



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

Mr. Seán McCarthaigh
The Times
4th Floor
Bishop's Square
Dublin 2

1 July 2015

Our Ref: Fol/Req/15053

Dear Mr. McCarthaigh,

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:

Information on the total expenditure by the department in 2014 cross-referenced by suppliers for

a) tea

b) coffee

c) sandwiches

d) biscuits/pasteries/cakes

I refer also to the acknowledgement of your request which was sent to you on 11th June 2015.

I have identified one record that falls within the scope of your request which is listed in the schedule below and I have made a decision to grant it. The first part of the record covers tea bags, coffee granules, biscuits and UHT milk supplied for in-house preparation for meetings. The second part covers supplies of sandwiches etc from outside suppliers for training and other events.

SCHEDULE OF RECORDS FROM 01.01.14 TO 31.12.2014		
Record no.	Description	Granted/Part-Granted/Refused
1	<i>Information on the total expenditure by the Department in 2014 cross-referenced by suppliers for a) tea, b) coffee, c) sandwiches and d) biscuits/pastries/cakes</i>	Granted

Tea, coffee, sandwiches and other refreshments are provided at a wide range of Departmental events including at meetings with outside agencies and organisations, training and professional development events. These items are also provided where staff attend training, briefing and networking events in their own time, e.g. during lunchtimes or in the evenings and are provided in-house to ensure that no time is lost and that useful networking and exchange of information takes place during any breaks. Where possible, healthy options, such as sliced fruit, wraps, wholemeal bread and vegetarian options are included, as part of our approach to wellness at work. Costs are kept to a minimum.

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

A handwritten signature in cursive script that reads "Frances Kiernan". The signature is written in dark ink and is positioned above a horizontal line.

Frances Kiernan