



An Roinn Gnóthaí Eachtracha  
Department of Foreign Affairs

Our Ref: FoI/Req/2020/201

Date: 1 December 2020

Jack Power

Dear Jack,

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:

- 1. A copy of the Minister's work diary from 1 July to 27 October 2020.**
- 2. A copy of the Secretary General's work diary from 1 July to 27 October 2020.**

I have identified 2 records that fall within the scope of your request and these are attached. I have made a decision to grant full access to these records.

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](mailto: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](mailto: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

Shirley Pollock  
Office of the Minister  
for Foreign Affairs