

Record Number	Description of Record	Date	Decision	Section of Act Applied
	2018			
	Reappointment of HLP for one further year and formal letters of appointment			
1	E-mail from C. Ingoldsby to Sally O'Neill Sanchez checking if she will serve another year on HLP	19.04.18	Release	
2	E-Mail from S. O'Neill Sanchez confirming she will serve another term and further response from C. Ingoldsby	19.04.18	Release	
3	E-Mail from Yvonne Ellison to Sally O'Neill Sanchez attaching formal letter of appointment to HLP and PDSA Guidelines	23.04.18	Release	
4	E-mail from C. Ingoldsby to Kingsley Aikins checking if he is agreeable to serve another year on HLP	15.05.18	Release	
5	Response from Kingsley Aikins agreeing to serve another year on HLP	15.05.18	Release	
6	E-mail from C. Ingoldsby to Kingsley Aikins attaching formal letter of appointment to HLP and PDSA Guidelines	18.05.18	Release	
7	E-mail from Caitriona Ingoldsby to Catriona Crowe checking if she is agreeable to serve on the HLP	28.05.18	Release	
8	E-mail from Catriona Crowe confirming she will serve on Panel	29.05.18	Release	
9	E-Mail from Yvonne Ellison to Catriona Crowe acknowledging her e-mail of 29.05.18	29.05.18	Release	
10	E-Mail from Yvonne Ellison to Catriona Crowe attaching formal letter of appointment to HLP and PDSA Guidelines	01.06.18	Release	
11	E-Mail from C. Ingoldsby to Samantha Barry attaching formal letter of appointment to HLP and PDSA Guidelines	13.06.18	Release	
12	E-mail to Catriona Crowe with membership of the HLP	18.06.18	Release	
13	E-Mail from Yvonne Ellison to SG Burgess, SG Fraser and SG O'Leary listing members of HLP	18.06.18	Release	
14	Formal letter to Prof. Declan Kiberd at end of term on HLP	25.06.18	Release	
15	Formal letter to Fr. Bobby Gilmore at end of term on HLP	26.06.18	Release	
16	E-mail from SG's office attaching response from Prof. Declan Kiberd following receipt of SG's letter re. end of term on HLP	24.07.18	Release	
	Delivery of Briefs			
17	E-Mail to Kingsley Aikins re. delivery of briefs for HLP Meeting	01.06.18	Release	

18	E-Mail to Catriona Crowe re. delivery of briefs for HLP Meeting	06.06.18	Release	
19	E-Mail to Art O'Leary's PA re. delivery of briefs for HLP Meeting	06.06.18	Release	
20	E-Mail to Sally O'Neill Sanchez re. delivery of briefs and attaching electronic version of summary brief	06.06.18	Release	
	Attachments:			
20(a)	Overview Note		Part Release	S. 37.1 Personal Information
20(b)	Index of all nominations received in 2018 alphabetically		Refuse	Outside Scope / S.37.1 Personal Information
20(c)	Index of nominations received in 2018 by category		Refuse	Outside Scope / S.37.1 Personal Information
20(d)	2018 Obs from Embassy Washington		Part Release	S. 37.1 Personal Information
20(e)	2017 Obs from Embassy Washington		Part Release	S. 37.1 Personal Information
20(f)	Obs from Embassy London		Part Release	S. 37.1 Personal Information
20(g)	Obs from Embassy Canberra		Part Release	S. 37.1 Personal Information
20(h)	Index of all nominations received in 2017 Alphabetically		Refuse	Outside Scope / S.37.1 Personal Information
20(i)	Memorandum for Government		Release	
20(j)	Summary of observations on Memo from government Departments		Release	
20(k)	Government Decision		Release	
20(l)	PDSA Guidelines March 2018		Release	
20(m)	Members of High Level Panel		Release	
20(n)	Contents Sheet		Release	
21	E-mail from Catriona Crowe with address for delivery of briefs	06.06.18	Release	
Hotel and flights for Sally O'Neill Sanchez				
22	E-Mail to Sally O'Neill Sanchez with booking reference for hotel reservation	26.04.18	Release	
23	E-mail from Sally O'Neill Sanchez with flight receipts and bank details form	15.06.18	Release	
	Attachments:			
23(a)	Copy of flight tickets		Release	
23(b)	Bank details form		Refuse	S. 37.1 Personal Information
D. Kiberd query re. nominating someone				
24	E-mail from Prof. Declan Kiberd about how to nominate an individual and reply from Irish Abroad Unit	26.02.18	Part Release	S. 37.1 Personal Information
Availability to attend HLP Meeting				
25	E-Mail to PS to SG Burgess re. availability of dates for HLP meeting	16.04.18	Release	

26	E-Mail from PS to SG Burgess re. availability of dates for HLP	16.04.18	Release	
27	E-Mail to PS to SG M. Fraser re. availability of dates for HLP Meeting	17.04.18	Release	
28	E-Mail from PS to SG M. Fraser re. available date for HLP Meeting	18.04.18	Release	
29	E-Mail to PS to SG A. O'Leary re. availability for HLP Meeting	18.04.18	Release	
30	E-Mail from PS to SG A.O'Leary re. his availability for HLP Meeting and suggesting different timing.	18.04.18	Release	
31	E-Mail to PS to SG M. Fraser suggesting alternative dates for HLP Meeting	18.04.18	Release	
32	E-Mail from PS to SG A. O'Leary accepting 25 June as date for HLP Meeting	20.04.18	Release	
33	E-Mail to PS to SG Burgess confirming date of 25 June for HLP Meeting	20.04.18	Release	
34	E-Mail to PS SG M. Fraser confirming date of 25 June for HLP Meeting	20.04.18	Release	
35	E-Mail to PS to SG A.O'leary confirming date of 25 June for HLP Meeting	20.04.18	Release	
36	E-Mail from PS to SG M. Fraser confirming 25 June for HLP Meeting is in diary	20.04.18	Release	
37	E-mail from Sally O'Neill Sanchez confirming attendance at HLP meeting	23.04.18	Release	
38	E-mail from C. Ingoldsby to Y. Ellison forwarding on K. Aikin's e-mail of 19th May indicating that he will be unavailable to attend HLP and asking for briefing to be sent to him in advance	21.05.18	Release	
Corr with S. Barry and K. Aikins re. proposed award recipients				
39	E-mail from C. Ingoldsby to Samantha Barry and Kingsley Aikins with the names of the final 10 proposed award recipients	27.06.18	Part Release	S. 37.1 Personal Information / S. 29 Deliberations of FOI Bodies
40	E-mail from Y. Ellison to C. Ingoldsby forwarding on K. Aikins e-mail of 4 June with his recommendations for HLP Meeting and	5.06.18	Part Release	S. 37.1 Personal Information
2017				
Re. Concept note on review of operation of PDSA				
41	E-mail to SG Fraser with Concept Note	21.06.17	Release	
41(a)	Attachment: Concept Note		Refuse	S. 29.1(a) Deliberations of FOI Bodies
42	E-mail to SG O'Leary with Concept Note	21.06.17	Release	
43	E-mail to Sally O'Neill Sanchez with Concept Note	21.06.17	Release	
44	E-mail to Kingsley Aikins with Concept Note	21.06.17	Release	
45	E-mail to Fr. Bobby Gilmore with Concept Note	21.06.17	Release	
46	E-mail to Prof. Declan Kiberd with Concept Note	21.06.17	Release	
47	E-mail from Kingsley Aikins with his views on Concept note	21.06.17	Refuse	S. 29.1(a) Deliberations of FOI Bodies
48	E-mail from Kingsley Aikins with his views on Concept Note which was then forwarded on to Anne Norton	22.06.17	Refuse	S. 29.1(a) Deliberations of FOI Bodies

Delivery of briefs to High Level Panel			
49	E-Mail to Declan Kiberd re. delivery of briefs and flagging that "Concept Note" will be e-mailed in advance of the meeting.	02.06.17	Release
50	E-Mail to Fr. Bobby Gilmore re. delivery of brief and flagging that "Concept Note" will be e-mailed in advance of the meeting.	02.06.17	Release
51	E-Mail to Kingsley Aikins re. delivery of briefs and flagging that "Concept Note" will be e-mailed in advance of the meeting.	02.06.17	Release
52	E-Mail to Sally O'Neill Sanchez re. delivery of briefs for HLP meeting and attaching summary brief in electronic format and flagging that "Concept Note" will be e-mailed in advance of the meeting.	06.06.17	Release
Attachments:			
52(a)	Overview Note		Part Release S. 37.1 Personal Information
52(b)	Index of all nominations received in 2017 alphabetically		Refuse Outside Scope / S.37.1 Personal Information
52(c)	Index of all nominations received in 2017 by category		Refuse Outside Scope / S.37.1 Personal Information
52(d)	Obs from Embassy Washington		Part Release S. 37.1 Personal Information
52(e)	Obs from Embassy Ottawa		Part Release S. 37.1 Personal Information /
52(f)	Index of all nominations received in 2016 Alphabetically		Refuse Outside Scope / S.37.1 Personal Information
52(g)	Memo to Government		Release
52(h)	Summary of obs on Memo from Government Departments		Release
52(i)	Government Decision		Release
52(j)	PDSA Guidelines March 2017		Release
52(k)	Members of HLP		Release
52(l)	Contents Sheet		Release
53	E-Mail to Kingsley Aikins re. delivery of briefs and attaching soft copy of Summary Brief (see 49 for attachments)	07.06.17	Release
Prof. Kiberd query re. nominating someone			
54	E-Mail from Prof. Kiberd re. nominating an individual and response from Irish Abroad Unit	06.03.17	Part Release S. 37.1 Personal Information
Availability to attend HLP Meeting on 22nd June			
55	E-Mail to PS to SG Burgess re. availability of dates for HLP meeting	08.03.17	Release
56	E-Mail to PS to SG M. Fraser re. availability of dates for HLP meeting	09.03.17	Release
57	E-mail from PS to SG N. Burgess to Y. Ellison re. suitability of dates	09.03.17	Release
58	E-Mail from PS to SG M. Fraser confirming availability on suggested dates	10.03.17	Release

59	E-Mail to SG O'Leary re. availability to attend HLP meeting on 22nd June 2017	14.03.17	Release	
60	E-mail to Kingsley Aikins re. availability to attend HLP meeting on 22nd June 2017.	15.03.17	Release	
61	E-Mail from Kingsley Aikins confirming his attendance at HLP meeting on 22nd June 2017	15.03.17	Release	
62	E-Mail correspondence with PS to SG Fraser re. availability of dates for HLP meeting	15.03.17	Release	
63	E-Mail to Sally O'Neill Sanchez re. availability to attend HLP meeting on 22nd June 2017	15.03.17	Release	
64	E-Mail to PS to SG Burgess firming up date for HLP in his diary	15.03.17	Release	
65	E-Mail to Prof. Declan Kiberd re. availability to attend HLP meeting on 22nd June 2017	15.03.17	Release	
66	E-Mail to Prof. Bobby Gilmore re. availability to attend HLP meeting on 22nd June 2017	15.03.17	Release	
67	E-Mail from Sally O'Neill Sanchez confirming her participation in HLP meeting on 22nd June 2017	17.03.17	Release	
68	E-mail from Declan Kiberd re. unable to attend HLP meeting on 22nd June and querying if he can nominate someone for PDSA	20.03.17	Release	
69	E-Mail from Fr. Bobby Gilmore confirming his attendance at HLP meeting on 22nd June 2017	24.03.17	Release	
70	E-Mail to PS to SG Fraser re. setting up a pre-HLP meeting to evaluate PDSA Scheme 5 years on.	27.03.17	Release	
71	E-Mail from Art O'Leary to Y. Ellison confirming availability to attend Pre-HLP	28.03.17	Release	
72	E-Mail from Declan Kiberd with PDSA Nominee Choices for HLP Meeting which was then forwarded on to C. Ingoldsby	12.06.17	Part Release	S. 37.1 Personal Information
Hotel and flights for Sally O'Neill Sanchez				
73	E-mail from Sally O'Neill Sanchez enclosing flight costs and bank details for reimbursement	19.06.17	Release	
	Attachments:			
73(a)	Letter of 19th June from Sally O'Neill Sanchez enclosing flight costs and bank details		Release	
73(b)	Copy of flight tickets		Release	
73(c)	Bank details form		Refuse	S. 37.1 Personal Information
74	E-Mail to Sally O'Neill Sanchez re. provisional hotel booking	27.03.17	Release	

75	E-Mail to Sally O'Neill Sanchez re. confirming change of date for hotel booking	28.03.17	Release	
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