

Records listed in date order

Date		Record Description	Number of pages	Granted/Part-Granted/Refused	Section exempted under:
1	06/03/2020	Email from Director General Corporate Services Division to all staff regarding COVID-19 and Department business continuity	2	Part-granted	Section 37.(1)
2	13/03/2020	Email from Director General Corporate Services Division to all staff regarding COVID-19 and working arrangements	3	Part-granted	Section 37.(1)
3	19/05/2020	Email from Private Secretary to the Secretary General (PSSG) forwarding Health and Safety advice from Security and Corporate Compliance Unit	2	Part-granted	Section 37.(1)
4	22/05/2020	DPER guidance and FAQs for Public Service Employers during COVID19	39	Granted	
5	02/06/2020	Message from Director General of Corporate Services Division to all staff updating on working arrangements	2	Granted	
6	09/06/2020	Corporate Services COVID-19 DFAT FAQs June 2020	7	Part-granted	Section 37.(1)
7	10/06/2020	Email from Deputy Secretary General (DSG) to Secretary General sharing draft message for all Heads of Mission (HOMs) in preparation for the UN Security Council election vote on 17 June 2020	1	Granted	
7a	10/06/2020	Attachment – Draft message to all HOMs	3	Granted	
8	10/06/2020	Email from Secretary General to DSG including sharing updated draft message for all HOMs in preparation for the UN Security Council election vote on 17 June 2020	1	Granted	
8a	10/06/2020	Attachment – Updated draft message to all HOMs	3	Granted	
9	10/06/2020	Email from DSG to UN Policy Unit sharing the message to issue	1	Granted	

		to all HOMs in preparation for the UN Security Council election vote on 17 June 2020			
9a	10/06/2020	Attachment – Final message to issue to all HOMs	3	Granted	
10	10/06/2020	Email from UN Policy Director to regional directors, forwarding message from Secretary General regarding preparations for UN Security Council election vote on 17 June	3	Granted	
11	12/06/2020	Email from the Permanent Mission of Ireland to the UN in New York (PMUN) setting out roles for PMUN and HQ staff in advance of the UN Security Council election vote on 17 June 2020, including for possible Round 2 vote	3	Part-granted	Section 33.(2).(b).(i) Section 35.(1).(a) Section 37.(1)
11a	12/06/2020	Attachment – Work shifts in case of Round 2 vote	1	Granted	
11b	12/06/2020	Attachment – Timezones tracking sheet	2	Granted	
11c	12/06/2020	Attachment – Vote allocation	5	Not granted	Section 33.(2).(b).(i) Section 35.(1).(a)
11d	12/06/2020	Attachment – Message from Secretary General to HOMs	3	Part-granted	Section 37.(1)
12	14/06/2020	Email PMUN to DFA UN Security Council e-mailing group regarding possible phonecalls by the Taoiseach in the case of a Round 2 vote	2	Part-granted	Section 33.(2).(b).(i) Section 37.(1)
12a	14/06/2020	Attached - List of possible Round 2 target phonecalls sorted by timezone	4	Part-granted	Section 33.(2).(b).(i)
12b	14/06/2020	Attached – List of possible Round 2 target phonecalls sorted by principal	3	Not granted	Section 33.(2).(b).(i)
13	15/06/2020	Emails among UN Policy Unit staff regarding possible Round 2	3	Part-granted	Section 33.(2).(b).(i)

		calls, including a list of possible calls for the Taoiseach, MoS Cannon and MoS McEntee			Section 37.(1)
14	15/06/2020	Emails among UN Policy Unit staff discussing possible calls by the Tánaiste in case of a Round 2 vote	4	Part-granted	Section 33.(2).(b).(i) Section 37.(1) Section 35.(1).(a)
15	15/06/2020	Emails among UN Policy Unit staff regarding draft Twitter plan for period surrounding 17 June vote	1	Part-granted	Section 37.(1) Section 42.(h)
15a	15/06/2020	Attachment - UN Security Council campaign logo	1	Granted	
16	15/06/2020	Email from envoy to UN Policy Unit staff suggesting possible contacts for outreach in case of a Round 2 vote	1	Part-granted	Section 37.(1) Section 33.(2).(b).(i)
17	15/06/2020	DPER Guidance and FAQs for Public Service Employers during COVID-19	41	Granted	
18	15/06/2020	Email from UN Policy Unit regarding outreach phonecalls in advance of UN Security Council election vote	1	Part-granted	Section 37.(1) Section 33.(2).(b).(i)
18a	15/06/2020	Attachment – Outreach tracking document	2	Not granted	Section 37.(1) Section 33.(2).(b).(i) Section 35.(1).(a)
19	16/06/2020	Emails from UN Policy Unit regarding possible political level calls to States in case of Round 2 vote	4	Part-granted	Section 33.(2).(b).(i)
20	16/06/2020	Email from UN Policy Unit to PMUN updating coordination table for possible Round 2 vote	6	Part-granted	Section 37.(1) Section 33.(2).(b).(i)
21	16/06/2020	Email from UN Policy Unit staff member noting intention to work from home in the morning and Iveagh House in the afternoon of 17 June	1	Part-granted	Section 37.(1)
22	16/06/2020	Correspondence among UN Policy Unit staff regarding outreach in case of a Round 2 vote	3	Part-granted	Section 37.(1) Section 33.(2).(b).(i) Section 35.(1).(a)

23	16/06/2020	Email from UN Director to Secretary General sending draft message regarding outreach in case of Round 2 vote	2	Part-granted	Section 33.(2).(b).(i) Section 35.(1).(a)
24	16/06/2020	Email from Political Director (PD) assistant to PD sharing list of PD counterparts' contact details for possible outreach calls ahead of votes	1	Part-granted	Section 37.(1) Section 33.(2).(b).(i)
24a	16/06/2020	Attachment containing list of PD counterparts' contact details	1	Not granted	Section 37.(1) Section 33.(2).(b).(i) Section 35.(1).(a)
25	16/06/2020	Emails from UN Policy Unit staff noting intentions to work in Iveagh House in the afternoon of 17 June	2	Part-granted	Section 37.(1)
26	16/06/2020	Emails between PSSG and UN Policy Unit staff regarding the viewing of vote results in the Iveagh House, noting social distancing measures	1	Part-granted	Section 37.(1)
27	16/06/2020	Email from Corporate Services Management Unit requesting a meeting with operational HQ units to update on the work of the COVID-19 Safe Working Group	1	Part-granted	Section 37.(1)
27a	16/06/2020	Attached – TORs for COVID-19 Safe Working Group	5	Granted	
28	17/06/2020	Email from UN Policy Unit staff noting intentions to work in Iveagh House in the afternoon or evening of 17 June	1	Granted	
29	17/06/2020	Email from UN Policy Director to HOMs sharing speaking points if needed for possible Round 2 vote outreach	1	Part-granted	Section 33.(2).(b).(i)
29a	17/06/2020	Attachment speaking points for possible Round 2 vote	1	Granted	
30	17/06/2020	Emails between UN Policy Unit staff regarding possible Round 2 calls / recent ECOSOC and PGA elections	2	Part-granted	Section 37.(1) Section 33.(2).(b).(i)
31	17/06/2020	Email from UN Policy Unit preparing for tracking possible Round 2 calls	1	Part-granted	Section 37.(1) Section 33.(2).(b).(i)

32	17/06/2020	Email from Political Director to assistant concerning outreach to a counterpart in case of Round 2 vote	2	Part-granted	Section 37.(1) Section 33.(2).(b).(i)
33	17/06/2020	Email from UN Director to regional directors, the Management Board and UN Policy Unit, providing an update in advance of the UN Security Council election vote and possible need to mobilise in case of a Round 2 vote	1	Granted	
34	17/06/2020	Email from Director of Communications to PD sharing draft Press Release on Ireland's successful election to UN Security Council	1	Part-granted	Section 37.(1)
34a	17/06/2020	Attachment – Draft Press Release	2	Granted	
35	17/06/2020	Email from PD to Director of Communications sharing revised draft Press Release on Ireland's successful election to UN Security Council	1	Part-granted	Section 37.(1)
35a	17/06/2020	Attachment - Revised draft Press Release (edits in track changes)	2	Granted	
35b	17/06/2020	Attachment - Revised draft Press Release (clean version)	2	Granted	
36	17/06/2020	Emails between UN Policy Unit staff discussing approach to outreach in case of a Round 2 vote	3	Part-granted	Section 33.(2).(b).(i) Section 37.(1)
37	17/06/2020	Emails between UN Policy Unit staff regarding tracking of possible Round 2 voting intentions	2	Part-granted	Section 37.(1) Section 33.(2).(b).(i)
38	26/06/2020	DPER Working from Home during COVID-19: Guidance for Civil Service Organisations	23	Granted	
39	29/06/2020	Email from PSSG to Director General Corporate Services approving draft message to issue to staff regarding COVID-19 Safe Working, Phase 3	2	Part-granted	Section 37.(1)
40	06/07/2020	Corporate Services Division, COVID-19 DFAT FAQs	8	Part-granted	Section 37.(1)
41	28/07/2020	Corporate Services Division COVID-19 DFAT FAQs	9	Part-granted	Section 37.(1)

42	27/07/2020	Covid-19 Safe Working Group – Final COVID-19 Guidelines for Meetings in the DFAT HQ Workplace	14	Part-granted	Section 32.(1).(a).(ix) Section 37.(1)
43	27/07/2020	Email from Director Human Resources Strategy and Operations to DFA Management Board Members regarding Guidance for meetings in the DFAT HQ Workplace	1	Part-granted	Section 37.(1)
44	27/07/2020	Message from Director Corporate Services Division to HQ staff: DFA Building Check-In/Check-Out from Monday, 27 July 2020	2	Granted	
45	30/07/2020	DPER Guidance and FAQs for Public Service Employers during COVID-19	26	Granted	
46	24/08/2020	DPER Guidance and FAQs for Public Service Employers during COVID-19	25	Granted	
		Total number of pages:	306		