



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

Our Ref: FoI/Req/2020/032

6th March 2020

Mr. Ken Foxe

Dear Mr. Foxe,

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:

Copies of the invoices and receipts associated with the following headings from the table below (FoI/Req/2020/013 refers)

- ***1/ travel costs excluding taxi fares, public transport fares, bus/coach hire, and economy air travel tickets.***
- ***2/ accommodation costs.***
- ***3/ catering costs.***
- ***4/ venue hire.***
- ***5/ technical fees.***

Costs of Department of Foreign Affairs and Trade Heads of Mission Conference 2020			
Requested Items			
No.	Item	Description	Cost
1	Travel Costs	Transportation costs, including flights	32,343.64
2	Accommodation Costs	Accommodation costs including for speakers	2,350.63
3	Catering costs	Catering costs for days 1, 2 and 3 of the conference	26,971.51
4	Venue Hire	Cost for hire of the Mansion House	7,312.35
4	Technical Fees	Cost for sound and lighting technician fees	2,749.05
5	Stationery Costs	Stationery costs for the materials for the conference	98.40
Total Costs			71,825.58

I also refer to the acknowledgement of your request which was sent to you on 19th February 2020.

A schedule of records being released to you is attached. Where information has been redacted this has been done under section 37 (1) of the FOI Act (Personal Information). Weighed against the right of individuals to have their personal information remain private, the releasing of the personal information would not provide any additional benefit and does not have a bearing on the substance or detail of the 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. 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,

Denise Tully
Deputy Director
Strategy, Governance and Change Unit