



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

15th July 2019

Ref: FOI/Req/19/197

Dear Mr Murphy

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:

Details of staff at the following grades (Assistant Secretary, PO/POs 1, AP/APs 1, HEOs, EO/SOs and COs) for your HR Division in the Department at 31st December 2014, 31st December 2015, 31st December 2016, 31st December 2017, 31st December 2018.

	Record Description	Granted/ Part Granted/Refused
1	Staff numbers by grade for the HR Division of the Department of Foreign Affairs and Trade at 31 st December for the years 2014 to 2018 inclusive.	Granted

The Department of Foreign Affairs and Trade have a number of grades that are unique to the department. For the purpose of this request I have included them in the figures for equivalent staff grades. PO will include Counsellor, AP will include First Secretary and HEO will include Third Secretary.

The HR unit does not have a dedicated Assistant Secretary. The Assistant Secretary included in the figures oversees the work of the HR unit as part of their role in their capacity as head of the Corporate Services Division.

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. For methods of payment, please contact FOI Unit at foi@dfa.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

Brenda Duffy
Human Resources

Breakdown by Grade at 31st December (2014-2018)					
Grade	2014	2015	2016	2017	2018
Assistant Secretary	1	1	1	1	1
PO/PO1	2	2	2	2	3
AP/AP1	1	2	3	3	5
HEO	4	*6	6	9	9
EO/SO	7	7	9	10	10
CO	7	8	9	12	14
Total	22	20	30	37	42

* Includes 1 Temporary Third Secretary