



Oifig an Aire Oideachais agus Scileanna
Office of the Minister for Education and Skills

03/06/2016

Re: FOI request 2016/164

I refer to the request which you made under the Freedom of Information Act 2014 for records held by this Department:

"Copy of the diary for Minister Jan O'Sullivan for the period 1 September 2015 to 3 May 2016"

I, Sean Tansey, Private Secretary to the Minister have now made a final decision to grant your request on 3rd June 2016.

You have sought access to the records by means of *[photocopies]* and I consider this an appropriate form of access in this case. Accordingly, a copy of the records is now enclosed including a copy of the schedule to these records.

Right of appeal

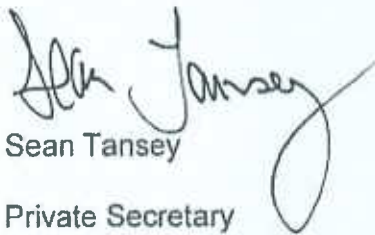
You may appeal this decision. In the event that you need to make such an appeal, you can do so by writing to the Freedom of Information Unit, Department of Education and Skills, Marlborough Street, Dublin 1. Your correspondence should include a fee of €30 (€10 for medical card holders)(delete as applicable) for processing the appeal. Payment should be made by way of personal cheque or postal money order made payable to the accountant in the Department of Education and Skills. Please note the Department of Education and Skills no longer accept cheque payments from business users. For further information regarding payment methods for business users, please email foi@education.gov.ie

You should make your appeal within 4 weeks from the date of this notification, where a day is defined as a working day excluding the weekend and public holidays.

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 body.

Should you have any questions or concerns regarding the above, please contact me by telephone on 8892195

Yours sincerely,


Sean Tansey
Private Secretary