



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

Our Ref: Fol/Req/21/197

Date: 21 September 2021

Dear,

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

Please provide me with manuals/guidelines as to how PQs are to be dealt with/processed, that are in the control of the Department.

I make this request under the FOI Act 2014.

I refer also to the acknowledgement of your request which was sent to you on 16 September 2021.

I have identified 2 records that fall within the scope of your request. The records are listed in the schedule attached. I have made a decision to grant one of the records and to part-grant the other.

Redactions to personal name and address details have been made on page one and page two of Record 2, under Section 37 (1) (Personal Information) of the FOI Act. I am of the view that these redactions do not affect the substance of the record and that there is no public interest benefit in releasing these details.

Right of Appeal

Should you wish to appeal this decision, you may do so in writing to the Freedom of Information Unit, Department of Foreign Affairs and Trade, 76-78 Harcourt Street, Dublin 2 or by email to foi@dfa.ie. A fee applies for an appeal for access to non-personal information; the level of this fee has been set at €30, (€10 for medical card holders). A copy of the medical card should be provided to avail of the reduced fee. For methods of payment, please contact FOI Unit at foi@dfa.ie, or 01-4082618.

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

Yours sincerely

David Ormond
FOI Section