



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

Emma Jane Hade

Ref: FOI/REQ/17/077

1 June 2017

Dear Ms Hade,

I refer to your recent request under the Freedom of Information Act 2014 for access to records as follows:

I wish to be furnished with details in relation to education and training programmes offered to staff within the department from January 1, 2016, to date.

This should include the following details:

- *A list of external training providers*
- *Total expenditure on training for the Department*
- *Expenditure in relation to education programmes covered under Refund of Fees*
- *A narrative on the range of courses*
- *Total number of staff in the Department*

I refer also to the acknowledgement of your request which was sent to you on the 24th May.

I have identified three records that fall within the scope of your request. The records are listed in the schedule below.

Record Description	Granted/Part-Granted/Refused
1 A list of external training providers	Granted
2 Total expenditure on training for the Department	Granted

3	Expenditure in relation to education programmes covered under Refund of Fees	Granted
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The Department runs an extensive training programme using in-house experts and, when required, external providers. Training provided at HQ includes induction programmes; leadership and management training; development training; audit and risk assessment; communications skills training; negotiations skills training; health and safety training as well as training on passport and consular services; foreign policy issues and briefings on personal and Mission security.

In addition to language training, the Department provides its officers with a comprehensive pre-posting training programme in advance of taking up their duties in our Missions overseas.

A proportion of the training budget is spent in Missions abroad, largely on language training provided by local suppliers.

In 2016, all newly recruited AO/Third Secretaries in the Department participated in the Civil Service wide Graduate Development Programme run by the Department of Public Expenditure & Reform.

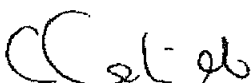
The Department currently has a total of 1,529 staff approximately. This figure includes 351 local staff based abroad. In addition, the Department currently has 216 Temporary Clerical Officers working in the Passport Offices.

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@dfat.ie. A fee applies for an appeal for access to non-personal information; the level of this fee has been set at €30. For methods of payment, please contact FOI Unit at foi@dfat.ie, or 01-4082857.

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

Yours sincerely



Conor Cahill

Department of Foreign Affairs Trade