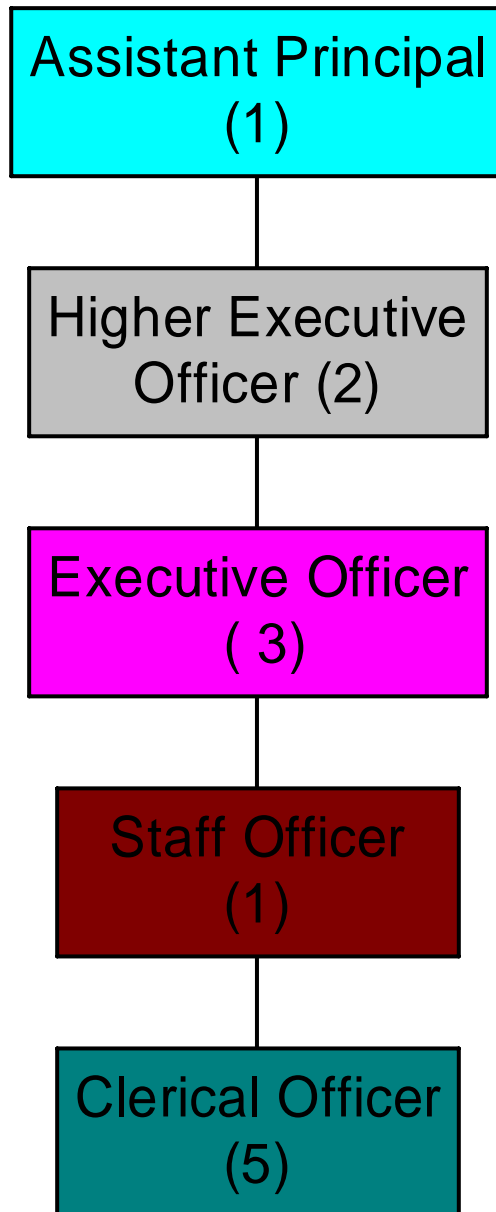
FOOD SAFETY, ANIMAL HEALTH

ANIMAL HEALTH AND WELFARE DIVISION, ERAD/DISEASE ERADICATION DIVISION, NATIONAL BEEF ASSURANCE SCHEME AND CROP PRODUCTION AND SAFETY DIVISION.



LIVESTOCK BREEDING SUB-SECTIONS I and II

THIS ORGANISATION CHART OUTLINES THE REPORTING ARRANGEMENTS WITHIN LIVESTOCK BREEDING SUB-SECTIONS I AND II



Role and delivery of service by Livestock Breeding Sub-Sections I and II

The role of these Sub-Sections is to facilitate and support livestock breed improvement, animal health control systems and implementation of EU legislation as part of the development of an international agri-food sector.

The Sub-Sections, located at the Department of Agriculture and Food, Government Buildings, Farnham Street, Cavan works in close cooperation with the veterinary and technical staff in the operation and delivery of the following:

- Operation of an EU approval mechanism for bodies which maintain equine stud-books, bovine herd-books and ovine/caprines flock books,
- Implementation of EU and National legislation on trade in bovine, ovine, equine and caprine semen, ova and embryos,
- Implementation of relevant legislation on artificial insemination
- Processing of applications for licences in accordance with AI legislation
- Approval of equine, bovine and ovine semen collection and storage centres and ova/embryo collection/production teams.
- Provision of exchequer and National Development Plan funding and other support to the Irish Cattle Breeding Federation (ICBF)
- Operation of the Kerry Cattle Preservation Grant Scheme and the Pedigree Sheep and Galway Sheep Breed Improvement Programmes
- Implementation of the provisions of the Musk Rats Act, 1933 (Application to Mink) Order
- Implementation of the Wool Marketing Acts, 1968-1984.
- Provision of appropriate health certification for export of germinal products

Information available

- National and EU Legislation pertaining to bovine, equine, ovine, caprine A.I. activities
- ICBF funding under the National Development Plan
- Grant assistance to ICBF
- Application forms for approval of Mink Farms
- Application forms, Conditions, Objectives and Guidance Notes for Pedigree Sheep and Galway Sheep Breed Improvement Programmes
- Annual Published Results of Pedigree Sheep Breed Improvement Programme
- Register of Wool Buyers
- Register of Wool Exporters
- List of Bodies approved for the purpose of maintaining EU recognised equine studbooks
- List of Bodies approved for the purpose of maintaining EU recognised sheep flock-books
- List of Bodies approved for the purpose of maintaining EU recognised bovine herd-books
- Protocol for Resumption of Bovine Semen Distribution under Special FMD Controls
- List of licensed A.I. Service Organisations
- List of Recognised Semen Collection Centres in Ireland
- List of Recognised Ova/Embryo Collection/Production Teams
- List of Licensed Semen Distribution Companies
- Application Forms for D.I.Y. A.I. licences for cattle (incorporating conditions for artificial insemination of cows by a herdowner or his wholetime employee).
- List of approved D.I.Y. A.I. Training Courses
- Conditions for conducting Training Courses for D.I.Y. A.I. in cattle
- D.I.Y. A.I. Guidelines
- Application Form and Conditions for Kerry Cattle Preservation Grant Scheme.
- ISO Manuals (Procedures, Reference, Quality, Reports/Customer Surveys)
- Meetings, Parliamentary Questions, Representations, Speeches

All legislation can be purchased from the Government Publications Sales Office, Sun Alliance House, Molesworth Street, Dublin 2 and the EU Offices, Molesworth Street, Dublin 2.

Application Forms for various schemes, Terms and Conditions etc. are available free of charge by contacting Livestock Breeding Section, Department of Agriculture and Food,

Government Buildings, Farnham Street, Cavan. Telephone (049) 4368200 Fax (049) 4361486.

The contact details are listed below.

Work area	Contact person	Phone/Fax
Mink Licences Licensing of Wool Buyers and Exporters Approval of breeding organisations under EU/National Legislation Pedigree and Galway Sheep Breed Improvement Programmes Approval of Equine and Ovine Semen Collection Centres Irish Cattle Breeding Federation Trade in Equine, ovine and caprine semen/embryos	Martina Young	Tel: (049) 4368293 Fax: (049) 4361486
National Bovine AI Service Issuing of Bovine Semen Distribution Licences Issuing of Bovine Field Service Licences Issuing of Bovine Semen Licences Approval of Bovine Semen Collection and Storage Centres Approval of Bovine Ova/Embryo Collection/Production Teams Operation of Kerry Cattle Preservation Grant Scheme Approval for Bovine D.I.Y. A.I. training courses Authorisation of Officers	Breda McCabe	Tel: (049) 4368296 Fax: (049) 4361486
Issuing of Bovine D.I.Y. A.I. Licences Bovine Semen and Embryo Trade	Vera Fitzpatrick	Tel: (049) 4368297 Fax: (049) 4361486

The officers listed can be contacted by e-mail using the following format:

martina.young@agriculture.gov.ie, breda.mccabe@agriculture.gov.ie,
vera.fitzpatrick@agriculture.gov.ie.

Classes of records

Administration

- A.I. Service organisations
- Semen Collection Centres approvals
- Semen Storage Centres Approvals
- Ova/Embryo Collection/Production Teams approvals
- Bovine Semen Distribution Companies licences
- Kerry Cattle Scheme applications
- Applications and copy licences for D.I.Y. A.I. licences
- Applications and copy licences for A.I. technician licences
- Current listing of licensed AI technicians
- Current listing of licensed semen sales personnel
- Bovine first insemination statistics
- Representations
- Administrative
- Applications for EU approvals
- Register of Buyers and Exporters Licences for Wool
- Mink Farm Licences
- Pedigree Sheep Breed Improvement Programme material
- Galway Sheep Breed Improvement Programme material

Policy

- EU - Directives / Regulations
- National legislation

Financial

- DAF estimates for the Section
- Applications for financial assistance

- Records of all amounts authorised for payment by the Section

Pesticides/Agricultural Seeds/Plant Breeders Rights Section

Role of the Section

The main functions of the Section involves

- Achieving the highest standards of plant health through control, inspections and effective monitoring of pesticides,
- Improving plant quality by testing plant varieties to find the varieties best suited to Irish conditions,
- Operating the seed certification scheme
- Operating the national system of plant breeder's rights.

In this regard the Division liases closely with the Pesticides Control Service, the Seed Testing Laboratory and the National Crop Variety Testing Centre all of which come under the direct control of the Department.

Delivery of Service

The Pesticide Control Service based at Abbotstown, Castleknock, Dublin 15 is responsible for the authorisation of plant protection products and the clearance of pesticides for placing on the Irish market. It operates the national monitoring programme for pesticide residues in food on behalf of the Food Safety Authority of Ireland and undertakes an enforcement programme involving inspections of retail and wholesale outlets to ensure that all pesticides marketed and used comply with relevant EU legislation. The Department maintains close co-operation with the Department of Health and Children, Department of the Environment and Local Government and the Health and safety Authority in the operation of the various pesticide regulations.

The Department has been designated responsible for biocides from September 2001. Similar to pesticides, the Pesticide Control Service will be responsible for the authorization, market clearance and monitoring of these products.

In operating the official scheme for certifying agricultural seed, testing for purity, germination, weed seed content and viability is undertaken at the Departments Seed Testing Laboratory located at the Backweston Campus in addition to tests for feedingstuff microscopy.

The National Crop Variety Testing Centre, Backweston, Leixleip, Co. Kildare conducts growing trials to establish value for cultivation and satisfactory use in Irish conditions.

Information available

- EU and National legislation on plant variety rights, placing pesticides on the market, prohibiting the use of certain substances as chemicals and fixing maximum levels of pesticide residues on and in food.

List of Publications:

- Official Journal of National Plant Variety Rights
- Pesticides 2001 (list of plant protection products and other pesticides which have been authorized, cleared, notified or granted permission to market under EU legislation).
- 2000 Pesticide Residues in Food
- Food Protection, Food Production and the Consumer
- National Catalogue of Agricultural Plant Varieties for Ireland
- Recommended list for Herbage Varieties
- Recommended list for Forage Maize
- Official Journal of Plant Varieties and other legislation may be obtained from the Government Publications Sales Office, Sun Alliance House, Molesworth Street, Dublin 2.

Further information is available as follows:

Pesticides Seeds Plant Breeders Rights	Joe O'Brien, Pesticides, Seeds and Plant Breeders Section. Crop Production and Safety Division 7W Agriculture House, Kildare Street, Dublin 2.	Tel: (01) 6072302
Pesticide Residues	Pesticide Control Service Department of Agriculture & Food Abbotstown, Dublin 15	Tel: (01) 6072655
Seed Trials	National Crop Variety Testing Centre Department of Agriculture & Food Backweston, Leixlip, Co. Kildare	Tel: (01) 6280426
Plant Breeders Rights	John Carvill, Backweston Farm, Leixlip, Co. Kildare.	Tel: (01) 6280608

**All the above officers can also be contacted by E-mail using the following format:
Eg : john.carvill@agriculture.gov.ie**

Classes of Records

Personal

- Applications for protection of Plant Breeders Rights
- Grant of Rights to Plant Breeders
- Payment of fees in connection with the issue of grants of rights of maintenance of grants of rights.
- Applications for authorisation, clearance, parallel import approval, permission to market, trials authorisation of plant protection products and other pesticides
- Grants to Plant Breeders
- Payment of fees in connection with the issue of grants of rights and maintenance of grants of rights
- Payment of fees in connection with the authorisation, clearance, parallel import approval, permission to market, trials authorisation of plant protection products and other pesticides
- Records by company of quantity of seed cleaned and certified

Administrative

- Report of each sample submitted for testing
- Register of processors, importers and packers of seed

Financial

- Payment of EC aid for certified grass seed

Plant Trade and Potato Section

Role of the Section

The section operates the statutory and administrative measures in relation to plant movement, cereal seed certification, potatoes and noxious weeds. It administers statutory controls of fertilisers and ground limestone and operates national and EU regulations on type approval of agricultural tractors and certain machinery and equipment. It also administers National Development Plan (NDP) schemes for development of (a) the potato sector and (b) on-farm cereal storage facilities.

Delivery of Service

In relation to phytosanitary controls the Department's policy is focused on ensuring that Ireland's high plant health status is retained. This is done through rigorous enforcement of legislation implementing EU Plant Health Directive 2000/29/EC. The Directive lays down the plant health requirements that apply to the movement of plants, plant products and other objects subject to phytosanitary control into and within the European Union. Imports into the EU of all plants for planting and some plant products (wood, certain cut flowers, fruit, potatoes, etc.) must pass an inspection by the plant health authorities at the point of entry. The Division also maintains a register of nurseries and garden centres, forestry producers and nursery and forestry importers from third countries. Inspections and technical information are provided by the Horticulture and Plant Health Division of the Department.

The branding, in the elemental form, of the nutrient content of all fertilisers is a statutory requirement. Legal standards are prescribed for fertilisers and ground limestone offered for sale in order to ensure that the purchaser gets the correct quality and formulation of these products. The Department carries out sample checks on material on sale and takes appropriate action in the event of breach of the regulations. An analytical service is available at the State Laboratory, Abbotstown, Castleknock, Dublin 15.

Other areas of work involve the implementation of EU legislation on the type approval of agricultural tractors and the administration of the Noxious Weeds Act, 1936.

EU, national legislation and various schemes pertaining to the Potato industry are implemented and administered by the Division. Inspections and technical information assessments, for the operation of statutory functions and schemes in the potato sector, are provided by the Seed Certification and the Horticulture and Plant Health Divisions of the Department.

Information available

Further information is available as follows:

- EU legislation on plant health and related areas
- Regional Operational Programmes, 2000-2006 – Potato and Cereal sectors
- Register of Potato Growers/Packers
- List of Certified Pre-Basic and Basic Seed Potato Crops
- Irish Potato Variety Evaluation results.
- Cereal Varieties – Irish Recommended List

Classes of Records

Policy

- EU legislation/Statutory Instruments
- Commission proposals
- Plant passport controls
- Breach of regulations
- Schemes

Administrative

- Quality Standards (legal, policy and miscellaneous files)
- Production/Marketing potatoes
- Plant trade within EU and with third countries
- Analyses of fertiliser samples
- Analysis of soil samples for harmful organisms
- Inspection results for seed potato crops
- Statistics

Personal

- Applications for investment aid
- Import licences for plants and plant material
- Payment of fees in connection with seed certification scheme
- Registration and payment of fees in connection with registration of potato growers and packers
- Registration of traders in plants and plant material
- Payment of investment aid grants
- Payments for supplies and services
- Applications for soil sampling and testing for harmful organisms
- Applications for certification of seed potatoes

Animal Feeding Stuffs Section

Role of the Section

The section is responsible for the regulatory functions in relation to animal feeding stuffs.

Delivery of Service

Licensed manufacturers of animal feedingstuffs are provided with copies of regulations as they are given effect. Quarterly statistics on production of animal feedingstuffs are compiled and circulated to the trade and other interested parties. Implementation of the regulations is monitored and action taken where breaches occur.

Information Available

- EU legislation
- Schemes and Services 2007

EU legislation and Programme documents may be purchased from the Government Publications Sales Office, Sun Alliance House, Molesworth Street, Dublin 2 and the EU Offices, Molesworth Street, Dublin 2.

Further information by from the following:

Crop Production & Safety Division
Department of Agriculture & Food
Maynooth Business Campus
Maynooth
Co Kildare.

Tel: 0150533330

Classes of Records

Administration

- Instructions/Guidelines
- Statistics/Information/Correspondence
- List of Compound Feedingstuffs manufacturers

Policy

- EU Directives/Regulations

Legislation

- Feedingstuffs Regulations/Directives

ERAD/VETERINARY MEDICINES DIVISION

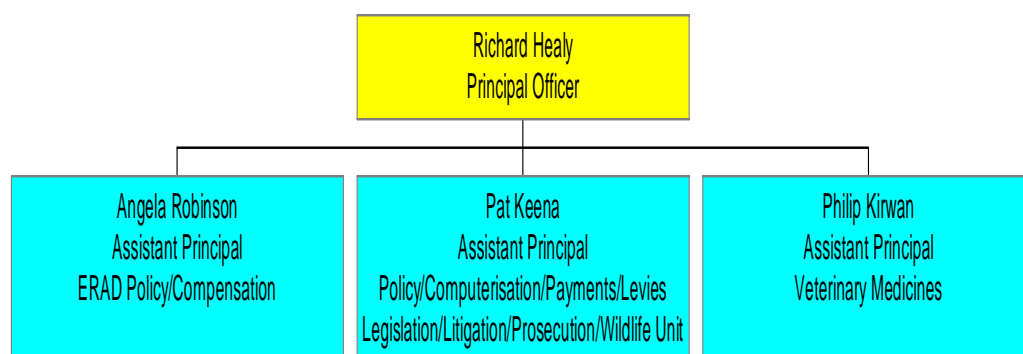
Role and Structure of the Division:

The Division, which is headquartered at Maynooth Business Campus, has responsibility for administration, including budget management, of two key animal health programmes, which facilitate trade in livestock and livestock production:

- National Bovine TB Eradication Programme
- National Bovine Brucellosis Eradication Programme

The Programmes and systems involve contact with all of the herdowners in the country and control of their herd numbers.

The Division also has responsibility for the development and implementation of national and EU policy on animal remedies.



Delivery of Service

Disease Eradication Programmes

The key services provided are

- The administration of the statutory annual TB and Brucellosis herd test programme carried out by arrangement between each keeper and the keeper's veterinary surgeon.
- The testing of animals for TB and Brucellosis and the identification and removal of reactors disclosed, using private practitioners and the National Reactor Collection Service.
- The payment of reactor compensation to keepers whose holdings are restricted following an outbreak of TB or Brucellosis in their herds
- The payment of fees to veterinary surgeons, valuers and reactor hauliers
- The collection of the Bovine Diseases Levies.

The testing programme is implemented via the Department's 29 District Veterinary Offices (DVOs). Farmers are advised of compensation requirements, inter alia, by way of advice/information notes and, on the basis that animal health requirements are fully met, compensation is paid promptly in line with the service delivery targets set down in the Department's Service Action Plan and Protocol on Direct Payments to Farmers.

Key animal health requirements are set down in legislation, the most important of which are EU Directive 64/432/EEC on health problems affecting intra-Community trade in bovine animals, the Diseases of Animals Act, 1966 and the Orders made under this Act, in particular, the Bovine Tuberculosis (Attestation of the State and General Provisions) Order, 1989 and the Brucellosis in Cattle (General Provisions) Order 1991, together with subsequent amending Orders.

The Bovine Diseases Levies Act, 1979 and subsequent amendments sets down the statutory requirements in relation to the disease levies, which are collected from meat factories and dairies and which, in effect, part-fund the cost of compensation.

Information Available

- Advice/Information leaflets to keepers on disease precautions and compensation rules/rates.
Copies of these leaflets are available on request from any of the Department's 29 District Veterinary Offices.
- The information booklet 'Schemes and Services 2006 - 2007' issued by the Department of Agriculture and Food. Copies of this booklet are available on request from the Department's Corporate Affairs Division or from any of the Department's 29 District Veterinary Offices.
- In relation to any query regarding his/her herd file, a keeper can contact the local District Veterinary Office during office hours. The current arrangement for file access is that, on written request (for security purposes), an appointment is made and the keeper is given supervised access to a herd test data sub-file drawn from the herd file. A copy of material can be provided at a standard photocopy charge rate (currently 5c per sheet). On making a request under the Data Protection Act, a keeper is provided with a copy of all data held in computerised form. He/she may also obtain information under the Freedom of Information Act, 1997.

Further information may be obtained as follows:

Bovine TB and Brucellosis Policy/Compensation	Angela Robinson, Tel (01) 5053497
Policy/Computerisation/Payments/Levies/ Legislation/Litigation/Prosecution/Wildlife Unit	Pat Keena, Tel (01) 5053464

The above Officers can also be contacted by E-mail using the following format: e.g. angela.robinson@agriculture.gov.ie

Classes of Records

Personal

- Herd files (maintained in District Veterinary Offices) containing data relating to the testing of each herd, valuation records compensation payments and related matters
- Litigation matters
- Queries (FOI, Ombudsman, Agricultural Appeals Officer, Customer Service, Representations etc)

Policy files

- EU developments
- Bovine TB and Brucellosis proposals for Annual Programmes
- Compensation matters
- Bovine Diseases Levies

Legislation files

- Bovine TB
- Bovine Brucellosis
- Bovine Diseases Levies

All National and EU Legislation is available from the Government publications Office, Sun Alliance House, Molesworth Street, Dublin 2 and the EU Offices, Molesworth Street, Dublin 2.

Financial

- Budgetary and payment files
- Veterinary surgeon, valuer and haulier fees
- Payments to suppliers
- Travel/subsistence records
- Research expenditure files

VETERINARY MEDICINES SECTION

Role of the Section

Veterinary Medicines Section advises the Minister and senior management on the formulation of national policy, in relation to animal remedies. The section also has responsibility for drafting and administering national legislation in relation to animal remedies, except for functions vested in the Irish Medicines Board, with a view to safeguarding public and animal health. The section operates in a national legislative framework, which incorporates provisions derived from EU legislation. The basic legislation under which the section operates is the Animal Remedies Act 1993.

The section is divided administratively into sub-sections

Section I: The Section operates licensing regimes for the premises of commercial operators (wholesalers/ retailers) involved in selling animal remedies. The Section also operates specific licensing regimes for importation, sale and use of animal remedies (see under Delivery of Service below), while the Irish Medicines Board is responsible for general licensing of animal remedies in Ireland.

Section II: The section administers the residue plan prepared annually on foot of Council Directive 96/23/EC and co-ordinates follow up action, including preparation of legal action where offences are alleged against the legislation.

In regard to regulation of the veterinary profession, the Minister for Agriculture and Food is the sponsoring Minister for the Veterinary Practice Act 2005. Under the legislation, the Veterinary Council of Ireland is responsible for the day to day regulation of the profession.

Delivery of Service

In terms of the **licensing regimes**, the regulatory service provided is focused mainly on manufacturers, wholesalers and retailers of animal remedies. The section has responsibility for licensing provisions relating to animal remedies including the following main categories:

- wholesale of animal remedies;
- retail of animal remedies;
- those animal remedies that do not fall within the ambit of the Irish Medicines Board;
- Research trials;
- exceptional import, manufacture and possession of animal remedies;
- medicated feedingstuffs

In terms of **residue surveillance**, the regulatory service provided is focused mainly on farmers and primary processing establishments. The service is provided through the Department's staff at central, local office and processing plant levels, particularly by the sampling of animals and their produce on farm and at slaughter plants for the presence of illegal residues.

Information Available

- Legislation in force
- Licence application forms and guidelines for applicants under the above schemes
- Results of Residue Testing Programme

All relevant EU and National legislation may be purchased from the Government Publications Sales Office, Sun Alliance House, Molesworth Street, Dublin 2 or the EU Offices, Molesworth Street, Dublin 2.

Further information can be obtained as follows:

Specific information relating to the activities of this area, contact: Breda Meehan 5053319, Mary Kavanagh 5053318, Michelle Cawley 5053317

All the above Officers can also be contacted by E-Mail using the following format :

Eg : breda.meehan@agriculture.gov.ie

Classes of Records

Personal

- Paper files with an alphabetical index dealing with cases alleging breaches of veterinary medicines legislation
- Records relating to licence applications under various legislative provisions
- Administrative
- Authorisations of personnel under veterinary medicines legislation
- Records relating to veterinary medicines and enforcement of legislation
- Records relating to laboratories and analysis
- Records relating to PQs, Annual Report and internal matters
- Miscellaneous correspondence
- Papers relating to residue control plans and statistics

Policy

- Drafting of legislation in the areas of veterinary medicines
- Matters pertaining to veterinary medicines at EU level

Financial

- Papers relating to financial matters including payments.

ANIMAL HEALTH AND WELFARE DIVISION

MEAT AND BONE MEAL /POULTRY OFFAL CONTROLS SECTION

Role of the Section

The role of the Section is to develop and implement EU/national policy with regard to animal health and to maintain Ireland's high animal health status as regards –

- The control of the purchase and use of mammalian meat and bone meal (MMBM) in the context of BSE prevention and eradication
- The control of the use of poultry offal;

Delivery of Service

The Section is responsible for the implementation of the provisions of:

- The Diseases of Animals (Bovine Spongiform Encephalopathy) (No.2) Order, 1996,
- The Diseases of Animals (BSE) (Amendment) Order 1997, (Which are Orders made under the provisions of the Diseases of Animals Act, 1966),
- Regulations made under the European Communities Act 1972
- All relevant EU legislation, relating to the control of the use of Mammalian Meat and Bone Meal (MMBM) and poultry offal.

The Section is responsible for the development of policy on the controls relating to the usage of Meat and Bonemeal and Poultry Offal. This includes

- Licensing the purchase of MMBM,
- Licensing of the use of MMBM within the State,
- The licensing of use of poultry offal for use in pet feed manufacture
- The prosecution of breaches of the legislation in regard to the use of MMBM etc

In relation to policy matters the Section contributes to the development of animal health and disease policies through attendance and provision of briefing for meetings at EU level including the Standing Veterinary Committee, Expert Groups, Coreper and the Council of Ministers.

The regulatory service provided is focused mainly on farmers and feed manufacturing establishments. The service is provided through the Department's staff at HQ and at local offices particularly by the inspection of premises/lands, which are the subject of licence applications and by the investigation of possible breaches of the legislation.

Information Available

Annual Report for Agriculture and Food
Schemes and Services 2007 - Department of Agriculture and Food
Annual Review and Outlook

EU and National legislation pertaining to the control of the purchase and use of meat and bonemeal and poultry offal.
Press Releases

All relevant legislation is available from the EU Office, Molesworth Street, Dublin 2.

Further information can be obtained as follows:

Animal Health and Welfare Division,
Department of Agriculture, fisheries and Food,
Kildare Street,
Dublin 2.

Classes of Records

Policy

National Legislation
EU Legislation

Administrative

Parliamentary Questions
Licence Applications to purchase and to use mammalian meat and bone meal under the provisions of the Diseases of Animals (BSE) (No.2) Order 1996
Licence Applications to use poultry offal under the provisions Diseases of Animals (BSE) (Amendment) Order 1997
Seizures of feedstuffs
Feedstuffs analysis – Reports etc.
Prosecution cases
Correspondence - General and specific cases
Case histories
Representations, Speeches, Briefing Material

GENERAL (CLASS B DISEASES) ANIMAL HEALTH SECTION

Role of Section

The main functions of this Section of the Division is to administer both National and EU legislation on general animal health and disease control issues arising in relation to diseases classified under Class B diseases (with the exclusion of Bovine Tuberculosis and Brucellosis for ERAD Division is responsible) in the Diseases of Animal Acts 1966 to 2001. The Section has the responsibility to develop and formulate policy relating to disease control, and animal health, particularly in relation to the formulation of rules at the level of Council of Europe and the European Community.

Delivery of Service

The basic rules for disease control are agreed at meetings of the Council of Europe and the European Community and are laid down in Conventions and Recommendations of the Council and in Regulations, Directives and Decisions of the European Community agreed at the Council of Ministers. The Section services all meetings, which are part of the decision-making process involved in the adoption of the various rules, and it implements agreed schemes for disease-control.

Compensation is paid to producers in respect of animals required to be slaughtered by the Minister under the Diseases of Animals Act, 1966, specifically under the Johne's Disease Order, 1955 and Diseases of Animals (Bovine Leukosis) Order, 1977. Grant-aid is also paid to local authorities to implement the Control of Horses Act, 1996.

Information Available

- Annual Report for Agriculture and Food
- Schemes and Services 2007 - Department of Agriculture and Food
- Annual Review and Outlook
- Annual Report of the Veterinary Laboratory Service
- Explanatory Notes, Information leaflets on various animal diseases
- Press Releases by the Department alerting herdowners to the risks of certain diseases

All relevant legislation is available from the Government Sales Office, Sun Alliance House, Molesworth Street, Dublin 2.

Further information can be obtained as follows:

**Animal Health and Welfare Division
Department of Agriculture, Fisheries and Food,
Kildare Street,
Dublin 2.**

Tel: 01 6072000

Locall: 1890 200510

Classes of Records

Personal

- Applications for Financial Assistance

Policy

- EU Legislation
- National Legislation

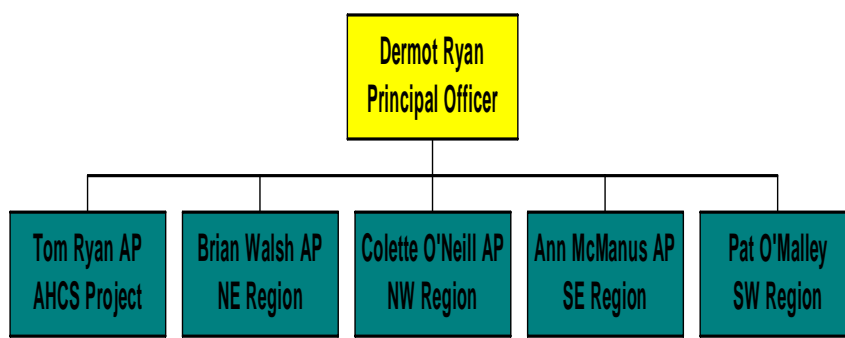
Administrative

- Eradication Schemes
- Published Reports
- Records of Outbreaks

Financial

- Statistics
- Correspondence - General and specific cases
- Case histories
- General correspondence
- PQ's, reps, Speeches, Briefing Material

Local Office Administration



Role of Division

Management of the administrative functions of the Department's local office network

Delivery of Service

- Efficient delivery of the Department's major programmes at local office level, including ERAD programmes
- Rationalisation of the Department's IT systems to support the Department's animal health programmes

Information Available

- Advice/Information leaflets to keepers on disease precautions and compensation rules/rates.
Copies of these leaflets are available on request from any of the Department's 29 District Veterinary Offices.
- The information booklet 'Schemes and Services 2006 - 2007' issued by the Department of Agriculture and Food. Copies of this booklet are available on request from the Department's Corporate Affairs Division or from any of the Department's 29 District Veterinary Offices.
- In relation to any query regarding his/her herd file, a keeper can contact the local office during office hours. The current arrangement for file access is that, on written request (for security purposes), an appointment is made and the keeper is given supervised access to a herd test data sub-file drawn from the herd file. A copy of material can be provided at a standard photocopy charge rate (currently 5c per sheet). On making a request under the Data Protection Act, a keeper is provided with a copy of all data held in computerised form. He/she may also obtain information under the Freedom of Information Act, 1997.

The officers above can be contacted by email using the following format: e.g. tom.ryan@agriculture.gov.ie

Classes of records

Paper files
Electronic files

ANIMAL WELFARE/MARTS/SWILL CONTROL SECTION

Role of the Section

The main function of the Section is to administer both National and EU legislation on animal welfare, the licensing of the movement and disposal of swill from Vessels and offshore installations and the licensing of Livestock Marts. The Section has the responsibility to develop and formulate policy relating to disease control and animal health in respect of swill and livestock marts and for animal welfare, particularly in relation to the formulation of rules at the level of Council of Europe and the European Community in relation.

Delivery of Service

The basic rules for animal welfare are agreed at meetings of the Council of Europe and the European Community and are laid down in Conventions and Recommendations of the Council and in Regulations, Directives and Decisions of the European Community agreed at the Council of Ministers. The Section services all meetings, which are part of the decision-making process, involved in the adoption of the various rules.

Information Available

- Legislation in force
- Annual Report for Agriculture and Food
- Schemes and Services - Department of Agriculture and Food
- Annual Review and Outlook
- Trader Notices, Explanatory Notes,
- Press Releases by the Department

All relevant legislation is available from the Government Sales Office, Sun Alliance House, Molesworth Street, Dublin 2 or the EU Offices, Molesworth Street, Dublin 2.

Further information can be obtained as follows:

Licensing of Livestock Marts	Catherine Healy	Tel: (01) 6072409
Local Authority Veterinary Services	Liz Almond	Tel: (01) 6072706
Swill Control/Animal Welfare/Transport Of Animals (within the state)	Samantha Whelan	

**The above Officers can also be contacted by E-mail using the following format:
Eg: samantha.whelan@agriculture.gov.ie**

Classes of Records

Personal

- Applications for Financial Assistance
- Licence Applications
- Alleged breaches of legislation

Policy

- EU Legislation
- National Legislation
- Livestock Marts
- Animal Welfare
- Swill Control

Administrative

- Parliamentary Questions
- Published Reports
- Correspondence – General and Specific cases
- Case Histories
- Representations, Speeches, Briefing Material
- Authorisation of personnel under Livestock Marts Act, Diseases of Animal Acts etc.

Financial

- Papers relating to financial matters including payments.

BSE Section

Role of the Section

In consultation with the veterinary inspectorate, the role of the Section is to develop and implement EU/national policy and legislation on the diagnosis, control and eradication of BSE.

Delivery of Service

A comprehensive range of measures is in place for the control and eradication of the disease. This includes compulsory notification of the disease, the depopulation of the BSE positive herd and the birth cohorts and progeny of the infected animals, a ban on the use of meat and bone meal for farmed animals and the removal and destruction of Specified Risk Material (SRM) from ruminant animals. These measures have been strengthened by a programme of active surveillance which requires the testing of “at risk” animals over 24 months (fallen and casualty animals) and the testing of all cattle aged over 30 months intended for human consumption. Compensation is paid to herdowners in respect of animals required to be slaughtered by the Minister under the Diseases of Animals Act, 1966.

The Section is responsible for the implementation of the provisions of:

- Diseases of Animals Act, 1966 (First Schedule) (Amendment) Order, 1989 which made BSE a Class A disease for the purpose of the Act. (S.I. 60/89)
- Diseases of Animals (BSE) Order, 1989 which provided for compulsory notification & comprehensive control measures for the disease. (S.I. 61/89)

- Diseases of Animals (BSE) (Amendment) Order, 1990 which increased the rate of compensation for suspect animals, which are slaughtered from 50% to full market value, subject to a ceiling. (S.I. 98/90)
- Diseases of Animals (BSE) (Amendment) (No. 2) Order, 1990 which provided for control measures on holdings containing suspect animals & for payment of market value for depopulation of such holdings. (S.I. 195/90)
- Diseases of Animals (BSE) (Amendment) (No. 3) Order, 1990 which imposed a ban on the feeding of meat and bone meal to ruminants. (S.I. 196/90)
- Diseases of Animals (BSE) (Amendment) Order, 1992 which provided for a reduction in compensation where the herdowner did not take precautions to protect against the disease. (S.I. 289/92)
(Which orders are made under the provisions of the Diseases of Animals Act, 1966.)
- And all relevant EU legislation

In relation to policy matters the Section contributes to the development of animal health and disease policies through attendance and provision of briefing for meetings at EU level including the Standing Veterinary Committee, Expert Groups, Coreper and the Council of minister.

In discharging its functions the Section necessarily works closely with the relevant professional veterinary staff in Head Office, District Veterinary Offices, Veterinary Research Laboratories (VRL), Abbotstown, Central Meat Control Laboratory and Regional Veterinary Laboratories. The work of the Section also necessitates frequent interaction with other Divisions of the Department, notably Meat Hygiene Division, Meat Trade Division, Milk Policy Division, National Beef Assurance Scheme (NBAS), Eradication of Animal Diseases (ERAD), EU/Trade, Co-ordination Division, Management Services Division, Information Systems Division (ISD), Finance Division, Personnel Division and the Audit Unit.

Information Available

- Annual Report for Agriculture and Food
- Schemes and Services 2001 - Department of Agriculture and Food
- Annual Review and Outlook
- EU and National legislation pertaining to BSE
- Press Releases
- Information for herdowners who suspect BSE

All relevant National & EU Legislation is available from the Government Sales Office, Sun Alliance House, Molesworth Street, Dublin 2 or the EU Offices, Molesworth Street, Dublin 2.

Further information can be obtained as follows:

Leo Curley	Telephone: (01) 607 2407
Elaine Harrington	Telephone: (01) 607 2166

Maebh Mitchell	Telephone: (01) 607 2000 Ext.3434
Joan Cook	Telephone: (01) 607 2000 Ext.3715
Veronica Casey	Telephone: (01) 607 2000 Ext.2534
Sharon Reilly	Telephone: (01) 607 2000 Ext.3047
Neal O'Carroll	Telephone: (01) 607 2000 Ext.3877
David Hernon	Telephone: (01) 607 2000 Ext.3622
Fergus Millar	Telephone: (01) 607 2000 Ext.3377

All the above officers can also be contacted by E-mail using the following format :

Eg : Fergus.millar@agriculture.gov.ie

Classes of Records

Policy

- BSE - general
- BSE legislation
- EU meetings
- Meetings with external bodies

Administrative

- BSE herdowners - individual files
- Parliamentary Questions
- Correspondence - General and specific cases
- Representations, Speeches, Briefing Material
- Financial
- Statistic

Importation of Products of Animal Origin Section

Role of the Section

The section role is to develop and implement EU and National policy with regard to animal and public health and to maintain Ireland's high animal health status, to develop and implement EU and National policy as regards the importation of products of animal origin from EU and non-EU countries.

Delivery of Service

The section is responsible for the implementation of disease measures in accordance with the Diseases of Animals Act, 1966, and regulations and orders made there under and all relevant EU legislation relating to animal and public health. EU legislation relating to animal and public health concerning the importation of products of animal origin is transposed and implemented by means of Regulations, Orders and General Authorisations. In relation to policy matters the section contributes to the development of animal and public health disease policies through attendance and provision of

briefing for meetings at EU level including the Standing Veterinary Committee (SVC), Expert Groups, Coreper and the Council of Ministers.

Implementation of EU and national legislation relating to the importation of animal products involves the following:

- issue of import licences for specific products of animal origin,
- issue of import licences for hay, straw and peat moss litter,
- issue of licences for products of Irish origin being re-imported,
- issue of import licences under the Pathogenic Agents Order, 1997,
- issue of export certificates for hides and skins,
- maintenance of register of importers of live animals and products of live animals,
- processing of prosecution cases in respect of illegally imports products.

The section is also responsible for the monitoring of imports of products and animals from other Member States of the EU and from non-EU countries. As part of this responsibility is the maintenance of Border Inspection Posts facilities in respect of imports from non-EU countries and the implementation of veterinary checks requirements at points of entry into Ireland.

The other duties assigned to the section are

- the inspection and approval of dedicated vessels and of ferries for the carriage of animals,
- the approval of disinfectants for disease control purposes,
- maintenance of the register of flockowners under the scrapie monitoring programme,
- maintenance of register of flockowners under the sheep scrapie genotyping programme,
- approval and registration of assembly centers,
- import controls on used agricultural machinery,
- certification of sheep and goats for import and export purposes,
- collection of veterinary inspection fees on imports from non-EU countries,
- collection of veterinary inspection fees under the block guarantee system,

Information Available

- Annual Report for Agriculture and Food
- Schemes and Services - Department of Agriculture and Food
- Annual Review and Outlook
- EU and National legislation pertaining to the movement of animals (sheep and goats), disease control, import of products, assembly centers, disinfectants.
- Press Releases

All relevant EU & National Legislation is available from the Government Sales Office, Sun Alliance House, Molesworth Street, Dublin 2 or the EU Offices, Molesworth Street, Dublin 2.

Trader Notices and explanatory Notes on:

- Procedures for the import of products of animal origin – i.e. meat products, animal casings, raw material for petfood, raw material for pharmaceutical or technical products, milk and milk products,
- Procedures for the importation of hay, straw and peat moss litter,
- Information note for travellers carrying food items into Ireland
- List of approved disinfectant.

Further information can be obtained as follows:

Paulette O’Roirdan

Tel:

01 6072774

E-mail using the following format : e.g. firstname.surname@agriculture.gov.ie

Classes of Records

Policy

- Veterinary - general
- Animal disease control
- EU meetings
- Meetings

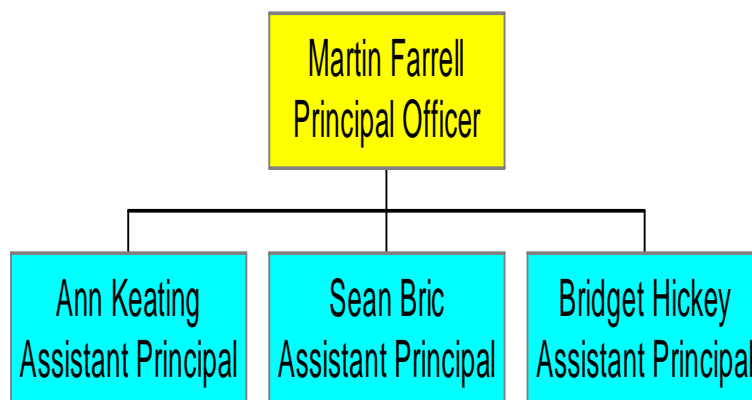
Administrative

- Imports (individual cases) of products, etc.
- Animal disease outbreaks and monitoring programmes
- Veterinary legislation
- Parliamentary Questions
- Imports of products - general
- Import licences – products
- Prosecution files
- Ship inspections
- Scrapie files – individual / general
- Assembly Centres files – individual / general
- Collection of Fees files
- Third countries - individual countries files
- Register of Importers
- Correspondence - General and specific cases
- Case histories
- Representations, Speeches, Briefing Material

NATIONAL BEEF ASSURANCE DIVISION

Role and Structure of the Division

The main function of the Division is to develop and implement a National Beef Assurance scheme



Delivery of Service

The Division is working in association with other Divisions of the Department (Animal Health and Welfare, Meat Hygiene, ERAD, Information Systems and professional and administrative staff) and with the social partners to establish the standards to be applied to the cattle and beef industry and to provide an effective bovine animal tracing system.

Information Available

- CMMS Annual Statistics Report
- Transport and Welfare of Live Animals
- Annual Schemes and Services – Department of Agriculture and Food
- Annual Review and Outlook
- Information Sheet on the National Beef Assurance Scheme

Further information may be obtained from:

Martin Farrell	Tel: (01) 505 3414
Bridget Hickey	Tel: (01) 505 3418
Sean Bric	Tel: (066) 714 5109
Anne Keating	Tel: (01) 607 2245
Aiden Kelly	Tel: (01) 505 3417
Seamus Monaghan	Tel: (01) 505 3332
Marcella Kelly	Tel: (01) 505 3419
Siobhan Tutty Bardon	Tel: (01) 505 3419

All the above Officers can also be contacted by E-mail using the following format:

Eg: aiden.kelly@agriculture.gov.ie

Classes of Records

Policy

- Development of Animal Tracing System
- Development of Transport/Welfare of Live Animals
- Development of Bovine Tagging and Registration System
- Legislation

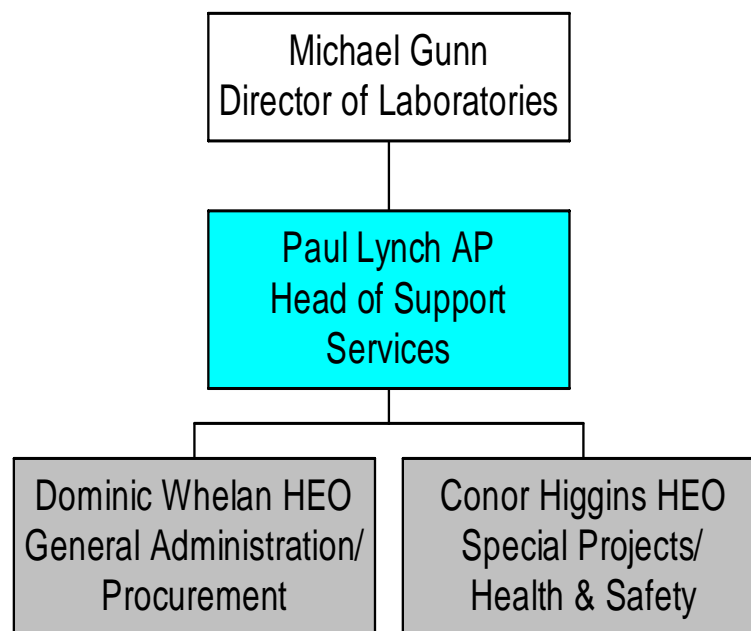
Administrative

- Financial Management
- Parliamentary Questions and Representations
- Speech Material
- Meetings
- Interest Groups

LABORATORY SERVICES ADMINISTRATION DIVISION

Role and Structure of the Division

Laboratory Services Administration Division has responsibility for all building/ground maintenance and procurement of laboratory equipment at the Department's laboratories at Backweston. It is also responsible for the provision of facilities management at the Backweston Laboratory Complex, in conjunction with the Office of Public Works and the State Laboratory. Its other functions include the overseeing of special projects, which include the Longtown Farm and Macroom Laboratory Projects. It is also responsible for health and safety issues pertaining to the laboratories.



Delivery of Service

The service provided by the Laboratory Services Administration Division is undertaken in compliance with the Building Control Regulations, Health and Safety legislation and the Charter of Rights for Farmers. Tender contracts are assessed and awarded in accordance with the criteria as set out in Department of Finance guidelines on Procedures for Public Procurement.

Information Available

- Procedures for Public Procurement
- Public Financial Procedures
- Health and Safety legislation
- Tender list of companies
- Facilities Management Information

All legislation is available from the Government Publications Sales Office, Sun Alliance House, Molesworth Street, Dublin 2.

Further information on the various matters is available as follows:

General Administration/Procurement
Special Projects/Labs Health & Safety

Dominic Whelan Tel: (01) 5053444

Conor Higgins Tel: (01) 5053426

The above Officers may also be contacted by E-mail.

<mailto:dominic.whelan@agriculture.gov.ie>

<mailto:conor.higgins@agriculture.gov.ie>

Classes of Records

Administration

Financial

Policy

APPENDIX I

Department of Agriculture, Fisheries and Food – Main Offices

Direct telephone numbers for Divisions within the Department

Head Office	Agriculture House, Kildare St. D.2	Lo-call 1890 200 510 or 01 - 6072000
Cavan Office	Government Buildings Farnham St. Cavan	Lo-call 1890 200 508 Or 049 - 4368200
Castlebar Office	Michael Davitt House Castlebar, Co. Mayo	Lo-call 1890 200 507 or 094 - 9035300
Single Farm Payments	Government Buildings Old Abbeyleix Road, Portlaoise, Co Laois	or 057 - 8674400
Wexford Office	Johnstown Castle Estate Co Wexford	Lo-call 1890 200 509 or 053 - 9163400

Division / Section **All (01) except where indicated**

<u>Division</u>	<u>All (01) except where indicated</u>
Accommodation	6072883/6072878
Accounts Division, Cavan	049 4368200
Agricultural Structures Division, Wexford Environment Section Farm Retirement Scheme; e-mail: ers@agriculture.gov.ie Organic Farming Unit; e-mail: organics@agriculture.gov.ie Rural Environment Protection Scheme; e-mail: reps@agriculture.gov.ie	053 9163400
Aid for Private Storage, Wexford	053 9165563
Animal Health and Welfare Division Animal Welfare Issues, Marts, Legislation, and Swill Control of Horses Import/Export of Cats and Dogs Import/Export of Livestock, Horses, Birds - Quarantine Procedures Sheep Scab	6072049 6072728 6072827 6072862 6072000 Ext 3000
CAP Rural Development Division General Structural Policy, Monitoring and Control of Structural Funds	6072885
Central Meat Control Laboratory, Backweston Laboratory Complex	6157368

Collection, Castlebar	094 9035300
Corporate Affairs Division	6072802
Crops Policy and State Bodies	6072852
Crop Production and Safety Division	
Animal Feedingstuffs	5053576
Cereal Seed Variety Testing and Seed Certification	5053580
Fertilizers and Plant Trade	5053579
Horticulture	5053578
NDP Grant Aid (Horticulture, Potatoes and Grain Storage)	5053580
Pesticides	5053579
Potato	5053342
Seed Testing Station	5053575
Crop Variety Testing Division, Backweston	6302900
Customer Service Unit	6072694
Dairy Premium	057 8674400 Ext 320
Dairy Science Laboratory, Backweston Laboratory Complex	6157465
Economics and Planning Division	6072175
Enquiry Unit	6072690
ERAD, Maynooth	5053497/5053472
Licensing and Use of Veterinary Medicines	5053318
EU Trade	6072724
Export Refunds, Wexford	053 9163400
Fallen Animals Payments	053 9170327
Finance Division	6072799
Food Division	6072841
Food Safety Liaison Division	
Animal Product Imports and Reimports	6072892/6072896
Food Safety Liaison	6072046
Forestry	
Approvals, 2nd Instalment Grants, Subsequent Premiums, Pensions, Aerial Fertilisation and Native Woodland Scheme	053 9176002
First Grant and First Premiums	053 9160193
Felling	053 9160170
Financial Management	053 9160187
Forestry Planning and Development	053 9160180
Policy Unit	053 9160216
Forestry Promotion and Training	053 9160178
Appeals Unit	053 9160213
Coillte Governance, COFORD and Plant health	053 9160171
Cross Compliance	053 9176013

Freedom of Information Unit	057 8694327
Information (Press Office)	6072190
Information Systems Division	6072922
Internal Audit	6072849
Intervention Operations	053 9163437
Irish Horse Board, Maynooth	5053584
ISO Projects Management Division	6072120
Lands Division, Cavan	049 4368259
Legal Services Division	6072270/6072542
Livestock Breeding, Cavan	049 4368200
MBM Operations	053 9165515
Meat Hygiene and Animal By-Products Division	
Meat Hygiene Section	6072830
Animal By Product Section	6072212
Meat Policy Division	
Beef Policy	6072880
Central Fees Unit	6072930
Pigmeat	6072700
Poultry/Eggs	6072832
Sheepmeat/Meat Trade	6072935
Milk Policy Division	6072856/6072857
Milk Subsidies, Wexford	053 9163405
National Beef Assurance Division, Maynooth	5053300
On Farm Investment Schemes Division, Wexford	
Alternative Enterprises	053 9165504
Dairy Hygiene Scheme	053 9165571
Farm Waste Management Scheme	053 9165504
Scheme of Installation Aid	053 9170323
Organic Farming	053 9170315
Personnel Division	
Administrative Staff	6072806
Agricultural Officers	6072811
Inspectorate Staff	6072944
Staff Training and Development	6072783
Veterinary/Legal Staff	6072252
Pesticide Control Service, Backweston Laboratory Complex	6157552
Records Branch, Land Commission (National Archives Premises),	4750766/67

Bishop Street, Dublin 8

Seed Certification Division

Seed Testing Station, Backweston Laboratory Complex
Tops Potato Centre

6157518
074 9145488

Single Payment Scheme, Portlaoise

1890 200 566

**Survey Branch, Land Commission (National Archives Premises),
Bishop Street, Dublin 8**

4750769/70

Veterinary Research Laboratory, Backweston Laboratory Complex

6157106

**Single Payment Application Section, Government Buildings, Old Abbeylax Road,
Portlaoise, Co. Laois.**

Any queries in relation to a particular county may be made to the appropriate County Lo-call Telephone Number as follows:

Section	Counties	Lo-call Telephone Number
1	Cork and Westmeath	1890 252 236
2	Cavan, Clare and Limerick	1890 252 235
3	Donegal, Dublin, Offaly and Wexford	1890 252 244
4	Carlow, Kilkenny, Louth, Monaghan and Sligo	1890 252 243
5	Kildare, Laois, Leitrim, Longford, Waterford and Wicklow	1890 252 242
6	Galway, Kerry, Mayo, Meath, Tipperary and Roscommon	1890 200 502

Website: www.agriculture.gov.ie - Single Payment Forms

AGFOOD ON-LINE QUERIES

1890 200 498: Agents Help-line

1890 252 544: Registration of Agricultural Agents(and Authorisation by farmers of Agents to file SPS applications on their behalf.

1890 252 118: Registration of farmers for Agfood on-line services

Agricultural Appeals Office

Kilminchy
Dublin Road
Portlaoise
Co. Laois

057 - 8667177

LOCAL OFFICES OF THE DEPARTMENT

	Address	Telephone
CO. CARLOW Veterinary Livestock AES (Carlow/Laois East)	Industrial Estate, Athy Road, Carlow	059 - 9170022
CO. CAVAN Veterinary Livestock AES Land Commission	Government Offices, Farnham Street, Cavan	049 - 4368200
CO. CLARE Veterinary Livestock AES	Government Offices, Kilrush Road, Ennis	065 - 6866042
CO. CORK Veterinary Livestock AES (Cork West) Herd Numbers D101 to D197 inclusive And D225 to D232 inclusive	Darra Clonakilty	023 - 36200
All other County Cork Herd Numbers AES (Mallow/Fermoy NW)	Hibernian House 80 South Mall Gooldshill, Mallow	021- 4851400 022 - 21153
CO. DONEGAL Veterinary, Livestock AES (Donegal South) AES (Donegal North)	Meeting House St, Raphoe Public Service Centre, Drumlonagher, Donegal Town Gov. Offices, High Road, Letterkenny	074 - 9145990 073 - 9721048 074 - 9122199
CO. DUBLIN Veterinary (Dublin/ Wicklow East) Livestock (Dublin/ Wicklow East) AES	St. John's House, High Street, Tallaght, Dublin 24	01 - 4149900
CO. GALWAY Veterinary Livestock AES(Galway West) AES	Dockgate Building, Merchants Road., Galway The Mall,	091 507600 093 - 24257

(Galway North) AES (Galway East & South)	Tuam Main St., Loughrea	091 - 841098
CO. KERRY Veterinary Livestock AES (Kerry North) AES (Kerry South)	Government Offices, Spa Road, Tralee	066 - 7145042
	Credit Union Building, Beech Road Killarney	064 - 31013
CO. KILDARE Veterinary (Kildare/Wicklow West) Livestock (Kildare/Wicklow West) AES	Poplar House, Poplar Sq, Naas	045 - 873035
	Spring Garden House Sallins Road, Naas	045 - 894044
CO. KILKENNY Veterinary Livestock AES	Govt. Offices, Hebron Road, Kilkenny	056 - 7772400
CO. LAOIS Veterinary Livestock AES	Government Offices, Old Abbeyleix Road, Portlaoise	057 - 8674400
CO. LEITRIM Veterinary Livestock AES	See Co. Sligo See Co. Sligo Government Offices Carrick-on-Shannon	071 - 9620030
CO. LIMERICK Veterinary Livestock AES	Houston Hall Ballycummin Avenue Raheen Industrial Estate Raheen Limerick	061 - 500900
CO. LONGFORD Veterinary, Livestock, AES	Government Offices, Ballinalee Road, Longford	043 - 50020
CO. LOUTH Veterinary,	North Quay,	041 - 9870086

Livestock	Drogheda Co. Louth	
AES	Government Offices Millenium Centre Dundalk Co. Louth	042 - 9334342
CO. MAYO Veterinary Livestock AES(Mayo West)	Michael Davitt House, Castlebar	094 - 9035300
AES (Mayo North)	Government Offices Humbert Street Ballina	096 - 22161
AES (Mayo East)	The Square, Claremorris	094 - 9371490
CO. MEATH Veterinary Livestock AES	Government Offices Kells Road Navan	046 - 9079030
CO. MONAGHAN Veterinary Livestock	Main Street Ballybay	042 - 9748800
AES	Old Garda Barracks Monaghan	047 - 81452
CO. OFFALY Veterinary Livestock AES	Government Offices Clonminch Road Tullamore	057 - 9346037
CO. ROSCOMMON Veterinary Livestock AES	Government Offices Convent Road Roscommon	090 - 6630100
CO. SLIGO Veterinary (Sligo & Leitrim) Livestock (Sligo & Leitrim) AES	Government Offices Cranmore Road Sligo	071 - 9155030
CO. TIPPERARY Veterinary & Livestock (Tipperary South)	Government Offices Davis Street	062 - 80100

Tipperary

Veterinary & Livestock AES (Tipperary North)	Government Offices St. Conlon's Road Nenagh	067 - 50014
AES (Tipperary Mid)	Liberty Square Thurles	0504 - 21664
AES (Tipperary South)	Government Offices New Quay Clonmel	052 - 21717

CO. WATERFORD

Veterinary Livestock AES (Waterford East) AES (Waterford West)	The Glen Waterford	051 - 301700
	New Civic Offices, Davitts Quay, Dungarvan	058 - 41279

CO. WESTMEATH

Veterinary Livestock	Bellview Dublin Road Mullingar	044 - 9339034
AES	Pearse Street, Athlone	090 - 6494439

CO. WEXFORD

Veterinary Livestock AES	Vinegar Hill Lane Templeshannon Enniscorthy	053 - 9242008
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CO. WICKLOW

Veterinary & Livestock (Wicklow East)	See Co. Dublin	
Veterinary & Livestock (Wicklow West)	See Co. Kildare	
AES (Wicklow)	No. 2 The Murrough Wicklow Town	0404 - 25000