

17 July 2017

Re: FOI request 2017/299

Dear 

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

I am requesting access to records which are non-personal.

1. Parliamentary Questions Numbers 190 to 198. 11th October 2016
Secondary Teachers Circular 29/2007 Part 6 (c) Relevant Non-Teaching Experience. In the Minister's reply to the above questions he states that the Appeals Committee act in accordance with their Terms of Reference.

- *Please send me those Terms of Reference and any other records, i.e. guidelines, rules etc. that set out how the scope and functions of the Appeals Committee.*
- *Please send me details of when the Terms of Reference and any other records were issued, by whom were they issued and any and all interpretations, understandings, modifications etc to those Terms of Reference and any other records since their original publication.*
- *Please send me any and all material held by your department that informs the Appeals Committee on what constitutes an applicant's initial position, i.e. type and duration of position, temporary, maternity cover etc. and how applications from teachers who are qualified and have taught in both primary and secondary are to be dealt with.*

2. Primary Teachers Circular 10/0 Part 7 Relevant Non-Teaching Experience. According to the above circular a teacher may appeal a decision to refuse to grant incremental credit to an Appeals Board.

- *Please send me the Terms of Reference and any other records, i.e. guidelines, rules etc. that set out how the scope and functions of the Appeals Board.*
- *Please send me details of when the Terms of Reference and any other records were issued, by whom were they issued and any and all interpretations, understandings, modifications etc. to those Terms of Reference and any other records since their original publication.*
- *Please send me any and all material held by your department that informs the Appeals Board on what constitutes an applicant's initial position, i.e. type and duration of position, temporary, maternity cover etc. and how applications from teachers who are qualified and have taught in both primary and secondary are to be dealt with.*

I, Louis Cunningham, Higher Executive Officer, have now made a final decision to part grant your request on 17 July 2017.

The purpose of this letter is to explain that decision. This explanation has the following parts:

1. a schedule of all of the records covered by your request;
2. an explanation of the relevant findings concerning the records to which access is denied, and
3. a statement of how you can appeal this decision should you wish to do so.

This letter addresses each of these three parts in turn.

1. Schedule of records

A schedule is enclosed with this letter, it shows the documents that this body considers relevant to your request.

2. Findings, particulars and reasons for decisions to deny access

No access to available documents has been denied. Where there are no documents relevant to the request the following finding has been made in accordance with the Freedom of Information Act 2014:

15. (1) A head to whom an FOI request is made may refuse to grant the request where,

(a) the record concerned does not exist or cannot be found after all reasonable steps to ascertain its whereabouts have been taken,

3. 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, D01 RC96. Your correspondence should include a fee of €30 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

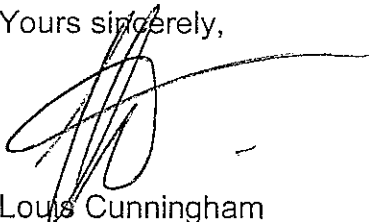
You should make your appeal within 4 weeks from the date of this notification, where a day is defined as a working day excluding, the weekend and public holidays. However, the making of a late appeal may be permitted in appropriate circumstances. The appeal will involve a complete reconsideration of the matter by a more senior member of the staff of this body.

Publication

All non-personal FOI requests will be recorded on an FOI disclosure log which will be published on the Department of Education and Skills website in due course.

Should you wish to discuss the above, please contact me by telephone at (090) 6483988.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Louis Cunningham', with a long horizontal line extending to the right.

Louis Cunningham
Higher Executive Officer