

Freedom of Information Acts, 1997 and 2003

Section 15 Reference Book

JULY 2004

Second Edition

*Guide to the Structure, Functions,
Services & Records of the
National Roads Authority*

**Manual prepared in accordance with
Section 15 of Freedom of Information Act,
1997 as amended by the Freedom of Information
Act, 2003.**

**A Guide to the Structure, Functions, Services and
Records of the National Roads Authority.**

FREEDOM OF INFORMATION ACTS, 1997 and 2003 INFORMATION GUIDE

TO ASSIST MEMBERS OF THE PUBLIC IN AVAILING OF THE SERVICES OF THE NATIONAL ROADS AUTHORITY

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NATIONAL ROADS AUTHORITY
FREEDOM OF INFORMATION ACTS, 1997 and 2003
SECTION 15 REFERENCE BOOK

Preface to Guide

This guide is prepared in accordance with the requirements set out in section 15 of the Freedom of Information Act, 1997 as amended by the Freedom of Information Act, 2003.

It is intended as a practical guide to the services of the National Roads Authority, to assist you in ascertaining the information that we hold and how you can access it. It is not a definitive description of all our services and should you require further details on any item please contact the relevant Section.

Part 1 – The National Roads Authority

1. **Formation**

The National Roads Authority (NRA) was formally established as an independent statutory body under the Roads Act, 1993, with effect from 1 January, 1994. The NRA's road development programme forms part of the Government's overall strategy for the improvement of national road infrastructure, which is contained in the National Development Plan (NDP), 2000-2006.

2. **Responsibilities**

The NRA's primary function is "*to secure the provision of a safe and efficient network of national roads*". It has overall responsibility for the planning and supervision of construction and maintenance of national roads.

In addition, the NRA has a number of specific functions under the 1993 Act, including:

- preparing, or arranging for the preparation of road designs, maintenance programmes and schemes for the provision of traffic signs on national roads;
- securing the carrying out of construction, improvement and maintenance works on national roads;
- allocating and paying grants for national roads, and
- training, research or testing activities in relation to any of its functions.

Historically, the NRA has discharged these functions through the relevant local road authorities in line with requirements of the Roads Act in this regard. However, it is empowered (where it considers it would be more convenient, expeditious, effective or economical to do so) to carry out such functions directly.

The NRA has a general power to direct a road authority to "*do any other thing which arises out of or is consequential on or is necessary or expedient for the purposes of or would facilitate the construction or maintenance of a national road*".

The NRA may give specific directions to road authorities relating to a number of matters, including making a motorway scheme; application for a bridge order; acquiring land by compulsory purchaser order; preparing an Environmental Impact Statement

(EIS), and entering into contracts for and/or undertaking specified construction or maintenance works.

Section 57 of the Roads Act, as amended by the Planning and Development Act, 2000, allows the NRA to prepare a scheme for the establishment of a system of tolls in respect of the use of a national road. The NRA may also enter into an agreement with another person whereby that person agrees, inter alia, to pay some or all of the costs of the construction and/or maintenance of the road and/or to upgrade and manage the road. Toll charges may be used to repay all or part of the private funding involved.

3. National Development Plan, 2000-2006

The objectives established by Government for the improvement of the network of national roads are set out in the National Development Plan (NDP), 2000-2006. In summary these objectives are:

- to improve reliability by removing bottlenecks, remedying capacity deficiencies and reducing journey times;
- to improve internal road transport infrastructure between and within regions;
- to facilitate better access to ports and airports;
- contribute to sustainable transport policies, and
- help to achieve the targets of the Government's Road to Safety Strategy regarding significant reductions in road accident fatalities and injuries.

4. Planning and Development Act, 2000

The Planning and Development Act, 2000, has sought to streamline the planning process and has made significant changes to the legislative arena within which the NRA operates. These changes include:

- the transfer to An Bord Pleanála (the Irish Planning Board) of responsibility for the approval of motorway, busway and protected road schemes, and consideration of EISs for such schemes;
- the transfer to An Bord Pleanála of functions in relation to the determination of compulsory purchase orders in respect of the acquisition of land for road schemes and other purposes;
- the objective for An Bord Pleanála to determine CPOs and Motorway Schemes, etc., within 18 weeks of the final date for receipt of submissions and objections;
- the expansion of the role of the NRA to include the making or revoking of toll schemes, and
- the extension of the jurisdiction of a road authority to stretches of foreshore adjoining its functional area.

5. Financing

Funding of the NRA is primarily in the form of grants from the Minister for Transport for the improvement and maintenance of national roads and a grant to cover the Authority's administrative expenses. 2004 sees the start of a multi – annual funding arrangement. This arrangement, secured from Government by the Minister of Transport, will see €8 billion, including in excess of €1 billion from private sources, invested in upgrading the network of national roads over the period 2004 – 2008.

The Authority has been set the target of securing investment of €1.27 billion in respect of Public Private Partnership projects over the period 2000-2006 to boost the funding available from the Exchequer and accelerate the pace at which national roads are improved.

The NRA has statutory power to borrow money (not to exceed €35million), subject to the consent of the Minister for Finance and the Minister for Transport.

6. Structure of Authority

The NRA Board (section 28 of the Roads Act,1993) may comprise up to fourteen members – thirteen ordinary members and a chairperson - appointed by the Minister for Transport (since 2002 – previously the Minister for the Environment and Local Government). Members are appointed on the basis of their experience and competence in relation to roads, transport, industrial, commercial, financial, or environmental matters, local government, and the organisation of workers or administration. The Board is directly responsible for the exercise of the NRA’s functions under the Act, but can delegate these functions to committees with the approval of the Minister.

The Chief Executive is the statutory officer with responsibility for the day-to-day administration and management of the business of the NRA.

7. Listing of Current Members of the Board

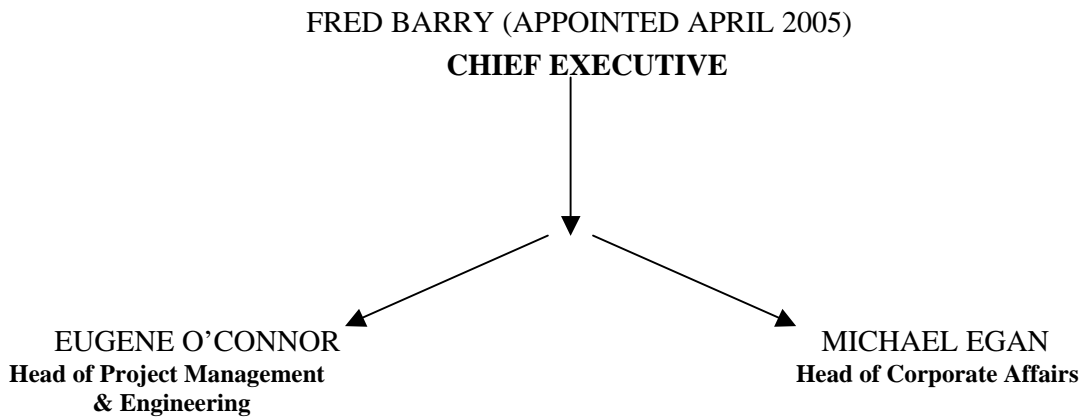
Mr. Peter Malone	Chairman
Ms. Frances Boyle	Member
Professor Frank Convery	Member
Mr. Jimmy Farrelly*	Member
Ms. Jenny Kent	Member
Ms. Eimear McAuliffe	Member
Mr. Bernard McNamara	Member
Mr. John Murphy	Member
Mr. Ted Murphy*	Member
Ms. Connie Ní Fhátharta	Member
Mr. Risteard O’Lionaird*	Member
Mr. Brendan O’Mara	Member
Mr. Raymond Potterton	Member
Mr. Niall Sweeney*	Member

* Term of appointment expires during 2004.

8. Mission Statement

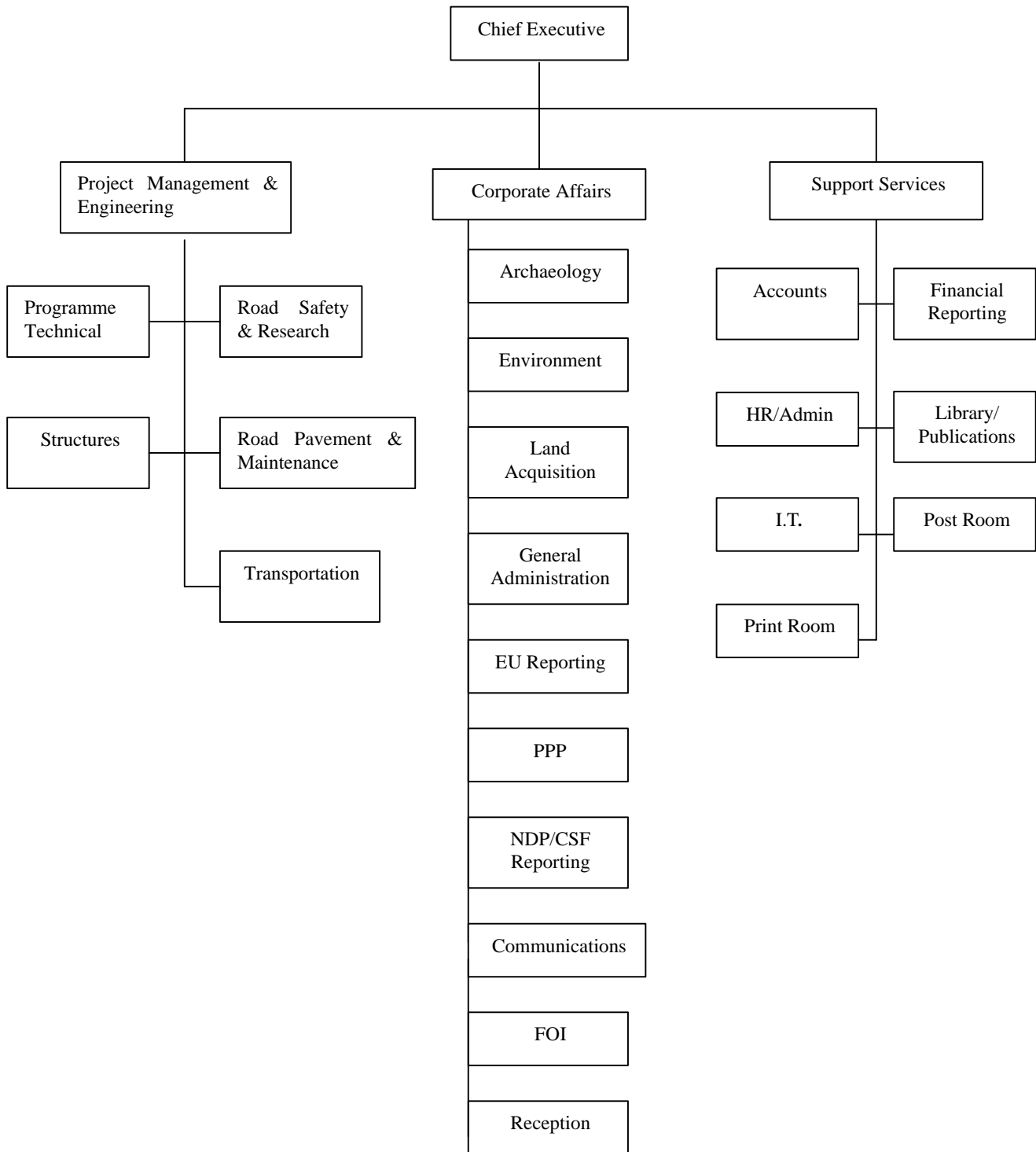
To contribute to sustainable transport by developing and maintaining a safe and efficient network of national roads, in partnership with local authorities and the private sector, having regard to national and EU programmes.

9. Senior Management of the Authority



10. Organisational Structure

Organisation Chart



11. Description of Organisational Functions

1. Chief Executive
2. Corporate Affairs
 - 2.1 Archaeology
 - 2.2 Communications
 - 2.3 Environment
 - 2.4 Freedom Of Information Unit
 - 2.5 Land Acquisition
 - 2.6 NDP/CSF Unit
 - 2.7 EU Unit
 - 2.8 Reception
 - 2.9 Secretariat to the Board
 - 2.10 Public Private Partnership (PPP)
 - 2.11 Administration / Programme Division
3. Project Management and Engineering
 - 3.1 Programme Monitoring and Reporting
 - 3.2 Road Maintenance and Pavement
 - 3.3 Road Safety and Research
 - 3.3.1 Road Accident Bureau
 - 3.4 Structures Inspectorate
 - 3.5 Transportation
 - 3.5.1 Road Database/GIS
 - 3.5.2 Cost and Estimation
 - 3.5.3 Traffic Counting
4. Support Services
 - 4.1 Accounts
 - 4.2 Financial Control
 - 4.3 Human Resources
 - 4.3.1. HR/Administration
 - 4.4 Library/Publications
 - 4.5 Information Technology
 - 4.6 Post Room
 - 4.7 Print Room

Each section (except Chief Executive) is described under purpose, main functions and types of records held in the section.

1. Chief Executive

The National Roads Authority was formally established as an independent statutory body under the Roads Act, 1993, with effect from 1 January 1994. The Authority's primary function, under section 17 of the Act, is 'to secure the provision of a safe and efficient network of national roads'.

The Chief Executive reports directly to the Authority, carries on and manages and controls generally the administration and business of the Authority and performs such other functions as the Authority may determine from time to time.

The Chief Executive:

- Is the interface between the Chairman/Board members and staff of the Authority.
- With the Chairman and Board members enables the Authority to fulfil its governance function.
- Gives direction and leadership towards the achievement of the Authority's philosophy, mission, strategy and annual goals and objectives.

2. Corporate Affairs

Purpose

To co-ordinate the work of the Authority in order to ensure the timely and efficient delivery of the roads programme in accordance with all applicable statutory procedures including environment protection requirements and in line with Government policy; to develop and implement Public Private Partnership projects, generating additional funding for the national roads programme, administration of arrangements concerning applications for and payment of EU aid for national road projects; ensure a high standard in all of the Authority's dealings with public bodies both national and within the EU, media, local authorities, interest groups and members of the public, and effectively communicate the Authority's policies and strategies.

Main Functions

- Liaising with Regulatory and Financing Authorities (EU Commission, Department of Transport, Department of Finance).
- Co-ordinate input of various specialist areas, such as PPP, archaeology, environment, land acquisition, EU funding to ensure delivery of the roads programme.
- Dealing with media enquiries.
- Responding to challenges to road schemes and the roads programme, including co-ordination of defences to legal challenges to road schemes in conjunction with local authorities.
- Production of corporate publication materials.
- Secretariat to the Board.

2.1 Archaeology

Purpose

To develop a coherent and consistent approach to dealing with all archaeological aspects of road schemes.

Main Functions

- Code of Practice (agreed with the Minister of Arts, Heritage, Gaeltacht & the Islands), the objective of which is to resolve the archaeological implications of prospective road schemes while having regard to existing legislation and agreed actions.
- Finalise guidelines on best practice regarding all aspects of archaeology and the planning and construction of roads – desktop, fieldwork and post-excavation phases.
- Develop a coherent and consistent approach to be applied to archaeological mitigation/resolution nationwide.
- Develop testing and resolution strategies on a value for money basis.
- Develop publication policy on archaeological work carried out on behalf of the NRA/local authorities.

Types of Records Held

Type of Record Reports

Contents

Reports in relation to various road schemes i.e.
Archaeological Services Contract Report.
Archaeological Works Contracts.
Archaeological Investigations.
Archaeological Excavation and Metal Detection Survey.
Archaeological Monitoring Test-Pits, Boreholes, and Slit Trenches.
Machine Assisted Archaeological Mitigation.
Summary Excavation Progress Report.
Archaeological Assessment Topographical Survey.
Archaeological Route Evaluation.
Geophysical Survey.
Pre-construction Archaeological Testing.
Environmental Impact Assessment.
Archaeological Impact Assessment.
Archaeological Appraisal.
Archaeological Field Inspection.
Draft Statigraphic Reports.

Files

Files in relation to various road schemes containing general correspondence between NRA Archaeologist, Project Archaeologist/ Archaeological Consultant Method Statements.

2.2 Communications

Purpose

To ensure that the NRA's image, functions, and all operational achievements are presented as user-friendly and in an effectively informative manner to the general public, through the national/regional electronic and print media /Website networks.

Main Functions

- Prepare publicity and display material in relation to the Authorities programme and activities and for various road schemes.
- Publication of NRA reports, e.g. annual reports, annual road accident statistics, effectiveness of road safety initiatives, etc.
- Liaise with Government public relations / Finance and Transportation officials.
- Monitor all publicity relevant to the functions and role of the NRA.
- Deal with inquiries from the media, both national and regional, regarding road projects.
- Maintain contact with local authorities.
- Arrange appropriate media interviews.

Types of Records Held

<i>Type of Record</i>	<i>Contents</i>
Minutes of Communications Committee	
Tender File	Keeps record of tenders submitted for Communications projects.
General Mail File	Copy kept for 6 months of general correspondence.
Press Monitoring File	Copy kept, for 6 months, of cuttings and certain transcripts/tapes of media interviews relating to the NRA, which appeared in both national/local press or on television/radio.
Accounts File	Invoices received.

2.3 Environment

Purpose

The primary function of the Environment Unit is to promote best practice aimed at integrating environmental considerations into road project planning and construction and observance of all applicable statutory procedures. The unit works closely with local authorities in this regard. It has on-going commitment to the development of strategies and input to policy formulation regarding environment and the roads programme.

Main Functions

- Monitor developments and input to policy formulation on matters such as sustainable transport, EIA, eco-audits, habitat identification and protection, strategic environmental assessment, noise and air quality standards, etc.
- Promote the application of best practice on environmental protection within the Authority and local authorities.
- Establish procedures for local authorities to evaluate Environmental Impact Statements for road scheme proposals.
- Establish verification systems on EIA mitigation and remedial measures.
- Integrate environmental considerations into road project planning and construction.
- Liaise with relevant Departments and bodies active in the environmental area.
- Participate on working groups and road project teams as appropriate.

Types of Records Held

Documentation in relation to preparation of EISs and related strategies and policies on integration of environmental considerations into road scheme planning.

Best Practice Guidance Documents, including guidelines on ecology and the treatment of noise and vibration on national road schemes.

2.4 Freedom of Information Unit

Purpose

The Freedom of Information Act, 1997 applied to the Authority from 22 November 2002 and applies retrospectively to all records created since 21 April 1998. The primary purpose of the FOI Unit is to co-ordinate and process requests for information under the Freedom of Information Acts, 1997 and 2003.

Main Functions

- Organise training for all members of the Authority in order to ensure effective implementation of the Acts.
- Prepare and publish manuals as required under the Act – Section 15 and Section 16.
- Prepare and publish guidelines and procedures for processing FOI requests.
- Provide ongoing advice and assistance to the Authority staff in relation to processing applications.
- Liaise with requesters and decision makers in order to ensure that requests are correctly processed.
- Issue replies to FOI requests.
- Process fees charged for the making of FOI requests or applications for review - applied from 7 July 2003.
- Compile and maintain statistical reports for the NRA Board, Department of Transport and the Office of the Information Commissioner.

Types of Records Held

<i>Type of Record</i>	<i>Contents</i>
Correspondence	Requests for information under the Freedom of Information Acts, 1997 and 2003.
Correspondence	Requests for access to environmental information (Council Directive 90/313/EEC) 2000 to date.
General Files	Set up of FOI and miscellaneous background information.
Pre FOI Files	General Correspondence.

2.5 Land Acquisition

Purpose

Provide a specialist advisory service regarding access to and acquisition of land for national road schemes and the payment of compensation.

Main Functions

- Promote best practice and consistency of approach by local authorities regarding all matters involved in land acquisition.
- Promote feedback to inspectorate on financial and procedural issues relating to land access and acquisition.
- Arrange for the development of customer information services.
- Liaise and negotiate with landowner representative associations.

Types of Records Held

Type of Record

Scheme files

Contents

Copies of material relating to CPOs, EIS and details relating to acquisition of land.

General Files

Correspondence with Department of Transport and farming organisations regarding procedures involved in acquisition of land.

Presentation material.

Agreement between the NRA, IFA and DEHLG of 10th December 2001 in relation to land acquisition for national road schemes.

Type of Record

Audit

Miscellaneous

Interreg

Contents

General correspondence.
Reports of irregularities.
NRA Audit reports.

General correspondence.

General correspondence.

2.7 EU Unit

Purpose

To prepare applications for EU aid for national road schemes having regard to eligibility criteria applying to the European Regional Development Fund and the Cohesion Fund.

To report, via the Departments of Transport and Finance, to the European Commission on financial and physical progress of EU co-financed schemes. This involves the compilation and dissemination of necessary data from the receipt of initial information from local authorities to the submission of reports/applications to Regulatory Finance Agencies (RFAs) [Dept. of Transport, Dept. of Finance, and the E.U. Commission].

Main Functions

Prepare Physical and Financial Progress Reports for:

- The Dept. of Transport
- The Dept. of Finance
- The European Commission
- Monitoring Committee meetings.

Types of Records Held

Types of Record

EU Files 1994-1999

Contents

Cohesion Fund Monitoring Committee: with details of information provided for each meeting.
Cohesion Fund Project Signs; requirements for same.

Copies of Claim Forms and revised financing plans under the Cohesion Fund for projects approved in 1993.

Cohesion Fund Projects: Indicators of physical progress - requirements of local authorities.

Cohesion Fund Projects – Overview Statement
EEC Directives and Regulations governing Cohesion Funds.

Audit of the OPP and audit of the Cohesion Fund by the European Court of Auditors.

Expenditure Profiles 1993 – 1999.

Press Statements.

Cost Benefit Analysis.

Regulations on the reporting of irregularities in the administration of the Structural Funds.

Impact Spreadsheets on OPP projects – The spreadsheets give ‘with/without’ reports on projects.

TENS Instrument – 1998 application.

Copies of notification of financial remuneration from EU Commission 1993 – 1999.

Types of Record

EU Files 1994-1999
(continued)

Contents

Letters issued to OPW re: environmentally sensitive areas.
Threshold for O.J. Publication, Regional Authorities, Calculation for employment effects, EIB, ERDF.
Financial Plans for Cohesion Funded projects only
25 MECU Forms – application forms for ERDF.
Funding for projects costing over 25m ECU.
Mid Term Review.
EU Audits.
Cohesion Fund Post 1999.
National Roads Monitoring Group – OPTRANS.
Over 25 MECU Applications – completed application forms.
Over 25 MECU Applications (supplementary material).
Application for Funding (January 2000) .
Publicity for ERDF and Cohesion Fund.
Closure of OPT.

Cohesion Scheme Files
1994-1999 and
2000-2003

Main file with application for EU funding, EU decisions, Notification of receipt of financial remuneration from the EU and miscellaneous correspondence.
Interim Payment Claims.
Progress Reports.
General correspondence.
Eligibility rules.
Exchange rates.

TEN-T

General correspondence regarding specific schemes.
Applications.
Reporting.

Miscellaneous Files

Correspondence.
Structural Funds Monitoring.
EIB Completion Reports for various schemes.
TransOp Monitoring Committee October 1999.

2.8 Reception

Purpose

Reception is the first point of contact with members of the general public.

Its functions are:

- Answer all incoming telephone calls /queries.
- Re-direct calls/queries to the relevant internal department/person.
- Manage and ensure Public Calendars are updated daily.
- Organise taxis / couriers.
- Provide fax facilities
- Customer Service

2.9 Secretariat to the Board

Purpose

Provide secretarial services to the Board

Main Functions

- Preparation for Board Meetings, including issue of documentation
- Attending Board Meetings
- Recording Minutes
- Storing Board Papers and Related Functions
- Maintaining/updating and retaining register of Declaration of Interests and Ethics in Public Office

Types of Records Held

<i>Type of Record</i>	<i>Contents</i>
Minutes of Board Meetings	
Minutes of Sub Committees of the Board	
Board Papers	Submissions from different departments for Board consideration.
Register of Declaration of Interest	
Register of Ethics in Public Office	

2.10 Public Private Partnership (PPP)

Purpose

The purpose of the PPP Unit report is to develop and implement the use of Public Private Partnership (PPP) as a procurement method in the provision by the National Roads Authority (NRA) of a network of improved national roads. The PPP model used to date by the NRA involves selecting a consortium to design/build/finance and operate a new road.

The work of the PPP unit can be broadly divided into 5 main areas:

- Central Policy Development and Management on PPPs and Tolling.
- Project Development for PPP.
- Contract Procurement.
- Construction Phase Management.
- Operations Phase Management.

Main Functions

The Unit is required to devise a national policy for roads PPPs including the strategy for tolling at selected locations. The Unit has produced a new model contract for PPPs and individual contract documents for each scheme with the objective of the award of 10 PPP concessions in the period 2000-2006. The objective set out in the National Development Plan is the securing of €1.27 billion of private finance towards the cost of the national roads programme.

Types of Records Held

Type of Record

File on each PPP scheme

Contents

EIS/CPO

Award of Tender Contracts.

Draft Toll Scheme Correspondence.

Public Correspondence.

Consultants Reports and Correspondence (Financial & Technical).

Copies of newspaper advertisements (OJEC, Oral Hearing etc.).

Tender Submissions

Tender submissions and related documentation.

2.11 Administration / Programme Division

Purpose and Functions

- The administration of the NDP 2000-2006.
- Allocation and payment of monthly grants to local authorities.
- Issue of monthly NRA Board papers.
- Issue of approval to Contract and Tender documents, Speed Limits, Section 85 (previously section 59) agreements, Planning Applications, Allocation Transfers, L.A. staff.
- Deal with correspondence from general public, local authorities, Dail Deputies, Government departments.
- Provide Secretarial Duties to the Board / Cross Border Group etc.
- Public Procurement Activities i.e. Advertise Contracts – Bitumen / Signs and Delineation etc.
- Maintain county briefs and preparation of programme briefing material.
- Arrange NRA seminars and conferences.
- Maintain EDMS / filing system.
- Close liaison with NDP/CSF Units.
- Back-up services for other units.

Types of Records Held

<i>Type of Record</i>	<i>Contents</i>
Bitumen Files	Monthly prices for each year. Test results from approved suppliers. Procedures for Tendering in EU Official Journal and National Newspapers.
Planning Applications	Planning applications submitted by local authorities for NRA comments.
Road Scheme Files	Contains details of activities related to road building schemes.
Payment Files Authorities	Contains details of payments made to local authorities in relation to road schemes.
NRA series	Miscellaneous.
Local Authority Correspondence	All correspondence for local authorities that does not relate to specific schemes.
Public Representations Correspondence	All correspondence from elected representatives.

Type of Record

General Correspondence

Contents

All correspondence from the general public. EDMS- Maintain an electronic record of all correspondence. All correspondence is indexed and scanned onto this system. Monthly reports can be extracted from this system and information on specific correspondence can be located using key words and dates.

County Briefs

A description of the current work ongoing in particular counties.

Speed Limits

Speed limit amendment applications from local authorities.

Traffic Route Lighting

Details of lighting on routes.

Regional Design Office Files

Correspondence from Regional Design Offices.

Board Papers

Minutes from NRA Board Meetings.

3. Project Management and Engineering

Purpose

- Strategic Management of National Roads Programme.
- To implement the national road improvement programme as set out in the National Development Plan (NDP), 2000-2006 and the Economic and Social Infrastructural Operations Programme, 2000-2006 focusing on user needs and facilitating continued economic growth and sustainable development and to seek to obtain the necessary resources for programme implementation.
- To establish national standards for the design and construction of roadworks.
- To establish appropriate systems and guidelines and to manage approved road schemes through various stages from preliminary to agreement of final account.

The work of the Project Management Engineering Division falls into a number of key areas:

- Central programme and project management including cost estimation.
- Development and monitoring of contract forms and dealing with contract issues.
- Development and monitoring of design standards for road works.
- Development and monitoring of specifications and instruction standards for road Works.
- Proposing and implementing national programmes for signing and lining.
- Strategic management of Regional Design Offices (RDOs) and local authorities in implementation of NRA schemes for improvement and Maintenance.
- Designated Senior Project Managers have functional responsibilities for:
 - Programme Monitoring and Reporting.
 - Transportation.
 - Structures.
 - Pavement & Maintenance.
 - Road Safety & Research.

Main Functions

- Project Management Guidelines and Project Reporting Systems
- Annual and multi-annual programmes for road schemes;
- Policy documents on procurement and contract issues;
- Contract documents for signing and lining of roads;
- Road design standards;
- Road works specifications;
- Programmes for transportation, structures, pavement & maintenance and road safety.

Types of Records Held

General

Senior Project Managers and Inspectors are responsible for local authorities and Regional Design Offices assigned by Head of Project Management and Engineering.

Office records can be broadly broken down into the following categories:

- Work in Progress, documents on most of the major projects going on in local authorities. These documents would have been prepared by either consultants, National Road Design Offices or local authorities.
- Expenditure/Outturn Files for each local authority.
- Copies of National Road Design Office staffing, running cost details, etc.
- Working files on many varied topics that arise. These files can include work presented for comment, prior to the production of a published document.

Typically the following project specific records are kept by Senior Project Manager/Inspector:

1. Certain Project information sent by local authorities/Regional Design Offices, Project Managers or Consultants for comment (work in progress).
2. Copies of some minutes of meetings (the full set of which the local authorities/Regional Design Offices normally issue and hold them in the project file in their office) that are retained for reference purposes.
3. Copy of letters from local authorities/Regional Design Offices/Consultants that do not generally require a response from the NRA, i.e. issued for information purposes only.
4. As 3. above, but a response/clarification can be given at a meeting or verbally (i.e. no formal written response is given/required).

Working files are varied and wide covering. Normally hard copy format but some having electronic (e-mail, Word, Excel) backup versions.

In all of the above cases, any letter that comes in to an individual Senior Project Manager/Inspector and requires a response from the Authority currently goes into the EDMS.

All correspondence prior to EDMS for local authorities are on the general files in Roads Administration.

Diary records cover travel details.

3.1 Programme Monitoring and Reporting

Purpose

- Facilitate the workings of the Authority in the context of the Multi-Annual National Roads Programme determined from time to time in co-operation with government.

Main Functions

- Develop systems and procedures to facilitate implementation, monitoring and reporting of agreed multi-annual plans at both programme and project level.
- Preparation of various reports based on the programme, or on individual projects, as necessary to facilitate the Executive, Board, or staff of the Authority in the day to day execution of the programme.

Types of Records Held

<i>Type of Record</i>	<i>Contents</i>
Project Reporting System (PRS)	Electronic Database containing schedule, budget, scheme details and current status for each current project.
PRS – Related Outputs	Miscellaneous reports, customised as necessary, based on the project records contained in PRS (i.e. current status of expenditure scheme briefing material, outputs to assist other RFA reporting units, monthly monitoring reports for the Monitoring Committee of the Board, etc.
Programme Analysis Reports	Various internal studies relating to the multi-annual programme of schemes to facilitate analysis of progress in terms of schedule and budget against possible funding scenarios. Such analysis informs annual grant allocation determinations for major works.

3.2 Road Maintenance and Pavement

Purpose

- To manage the annual road maintenance budget.
- To monitor the condition of the National Road network by carrying out annual road condition surveys and use the information from these surveys to maximise the road pavement rehabilitation funds from road improvement grants.
- Decide routes for road surveys and liaising with contractor for ARAN and SCRIM surveys.
- Carry out pavement strength surveys using Falling Weight Deflectometer (FWD) equipment on selected routes due for pavement strengthening.

Main Functions

- Allocate maintenance budget to different road authorities.
- Monitor the spending of such budgets.
- Road condition surveys for network.
- Forward information to all road authorities and internal engineering staff engaged in the supervision and control of the maintenance and pavement rehabilitation budgets.
- Procure testing of pavement materials to facilitate updating of NRA Specifications for Road Works.

Types of Record Held

<i>Type of Record</i>	<i>Contents</i>
Maintenance Budget	The allocation and management of the Maintenance budget.
National Road network	The monitoring of the condition of the National Road network. The procurement of services for the monitoring of the condition of the National Road network.
Annual Road Condition Surveys	The analysis and reporting of the results of the annual road condition surveys to road authorities to assist in prioritising of pavement maintenance and pavement rehabilitation works.
Pavement Assessment	The carrying out of surveys to assess the strength of road pavements, the results of which are reported to road authorities to provide guidance on pavement assessment.
Specification for Road Works	The updating of the NRA Specification for Road Works.

3.3 Road Safety and Research

Purpose

The purpose of the department is to manage the road safety requirements of the Authority. These requirements derive from the core activity of the Authority – the provision of a safe and efficient network, and from the road safety requirements of the Department of Transport.

Main Functions

- To manage the Road Accident Bureau.
- To manage the Road Safety Engineering Countermeasures Programme within the Authority.
- To manage the Traffic Calming Programme.
- To manage the Road Safety Audit Programme.
- To provide research as required by the Department of Transport.
- To fulfil the targets for road safety in the government's current road safety strategy document.

Types of Records Held

<i>Type of Record</i>	<i>Contents</i>
Applications for funding under LCA remedial measures Programme	Each local authority sends in applications for funding including accident history at the location, proposals for work to reduce accidents and estimated cost.
Database of LCA schemes 1993 to 2001 on National roads	Schemes approved under LCA programme, dates approved, completed, paid for. Amounts approved, claimed, paid. Schemes from 2002 onwards are on PRS.
Applications for funding under non-National LCA programme	The non-National schemes are funded by the DEHLG, but schemes are discussed by the local authorities with the NRA safety engineers. Each local authority sends in applications for funding including accident history at the location, proposals for work to reduce accidents and estimated cost to the DEHLG. The applications are usually copied to NRA. The list of schemes is sent by DEHLG to NRA for prioritisation. They are prioritised by NRA and sent back to the DEHLG who allocate funding.
Traffic Calming information	Lists of completed traffic calming schemes.

<i>Type of Record</i>	<i>Contents</i>
Requests for approval of Safety Audit teams	Details – including CVs - of proposed safety audit team are sent to safety section for approval for each safety audit carried out on national roads.
Road Safety Audit – Standards and Guidelines	Standards for carrying out road safety audits, and guidelines for information.
Correspondence with Gardai	Ongoing discussions on safety issues as they arise.
Correspondence with Dept. of Transport/DEHLG	Ongoing discussions on safety issues as they arise.
Responses to representations from public/elected representatives.	
Minutes of meetings	High level group on road safety. Safety Committee of the NRA Board.
School Warning Signs Contract Documents for maintenance of signs	Contract documents. Tender Assessment report. Letter awarding contract. General correspondence.

3.3.1 Road Accident Bureau

Purpose

The principal function of the Road Accident Bureau is to provide information in relation to all reported road accidents in the Republic of Ireland.

Main Functions

- Produce annual publicly available report on Road Accident Facts;
- Produce ancillary reports/surveys such as :High Accident Locations, Young Driver Accidents, SARTRE Driver Attitude surveys, Speed Surveys, Motor Tax/Insurance surveys etc.;
- Provide road accident information to roads needs database, NRA publications, An Garda Siochana, various research/statistical bodies, the public at large etc.

Types of Records Held

<i>Type of Record</i>	<i>Contents</i>
C(T) 68 Road Accident Report Forms	Details of Road Accidents on National Roads.
PC16 Road Accident Report Forms	Similar to C(T) 68, derived from Garda Siochana PULSE System.
National Road Accident Datafile	All injury accident information from 1996 to present.
Maps	Discovery series and half inch maps used for accident location.
Road Accident Reports i.e. Annual Road Accident Facts Young Driver Accidents High Accident Locations	Aggregate road accident data.
Survey Reports i.e. Compliance with Motor Tax Motor Insurance Regulations Speed/Seat-belt Wearing Studies	Results of surveys carried out.
Meeting Documentation	Documents relating to meetings that the staff of the Road Accident Bureau has attended.
Diaries	Information relating to meetings and work events attended by the staff of the Road Accident Bureau.
E-mails	From various National/International bodies. Typically include conference details, Road Accident Questionnaires etc.

Types of Record

Documents

Reports

Letters

Contents

Relating to research/publications undertaken by the NRA. Includes quotations for publishing/printing.

Reports commissioned by the Road Safety & Research section of the NRA.

Written requests from the press & public for information.

3.4 Structures Inspectorate

Purpose

The Structures Inspectorate within the NRA operates as a specialist function within the broader Roads Inspectorate, and consists of one Senior Project Manager and one Inspector.

The purpose of the Structures group is to provide technical support to the Roads Inspectorate in all matters pertaining to bridges and other road structures, including retaining walls, culverts and overhead sign gantries.

Main Functions

New Road Schemes

All bar the smallest improvement schemes contain some element of bridgeworks. The main inputs from the Structures section in relation to road scheme development are:

- Liaison with consulting engineers and local authorities in the development of Bridge Preliminary Reports.
- Implementation of technical approvals procedures for bridge structures.
- Approvals of tender documentation for conventional, Design & Build and PPP forms of contract.
- Participation in tender process for Design & Build and PPP schemes.
- Monitoring of bridge structures during the construction phase.

Bridge Management System

The Structures section operates the Eirspan bridge management system, under which the inspection, maintenance, repair and assessment of all bridge structures on the national road network is co-ordinated.

Technical Standards

The Structures section contributes to the preparation and maintenance of the Authority's standards documentation, namely (1) the Manual of Contract Documents and (2) the Design Manual for Roads and Bridges, in all aspects related to bridges.

Types of Records Held

Type of Record

General Files

Contents

General correspondence relating to projects in various counties.

Type of Record

Bridges

Contents

Technical approval correspondence.

Technical reports relating to bridges.

Contract documentation relating to bridges.

Technical Reports, documentation and correspondence relating to the EIRSPAN bridge management system.

Draft master set of manuals for the EIRSPAN bridge management system.

DEHLG

Correspondence relating to DEHLG funded bridge schemes.

Correspondence relating to Cobh slope stabilisation programme.

3.5 Transportation

Purpose

The Authority established a Transportation Section in the year 2000 with a broad remit to develop and monitor transportation objectives of specific relevance to the Authority.

Main Functions

- Economic Evaluation – providing assistance to local authorities and consulting engineers with regard to the economic evaluation of road projects.
- Traffic Data and Forecasting – the collection, analysis, and reporting of traffic volumes and flows on the national road network.
- Intelligent Transport Systems (ITS) – project management of the two EuroRegional ITS projects INSTANT and STREETWISE. Participation in the CEDR (WERD/DERD) subgroup on Telematics and at European workshops and conferences.
- Strategic Transportation Studies – project management of strategic studies and special projects as required.

Types of Records Held

<i>Type of Record</i>	<i>Contents</i>
Transportation Study Reports	Strategic studies which consider engineering, economic, social and environmental issues.
Intelligent Transport Systems	Minutes discussion papers and reports associated with the European funded projects STREETWISE and INSTANT.
SG - Tern Subgroup and Road Telematics	Minutes and discussion papers of the advice group to the Western European Road Directors. Application of Intelligent Transport Systems to the road network.
Annual Traffic Flow Report	All National Roads, identified by route number, description, length and annual average daily traffic.
Annual Travel Report	Estimation of gross travel by each type of vehicle on each road category in the state.
National Road Database and GIS System	Accident data, traffic data, pavement data, bridge data and route geometrics.
National Road Traffic Flows	Traffic Flows from Automatic Traffic Counters. Link flows by vehicle category.
Guidelines for Cost Benefit Analysis, January 2004	Provides guidance on the economic evaluation of national road projects.

3.5.1 Road Database/GIS

Purpose

Maintain inventory of all geometric aspects of Road Network i.e. Road lengths, locations, pavement conditions etc.

Main Functions

- Updating and maintaining the roads database.
- Provide network information for internal/external reporting.
- Produce statistics on network lengths by local authority, which in turn is used to allocate funding to the Central Statistics Office, Government Departments and Mapping Agencies

Types of Records Held

Road Length (by local authority and by Route.)

Road Classification, Route Number, National Primary / National Secondary.

Pavement Condition.

Carraigeway Type (Motorway / Dual Carraigeway etc.)

Traffic Volumes.

Accidents.

Urban designations i.e. speed restricted below 40mph.

3.5.2 Cost and Estimation

Purpose

To advise the Authority, local authorities and Consultants on matters pertaining to construction costs.

Main Functions

- Review historical data on scheme costs.
- Collect and analyse data on ongoing schemes, identify and report on tendering trends.
- Prepare estimates on a cost per kilometre basis for typical road types.
- Prepare summary reports on final scheme out-turns.
- Monitor the performance of contractors with regard to compliance with Conditions of Employment.
- Monitor inflation costs of construction, and advise on Price Variation Claims payments.
- Liaise with DEHLG on matters of common interest.
- Generally ensure that the Authority gets Value for Money.

Types of Records Held

Construction and non-construction costs of completed Schemes.

Latest estimate of completion costs of current projects.

Variations in costs from tender to completion.

History of inflation in Road Construction.

3.5.3 Traffic Counting

Purpose

Maintain network of traffic counters and provide traffic count data internally and externally. Research into road weather information systems.

Main Functions

- Installation of traffic counters, provision of power and phone to counters.
- Maintenance and calibration of counters.
- Collection and processing of counter data.
- Collection & processing of visual counts provided by local authorities.
- Provision of traffic count data on website and more detailed data on request.
- Undertake speed surveys using automatic traffic counters - this data is presented internally at NRA Board meetings and is also used by external consultants.
- Automatic Traffic Counter data is required both internally (e.g. used in the creation of the “National Roads and Traffic Flow” figures) and externally (traffic appraisal studies for new and existing road constructions, PPP research, EIS and Congestion studies etc.).
- Live road weather information system (current road conditions available from web).

4. Support Services

Purpose

Support Services is responsible for managing the effective provision of financial control, human resources, information systems and standards and control (internal audit).

Main Functions

- Liaise with Regulatory and Financing Authorities (Department of Transport, Department of Finance, Revenue Commissioners, etc).
- Liaise with the office of the Comptroller and Auditor General.
- Co-ordinate the input of various specialist functions, such as Standards & Control, IT and HR.
- Ensure that the information system needs of the Authority are met.

4.1 Accounts

Purpose and Functions

- Process the payment of salaries, pensions, travel & subsistence claims, creditor accounts and grants to local authorities.
- Ensure compliance with Revenue Commissioners regulations.
- Ensure compliance with the Prompt Payment of Accounts Act, 1997.
- Invoice and process debtors accounts and credit control.
- Process cash publications, petty and canteen cash.
- Manage mobile phone accounts.
- Bank reconciliation's.
- Maintain records for audit purposes.
- Answer telephone calls for Executive Team in their absence.

Types of Records Held

<i>Type of Record</i>	<i>Contents</i>
Megapay Payroll Software	Payroll records.
Sun Accounting Software	Accounting records.
Bank Statements/correspondence	Bank statements & general correspondence.
Purchase invoices/statements	Supplier invoices/statements.
Sales invoices	Debtor invoices.
Declarations of Interests	Board Members/Employees.
Ethics in Public Office Statements	Board Members/Employees.
General Correspondence files	Correspondence with Dept. of Transport.
Monthly Management Accounts	Subhead C1.1/ C1.2/ C1.3.
Lease of Premises	St. Martins House.
Insurance	Insurance Policies.
Code of Practice for the Governance of State Bodies	Documents prepared in respect of the Code.

4.2 Financial Control

Purpose and Functions

To verify the proper application of exchequer and EU funding for national road grants.
The Financial Control Unit also carries out the internal audit function for the Authority.

The unit carries out a number of different checks as follows:

- Control Reviews.
- Form B1 ERDF and Cohesion Fund expenditure return validation (return by local authority to NRA).
- Form B1 ex-ante checking.
- Completion of Form B2 (Return by LA to Department of Transport.).
- System Audits as nominated by the Department of Transport. (DoT).
- Ex-ante checking of TEN - T expenditure.
- Internal audit reviews.

Types of Records Held

<i>Type of Record</i>	<i>Contents</i>
Control Review files	Audit working papers & reports issued.
Form B1 Management Check files by region and by period.	Audit working papers & reports issued.
Form B1 Control Check files by period	Checks carried out on completion of Form B1 files including correspondence from LA's and returns submitted to Dept. of Transport.
Form B1 files by region (ERDF) and by project (Cohesion)	Hard copy of Form B1s and supporting spreadsheets submitted by local authorities.
Systems Audit files	Audit working papers & reports issued.
Internal Audit Review files	Audit working papers & reports issued.
EU Audit files	Correspondence & working papers generated in response to EU audits of major road schemes.
Irregularity files	Copies of irregularity returns submitted to Dept. of Transport.
General Correspondence files	Correspondence with Dept. of Transport.
Procedures Manual	Hard copy of Audit Programmes.

<i>Type of Record</i>	<i>Contents</i>
Work Diaries	Schedule of Control Reviews etc.
Audit working papers, reports & correspondence	Soft copies of items contained in files mentioned above.
Photographs	Generated as audit evidence re publicity signage.
Records of LA grant claims to NRA	Copies of RW4/NR10s (standard forms for returns).
Copies of Local Government audit reports	Reports forwarded by Local Government Auditor for comment if appropriate.
Copies of DEHLG audit reports	Reports from EU audit of DEHLG on road schemes examined.
TEN - T ex-ante check file	Audit working papers and reports issued.

4.3 Human Resources

Purpose

To provide excellence in human resource products and support services by developing and communicating effective strategic human resource policies, procedures, programmes and systems.

Main Functions

- Research, develop and communicate HR policies and procedures.
- Document all personnel issues.
- Support management and employees in the interpretation of policies.
- Liaise with union/employee representatives in the resolution of HR issues
- Assist management in manpower planning.
- Manage and support the recruitment and selection process through to induction stage.
- Develop and implement terms, conditions and benefits.
- Co-ordinate and support the annual PM&D system.
- In conjunction with line managers conduct training needs analysis.
- Health & Safety.
- Provide HR statistical information/data.

Types of Records Held

Type of Record

Personnel Records

Superannuation Schemes

- NRA Superannuation Scheme 2002
- NRA Spouses & Children's Contributory Pension Scheme 2002

Absence Records

Contents

Employee Personal Data

- Job advertisement & description
- Employee's C.V.
- Contract of Employment
- Review reports
- Salary adjustment reports
- General Correspondence
- Performance management and development reports

Detailed statements of the Superannuation Schemes.

General correspondence from DOEHLG and Dept.of Finance.

Absence details – types of absences, dates and duration.

<i>Type of Record</i>	<i>Contents</i>
Health & Safety	NRA Health & Safety Statement H&S Training correspondence H&S Personal Safety Equipment General correspondence
NRA Personnel Policies, Guidelines & Procedures	Policies, Guidelines & Procedures from DEHLG and Dept. of Finance.
Guidelines & Circulars from DEHLG and Dept. of Finance	Policies, Guidelines & Procedures from DEHLG and Dept of Finance.
Employee Planning & Resourcing	Recruitment & Selection Guide Recruitment Sanctions Recruitment & Selection files Job Advertisement, job descriptions, applicant's C.Vs. and interview selections.
Facilities Management	General miscellaneous correspondence.
Ad hoc general correspondence	General miscellaneous correspondence.

4.3.1 HR/Administration

Main Functions

- Co-ordinate Travel Arrangements (airline, rail and accommodation).
- Supervise and order office stationery supplies.
- Oversee Flexi-time and Annual Leave records.

Types of Record Held

<i>Types of Record</i>	<i>Contents</i>
Travel Arrangements	Itineraries and costings
Office Stationary	Orders and invoices

4.4 Library/Publications

Purpose

The primary function of the Library/Publications Section is to provide a library/information service to staff.

Main Functions

- The acquisition, cataloguing and classification of all new library material.
- Set up and maintenance of subscriptions.
- Information searches.
- Inter-library lending services.
- Distribution of and sale of NRA Publications.

Types of Records Held

Type of Record

Books

Contents

A library of books, periodicals and reference material relating to the work of the Authority.

NRA Publications

Current NRA publications and out of print NRA publications.

Orders

Orders for NRA publications.

Information requests

Records of information requested by staff and external users.

4.5 Information Technology

Purpose

To support the use and development of Information Technology in the National Roads Authority.

Main Functions

- IT policy and planning.
- Planning, implementation and management of IT infrastructure.
- Support for users of IT systems.
- Planning, design and implementation of IT systems.

Types of Records Held

<i>Type of Record</i>	<i>Contents</i>
Equipment & Supplies	Tenders Orders Equipment Details.
Maintenance	Hardware Software
Software Licences	Licence Details.
Projects	<u>Tenders</u> Details of Tender Requests. Proposals Received. Decisions in relation to successful tender. <u>Project Implementation Details</u> Details on how project is implemented e.g. Project Plans System Design. Cost and Payment Issues.
Training	<u>Supplier Details</u> Contact Details Catalogues
IT Strategy	IT Strategy Details.
Operation & Admin.	Budgets System Details Peripherals Seminars NRA Management Initiatives. Safety Communications Lines.

4.6 Post Room

Purpose/ Main Function

- Sort and deliver daily post.
- Frank post and prepare for daily collection (4:00 p.m.).
- Weigh, frank and arrange for parcel postage collection.
- Hand Deliveries within Baggot Street area.
- Assist in light maintenance work.

4.7 Print Room

Purpose

- Manage all aspects of in-house printing production.
- Maintain all photocopying print equipment.
- Monitor and order photocopying supplies.
- Print finishing, Binding, and Trimming.
- Light Maintenance.

12. Location of Offices

Head Office

National Roads Authority
St. Martin's House
Waterloo Road
Dublin 4

Regional Design Offices

Under the Roads Act, 1993, the National Roads Authority (NRA) is responsible for ensuring the provision of a safe and efficient network of national roads. For this purpose the Authority has been assigned overall responsibility for the planning and supervision of works for the construction and maintenance of national roads. The Act places a legal obligation on the Authority to arrange, as far as possible, for many of its functions, including project planning and design and the carrying out of construction and maintenance works, to be performed on its behalf by the relevant local authority (section 19(2) of the Roads Act, 1993). The Authority has generally operated on this basis and has made only limited use of the Act's provision allowing the Authority to directly perform these functions (where the Authority considers that it would be more convenient, expeditious, efficient or economical to do so).

The scale of activity and size of national road projects have expanded since the establishment of the NRA in 1994 with implications for the extent and complexity of work to be delivered by local authorities. In addition, road projects frequently now extend across county boundaries reflecting the national strategic considerations that determine the roads improvement programme and the priority of individual projects. The trend towards larger projects is set to continue against the background of the conclusions of the National Roads Needs Study (1998) and the Government's policy and funding commitments for national roads as set out in the National Development Plan, 2000-2006.

The Authority recognised that the traditional reliance on in-house resources of individual local authorities could not ensure efficient delivery of an expanding roads programme. An alternative approach, involving the establishment of National Road Regional Design Offices (RDOs), was accordingly developed. The original network of RDOs comprised four locations – Mungret (Limerick), Naas, Cork and Tramore – reflecting the focus of the roads programme over the short term as determined prior to the publication of the Needs Study.

The Regional Design Office structure has been actively promoted by the Authority as a mechanism to deliver the national roads improvement programme. Initially, these offices had a direct involvement in the planning and design of projects and in advancing them through the statutory approval and design process (i.e. CPOs, EISs). In anticipation of the significant expansion in the roads programme, as provided for in the NDP, the Authority moved to augment the four original offices with the establishment of a further seven offices. RDOs are now operating in Counties Cork, Limerick, Kerry, Kildare, Waterford, Donegal, Galway, Mayo, Meath, Roscommon and Westmeath. As part of the overall programme management strategy and having regard to the scale of the individual road projects to be delivered, the role of RDOs has been altered in consultation with local authorities so that their primary function now concerns project management with planning and design work mainly carried out on their behalf by consultants.

RDOs are staffed by local authority personnel. The County Manager of the county in which each RDO is located is responsible for general office staffing, administration and management. The cost of operating and staffing RDOs is met by the National Roads Authority.

List of Regional Design Offices

Cork County Council
Regional Roads Design Office
Richmond
Glanmire
Co. Cork

Tel: 021 4821046

Donegal County Council
Regional Roads Design Office
Drumark
Donegal Town
Co. Donegal

Tel: 074 9723469

Galway County Council
Regional Roads Design Office
Corporate House
Ballybrit Business Park
Ballybrit
Co. Galway

Tel: 091 705387

Kerry County Council
Regional Roads Design Office
The Island Centre
Castleisland
Co. Kerry

Tel: 066 7142444

Kildare County Council
Regional Roads Design Office
Mauldins Industrial Estate
Naas
Co. Kildare

Tel: 045 898199

Limerick County Council
Regional Roads Design Office
Mungret College
Mungret
Co. Limerick

Tel: 061 227382

Mayo County Council
Regional Road Design Office
Glenpark House
The Mall
Castlebar
Co. Mayo

Tel: 094 9047639

Meath County Council
Regional Roads Design Office
Navan Enterprise Centre
Trim Road
Navan
Co. Meath

Tel: 046 9075033

Roscommon County Council
Regional Roads Design Office
Racecourse Road
Roscommon

Tel: 090 6627004

Waterford County Council
Regional Roads Design Office
Tramore House
Tramore
Co. Waterford

Tel: 051 390130

Westmeath County Council
Regional Road Design Office
Project Office
Cullenbeg
Mullingar
Co. Westmeath

Tel: 044-34250

13. Customer Charter

“ National Roads Authority is committed to providing a quality service to external and internal customers.”

We value our customers and co-workers and are committed to:

- Providing a service that is accessible, courteous, responsible, timely, equitable, and is given in the spirit of professionalism.
- Fostering an environment that is open, co-operative, supportive, and encourages teamwork, innovation, recognition, mutual respect, and values public participation.”

Part 2 – Access to Information

14. Public access to information outside of the Freedom of Information Act

Routinely Available Information

The National Roads Authority currently makes information routinely available to the public in relation to its functions and activities. Such information will continue to be available informally without the need to use the FOI Acts. A comprehensive list of all current publications is available on request. Many of these publications are also available to download from our website on www.nra.ie

15. Procedure for accessing information under the Freedom of Information Acts 1997 and 2003

15.1 Freedom of Information Acts – General Outline

The Freedom of Information Act, 1997 was passed into law on the 21st of April 1997. The Act came into force for the National Roads Authority on 22nd November 2002.

The Freedom of Information (Amendment) Act 2003 was passed into law on 11th April 2003.

The Freedom of Information (**FOI**) Acts were introduced:

- **to enable members of the public to obtain access to official information** to the greatest extent possible, consistent with the public interest and the right to privacy;
- **to enable persons to have personal information relating to them** in the possession of public bodies **corrected** where the information held is incomplete, incorrect or misleading;
- **to provide for the right of access to records** held by public bodies;
- **to provide for necessary exceptions to that right;**
- **to provide for assistance to persons to enable them to exercise that right;**
- **to provide for the independent review** of decisions of public bodies relating to that right and of the operation of the Acts generally (including the proceedings of such bodies pursuant of the Acts) **and** for those purposes, to provide for the establishment of the Office of the Information Commissioner and to define its functions;

- **to provide for the publication by public bodies of certain information** about themselves relevant to the purposes of the Acts;
- **to amend** the Official Secrets Act, 1963, and
- **to provide** for related matters.

The 1997 Act establishes three new statutory rights:

1. **A legal right** for each person to access information held by public bodies;
2. **A legal right** for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading.
3. **A legal right** to obtain reasons for decisions effecting oneself.

The Act gives right of access (subject to exemptions) to:

- **all records created after commencement of the 1997 Act, i.e. 21st April 1998;**
- **such records created before that date** of a non-personal nature as may be required to understand records created after commencement of the Act;
- **personal records** regardless of when created, and
- in the case of staff members, **personnel records** created from a date 3 years before commencement of the Act.

15.2 Freedom of Information Act Arrangements within the National Roads Authority.

- Statement of Policy on Confidentiality and The Freedom of Information Acts

The National Roads Authority is committed to making available to the public access to information held by this Authority to the greatest extent possible in accordance with the provisions of the Freedom of Information Acts, 1997 and 2003, subject to the obligation of the Authority to protect the right to privacy of the individual and to ensure access to information is consistent with the public interest.

- Arrangements for the Operation of the Freedom of Information Acts, 1997 and 2003 within the National Roads Authority

Under the provisions of the Freedom of Information Acts members of the public have a right of access to the following records held by or under the control of the National Roads Authority, unless such records are exempted under the Acts or are otherwise publicly available.

- All records created after the commencement of the 1997 Act, i.e. 21st April 1998.
- Such records of a non-personal nature created before that date as may be required to understand records created after commencement of the 1997 Act.
- Personal records regardless of when created.
- As regards staff records, members of staff have a right of access to those records created within the period of three years prior to the commencement date of the Act and all records created thereafter i.e. records created on and after 21st April 1995.
- The Act also confers members of the public with the following rights:-
 - Reasons for decisions made by the National Roads Authority affecting members of the public.
 - Correction of personal information which is inaccurate, incomplete or misleading.

The Authority has set up a Freedom of Information Unit to facilitate the implementation of the 1997 Act and the FOI (Amendment) Act, 2003 and compliance with their provisions. This unit has been assigned responsibility for overseeing the implementation of the Freedom of Information Act within the Authority. The Chief Executive Officer, in accordance with Section 4 of the 1997 Act has delegated to members of staff his powers to make decisions in respect of requests for:

- Access to records under section 7 of the 1997 Act.
- Amendments to records relating to personal information, under section 17 of the 1997 Act where the records are incomplete, incorrect or misleading.
- Requests for information regarding an act of the Authority, under Section 18 of the 1997 Act, as amended by the Freedom of Information (Amendment) Act, 2003, which the person affected considers has impacted adversely upon himself/herself.

Within each division of the Authority, officers have also been designated with responsibility for ensuring requests received, which relate to their particular division, are dealt with in an expeditious and efficient manner, having regard to the time limits imposed by the Acts for the processing of requests.

The Acts provide for an internal appeals procedure where a request is refused on the grounds that the application falls within the exempt provisions of the Act or is otherwise invalid. (e.g. vexatious or frivolous). The CEO has delegated his powers to review original decisions to the Heads of Functions with each head having responsibility for determining appeals in respect of those departments under his control.

▪ Procedures to be followed by Members of Public when making requests under the Freedom of Information Acts:-

- Requests must be made in writing and addressed to the Freedom of Information Officer, National Roads Authority, Freedom of Information Unit, Floor 4, St. Martins House, Waterloo Road, Dublin 4.
- Requests made under section 7 of the FOI Act, 1997 (fees were introduced by the Freedom of Information (Amendment) Act, 2003) must be accompanied with the standard application fee of €15.00. This fee can be paid by cheque, bank draft, money order or postal order made payable to the National Roads Authority. A reduced fee of €10.00 applies if the person making such a request is a medical card holder or the dependant of a medical card holder in which case you should supply details of the medical card registration number and issuing health board together with your consent to the verification of these details with the relevant health board.
- Requesters must specify that the access to records is being sought under the provision of the Freedom of Information Acts.
- Requests must identify the records which are the subject of the request.
- Requests should not be vague and must contain sufficient information to enable the Authority identify the records in question with a minimum of delay.
- Requests must specify the format in which access to records is sought, e.g. photocopy of records, viewing of file, computer discs etc.

Application forms for use by the public, which have been prepared for their convenience when making an application under this legislation, are available from the FOI Unit and the Authority's web site.

▪ Notification of Decisions on Requests for Access to Records:

The Freedom of Information Acts require the Authority to acknowledge receipt of requests within 2 weeks and to process requests within 4 weeks from the date of receipt of the request itself. Failure to process the request within the four week period is

deemed a refusal under the Acts and the requester may then proceed to the appeal stage. In exceptional circumstances the Authority may extend the period of time within which to process the request by a period not exceeding a further four weeks. The requester has a right to appeal direct to the Information Commissioner against such a decision of the Authority.

Once a decision is made in respect of a particular request the requester will be notified, in writing, of that decision. Where the decision reached is positive, that is one where the Authority has decided to grant the request, the notification will contain details of the form in which access to the records is being made available. The Authority will endeavour to make available access to records in the form requested, unless it is satisfied that it would be significantly more efficient to make the records available in another form, e.g. making records available in CD format rather than photocopies. Where fees are being charged the notification will contain details of the fee payable, or the balance outstanding if a deposit has already been paid, and the period during which the records will be kept available by the Authority for the requester. The Authority is obliged to retain records for a period of up to 8 weeks from the date of notification of the requester of the decision made in relation to a particular request.

If the decision of the Authority is to refuse access to the records requested, or make available access to part of the records only, notification issued by the Authority will advise the requester of this fact and the basis on which the Authority reached that decision to release none or part of the records in question. Similarly should the Authority decide to defer access to the records for a specified period of time the notification to the requester will advise him/her of that fact and his/her right of appeal against that decision.

15.3 Fees:- General Principles

Requests made under section 7 of the FOI 1997 Act must be accompanied with the standard application fee of €15.00 (fees were introduced by the Freedom of Information (Amendment) Act, 2003). This fee can be paid by cheque, bank draft, money order or postal order made payable to the National Roads Authority. A reduced fee of €10.00 applies if the person making such a request is a medical card holder or the dependant of a medical card holder in which case you should supply details of the medical card registration number and issuing health board together with your consent to the verification of these details with the relevant health board.

Additional fees may be charged as follows:

- In respect of personal records, no fees are charged in respect of the cost of copying the records requested unless a large number of records are involved.
- In respect of other (non-personal) information, fees may be charged for the time spent in effectively locating and copying records based on a standard hourly rate (to be determined by the Minister of Finance). No time will be charged by the NRA in respect of time spent in considering requests.

The current rates of charges are:

- €20.95 per hour for the efficient search and retrieval of records
- €0.04 per sheet for the photocopying of records
- €0.51 per Floppy disk
- €0.16 per CD ROM

A deposit of at least 20% of the total fee may be payable where the total fee is likely to exceed €50.79. In those circumstances, the NRA will, if requested, assist in amending the request so as to reduce or eliminate the fee payable.

The additional charges may be waived in the following circumstances:

- Where the collection and related costs would exceed the amount of the fee.
- Where the information is of particular assistance to the understanding of an issue of national importance.
- In the case of personal information, where such charges would not be reasonable having regard to the means of the applicant.

15.4 Amendments to Records

A member of the public has the right to have “personal information” relating to oneself amended or annotated where it is incomplete, misleading or incorrect.

Applications to the Authority to have certain records amended because the requester is of the opinion that the records in question are incomplete, incorrect or misleading must be made in writing, refer to the Freedom of Information Acts and state the type of amendment required (e.g. deletion of record).

The Authority has 4 weeks to comply with the request from the date of receipt of the request itself. The time period allowed for processing the request is the same as that which is allowed for compliance with requests for access to records referred to in an earlier paragraph.

A member of the public has a right to appeal against a decision of the Authority not to accede to a request to amend a record(s). The rights of appeal are the same as those which apply in cases where a request for access to record(s) is refused i.e. an internal review of the initial decision with a final right of appeal to the Information Commissioner.

If the Authority accedes to a request to have certain record(s) amended it must then decide what form the amendment will take. The amendment may consist of:

- (1) Deleting the record(s) in question.
- (2) Altering the records.

OR

- (3) Attaching a note to the record(s) confirming the record(s) is/are incorrect and outlining the reason(s) why.

Finally, in cases where the Authority refuses a request to amend certain record(s) and that decision is upheld on appeal, it must nevertheless show that a request for amendment was received by either:-

- (1) Attaching the request itself to the record(s) in question

OR

- (2) By attaching a note to the record(s) stating that a request for amendment to the aforesaid record(s) was received by the Authority.

Once again, all notifications to the public in response to requests for amendments to records will contain details of the appeals procedure available to them where the initial decision of the Authority is to refuse the application to amend the records, which are the subject of the request.

15.5 Reasons for Decisions

Section 18 of the Freedom of Information Act, 1997, as amended by the Freedom of Information (Amendment) Act, 2003, confers on every person a legal right to:

- Reasons for decisions of the Authority on any matter particularly affecting that person.
- Findings on any material issues of fact made for the purpose of the decision i.e. the matters of fact and law used in reaching the decision made.

As can be seen, section 18 of the Act bestows on the public a generalised entitlement to access information from public bodies regarding those activities of the Public body which impact on them personally. To meet the foregoing criteria and thereby obtain reasons for acts of the Authority, a member of the public would need to show such an act had a particular impact upon him or her compared to other persons in similar circumstances as themselves.

The same requirements apply when seeking reasons for actions of the Authority as apply when seeking access to records i.e. 4 weeks, with the same appeal procedures – internal appeal to higher authority in the Authority with the final appeal to the Information Commissioner.

15.6 Appeals

The Freedom of Information Acts provide for a comprehensive appeals system against initial decisions taken on requests made under the Act. There is a standard fee of €75.00 for applications made under section 14 of the 1997 Act as amended by the Freedom of Information Act, 2003. This fee can be paid by cheque, bank draft, money order or postal order made payable to the National Roads Authority. A reduced fee of €25.00 applies if the person making such a request is a medical card holder or the dependant of a medical card holder in which case you should supply details of the medical card registration number and issuing health board together with your consent to the verification of these details with the relevant health board. The majority of all appeals must, initially, be made to a higher authority within the Authority. If a requester is dissatisfied with the outcome of the appeal he/she may then proceed to appeal that decision to the Information Commissioner. The following is a list of appeals subject to internal review:-

- Decisions to refuse all or part of a request.
- Decisions to defer access to records prepared solely for the Oireachtas.
- Decisions to grant access in a form other than that requested.
- Decisions to delete certain exempt material from a record.
- Decisions refusing the correction of personal information which the requester believes is incomplete, incorrect or misleading.
- Decisions relating to the right of a person to obtain reasons for acts of public bodies effecting him/her.
- Decisions relating to the charging of a fee or Deposit.

The Authority is obliged to complete the review of the initial decision within 3 weeks of the receipt of the Appeal request. The failure of the Authority to complete the internal review within this time period is deemed a refusal under the Act and the requester may then proceed to appeal the initial decision to the Information Commissioner. All appeals against initial decisions taken by the Authority in respect of **Freedom of Information applications must be made in writing and submitted to the Freedom of Information Officer during the 4-week period immediately following notification on the initial decision.**

Certain decisions of the Authority may be appealed directly to the Information Commissioner without the necessity for an internal review of the original decision. The exceptions to the internal review process are very limited and constitute the following:-

- Decisions made by the Chief Executive Officer of the public body in person where there is no mechanism for an internal review of that decision.
- A decision to defer access to records for a specified period.
- A decision by the Authority to extend the period of time to process a request.
- Decisions by the Authority, in the public interest, to make available access to certain records, which would otherwise be subject to the exempt provisions of the Acts.

Where the Authority makes a decision to refuse access to records or to impose a fee the notification issued will contain details of the appeals procedure, which the requester must follow if he/she is dissatisfied with the decision reached.

As mentioned in a previous paragraph the Chief Executive Officer has delegated his powers to review original decisions to the Head of Function with each officer having responsibility for determining appeals in respect of those Departments under his/her control.

15.7 Review by Office of the Information Commissioner

The Freedom of Information Acts, 1997 and 2003 provide for the establishment of the office of the Information Commissioner. A person dissatisfied with a decision taken by the Authority in relation to a Freedom of Information request can appeal the decision to the Information Commissioner, having first used the internal appeals procedure of the Authority, where applicable. The Information Commissioner has power to affirm, vary or annul the decision made by the Authority. Appeals to the Information Commissioner must be made within six months following notification of initial decision of the Authority. Appeals made under section 34 of the FOI Act, 1997 as amended by the Freedom of Information Act, 2003 must be accompanied with the standard application fee of €150.00. This fee can be paid by cheque, bank draft, money order or postal order made payable to the office of the Information Commissioner. A reduced fee of €50.00 applies if the person making the request is a medical card holder or the dependant of a medical card holder in which case you should supply details of the medical card registration number and issuing health board together with your consent to the verification of these details with the relevant health board. The Information Commissioner is Ms. Emily O'Reilly, with offices located at 18, Lower Leeson Street, Dublin 2. The telephone number for the office is 01 6395689 and the Fax Number is 01 6395674.

15.8 Summary of FOI Process

SEQUENCE
1. REQUEST SUBMITTED
2. DECISION MADE
3. RIGHT TO APPEAL DECISION
4. INTERNAL REVIEW
5. RIGHT TO APPEAL TO INFORMATION COMMISSIONER
6. REVIEW BY INFORMATION COMMISSIONER
7. HIGH COURT ON POINTS OF LAW

Part 3 – Frequently Asked Questions

This section contains the answers to Frequently Asked Questions about FOI. If you cannot find the answer to your question here or require further information please contact:

Freedom of Information Unit
National Roads Authority
4th Floor
St. Martin's House
Waterloo Road
Dublin 4

Tel: 01 660 2511
Fax: 01 668 0009
E-mail: foi@nra.ie

How does FOI work?

FOI gives everyone legal rights to seek access to information not routinely available. Everyone now has a right:

- to access official records created after 21 April 1998 which are held by all Government Departments or other public bodies listed in the 3rd Schedule of the FOI Act, 1997;
- to have personal details on official records corrected or updated where such information is incomplete, incorrect or misleading, and
- to be given reasons for decisions taken by public bodies that affect them.

Will I be charged for requesting information under the FOI Act?

Requests made under section 7 of the FOI Act, 1997 must be accompanied with the standard application fee of €15.00 (fees were introduced by the Freedom of Information (Amendment) Act, 2003). This fee can be paid by cheque, bank draft, money order or postal order made payable to the National Roads Authority. A reduced fee of €10.00 applies if the person making such a request is a medical card holder or the dependant of a medical card holder in which case you should supply details of the medical card registration number and issuing health board together with your consent to the verification of these details with the relevant health board.

There is no charge for requests made under sections 17 and 18 of the FOI Act, 1997.

Charges may be applied for the time spent finding records and for any photocopying costs incurred by the National Roads Authority in providing you with the material requested. It is very unlikely that any fees will be charged in respect of personal records, except where a very large number of records are involved.

What are the procedures for Accessing Information?

Requests for information under the Freedom of Information Acts, 1997 and 2003 must be made in writing to the National Roads Authority enclosing the appropriate fee. The National Roads Authority is obliged to acknowledge the request within 2 weeks of its receipt and normally the applicant will be notified of the decision on a request within 4 weeks of receipt.

If information is required in a particular form (e.g. photography, computer disc, etc) this should be specified on the application. Requests should be as specific as possible in order to assist the National Roads Authority to locate the information requested.

Can I get access to any information that I seek?

The following records come within the scope of the FOI Acts.

- All records relating to personal information held by the National Roads Authority irrespective of when they were created.
- All other records created from the commencement of the FOI Act (21 April 1998).
- Any records necessary to the understanding of a current record even if created prior to 21 April 1998.

However, in order to allow the National Roads Authority to properly conduct its business, it will sometimes be necessary to exempt from release certain types of information. These decisions will be made on a case by case basis. There are 12 exemption provisions set out in the 1997 Act as amended by the Freedom of Information Act, 2003.

Among the key exemptions are records relating to:

- financial and economic interests of the state and public bodies;
- confidential and commercially sensitive information;
- personal information (other than information relating to the person making the request), and
- deliberations of Public bodies, functions and negotiations of Public bodies.

What's the next step if I am unhappy with a decision on my request?

If you are dissatisfied with the response you can seek to have a decision re-examined by a more senior member of staff within the National Roads Authority. There is a standard fee of €75.00 for applications made under section 14 of the 1997 Act (fees were introduced by the Freedom of Information (Amendment) Act, 2003). This fee can be paid by cheque, bank draft, money order or postal order made payable to the National Roads Authority. A reduced fee of €25.00 applies if the person making such a request is a medical card holder or the dependant of a medical card holder in which case you

should supply details of the medical card registration number and issuing health board together with your consent to the verification of these details with the relevant health board. Applications for review of a decision should be addressed to

Freedom Of Information Officer
National Roads Authority
4th Floor
St. Martin's House
Waterloo Road
Dublin 4

Tel: 01 660 2511
Fax: 01 668 0009
E-mail: foi@nra.ie

If you are still unhappy with the decision, you have the right to appeal the decision to the Information Commissioner. Requests made under section 34 of the FOI Act, 1997 as amended by the 2003 Act must be accompanied with the standard application fee of €150.00 (fees were introduced by the Freedom of Information (Amendment) Act 2003). This fee can be paid by cheque, bank draft, money order or postal order payable to the Office of the Information Commissioner. A reduced fee of €50.00 applies if the person making such a request is a medical card holder or the dependant of a medical card holder in which case you should supply details of the medical card registration number and issuing health board together with your consent to the verification of these details with the relevant health board. Applications should be made in writing to the Information Commissioner, at the following address:

Office of the Information Commissioner
18 Lower Leeson Street
Dublin 2

Tel: 01 678 5222
Fax: 01 661 0570
E-mail: foi@ombudsman.irlgov.ie

Do I need to make an FOI request to get information from the National Roads Authority?

No – It is not always necessary to make a FOI request to get information from the National Roads Authority. A considerable amount of material is already made available to the public through our many publications, press releases, website and in response to general enquiries.

Can I get help in making a request?

Yes, if you require assistance in identifying the records required, the National Roads Authority will be happy to assist you in the formulation of your request. Assistance should be sought from :

Freedom of Information Unit
National Roads Authority
4th Floor
St. Martin's House
Waterloo Road
Dublin 4

Tel: 01 660 2511

Fax: 01 668 0009

E-mail: foi@nra.ie

Part 4 - Appendices

(1). Contact Persons For Each Section

Archaeology	Daire O'Rourke	Ext.282
	Róisín Barton	Ext.223
Communications	Caroline O'Brien	Ext.254
Environment	Vincent O'Malley	Ext.217
Freedom of Information	Ray Foley	Ext.205
	Juanita Galloway/Linda Clarke	Ext.291
Reception	Juanita Galloway/Linda Clarke	Ext.0
Land Acquisition	Peter Corcoran	Ext.240
NDP/CSF Unit	Richard Evers	Ext.234
	Orla Walsh	Ext.302
	Ann Lawless	Ext.256
EU Unit	Richard Evers	Ext.234
	Lillian Butler	Ext.303
	Annamarie McNally	Ext.236
Programme Administration	Brian Cullinane	Ext.301
	Olga Houlihan	Ext.208
	Nicola Claffey	Ext.283
	Olivia Morgan	Ext.269
	Amy O'Shaughnessy	Ext.330
	Ann Church	Ext.305
	Jennifer Cremin	Ext.255
	Muriel Harris	Ext.235
	Louise Costello	Ext.248
Library/Publications	Therese Egan	Ext.266
Post Room	Brian Fleming	Ext.228
Print Room	Shay Stone	Ext.229
Project Management & Engineering	Eugene O'Connor	Ext.270
Senior Project Managers	Tim Ahern	Ext.224
	John Fleming	Ext.271
	John Fitzsimons	Ext.273
	Michael Nolan	Ext.216

Senior Project Managers	Karina Downes	Ext.221
	Geraldine Fitzpatrick	Ext.290
	Gerry O'Brien	Ext.304
Engineering Inspectors	P Walsh	Ext.278
	D Clear	Ext.276
	Kieran Kelly	Ext.211
	Paul Moran	Ext.309
	Tom Casey	Ext.274
	Kevin O'Rourke	Ext.337
	Paschal Griffin	Ext.214
	Martin Bourke	Ext.297
	Helen Hughes	Ext.202
Road Maintenance & Pavement	Sean Davitt	Ext.275
	Tom Jermyn	Ext.246
	Michael Staunton	Ext.241
	Stephen Smyth	Ext.231
	Billy Greene	Ext.220
	Dermott McCormack	Ext.222
	Michael Ryan	087 2627684
Road Safety & Research	Harry Cullen	Ext.265
	Anne MacDermott	Ext.377
	Robert D'Arcy	Ext.335
Road Accident Bureau	Harry Cullen	Ext.265
	Anne Blake	Ext.245
	Fergal Trace	Ext.243
	Irene O'Shea	Ext.245
	Cynthia Tobin	Ext.245
Structures Inspectorate	Pat Maher	Ext.264
	John Illiff	Ext.215
Transportation	John Fitzsimons	Ext.273
	Tom Holland	Ext.242
	David Laoide-Kemp	Ext.332
GIS/CAD Technician	Desmond O'Connor	Ext.338

Traffic Counting	Derek Brady	Ext.280
	Aidan Smyth	Ext.237
National Roads Database	Brendan Kennedy	Ext.203
Cost Estimation	Owen O'Sullivan	Ext.279
Public Private Partnership	Gerry Murphy	Ext.260
	Hugh Creegan	Ext.307
	Michael Kennedy	Ext.252
	Paul Dolan	Ext.263
	Donal Minnock	Ext.298
	Maurice Leahy	Ext.306
Support Services	John Maher	Ext.206
Accounts	Eileen Allman	Ext.208
	Doreen Murray	Ext.209
Financial Control	Richard Boyle	Ext.253
	Tom Doyle	Ext.207
	Stephen McKee	Ext.331
Human Resources	Orla McManus	Ext.244
	Susan Healy	Ext.232
Information Technology	Ronan Quinn	Ext.250
	Stephaney Bissett	Ext.251
	Anneliese Jones	Ext.219
	Kevin Conway	Ext.292
	Niall Hayden	Ext.249

(2). Decision Makers and Reviewers

Decision Makers	Second Decision Maker	
John Fitzsimons	Martin Bourke	Transportation
Pat Maher	John Iliff	Structures
Sean Davitt	Tom Jermyn	Pavement Monitoring & Maintenance
Harry Cullen	Anne McDermot	Safety & Research
Brian Cullinane	Olga Houlihan	Services & Administration
Gerry Murphy	Michael Kennedy	Public Private Partnership
	Hugh Creegan	
Richard Evers	Lillian Butler	Corporate Affairs
Peter Corcoran	John Fitzsimons	Land Acquisition
Vincent O'Malley	Brian Cullinane	Environment
Daire O'Rourke	Roisin Barton	Archaeology
Ronan Quinn	Stephaney Bissett	I.T.
Richard Boyle	Stephen McKee	Standards & Control
Eileen Allman	John Maher	Accounts
Orla McManus	John Maher	Human Resources
John Fleming	Peter Walsh	Programme
John Fitzsimons	Donal Clear	
Tim Ahern	Tom Casey/Anne MacDermott	
Karina Downes	Paul Moran	
Geraldine Fitzpatrick	Helen Hughes/Martin Bourke	
Gerry O'Brien	Kevin O'Rourke/Paschal Griffin	
Michael Nolan	Kieran Kelly/Martin Bourke	

Internal Reviewers

Eugene O'Connor	Head of Project Management & Engineering
Michael Egan	Head of Corporate Affairs
John Maher	Head of Support Services

(3). Application Forms



**REQUEST TO NATIONAL ROADS AUTHORITY FOR ACCESS TO RECORDS
UNDER THE FREEDOM OF INFORMATION (FOI) ACTS, 1997 and 2003**

PLEASE USE BLOCK LETTERS

SECTION 7 – REQUEST FOR ACCESS TO RECORDS

Requests made under section 7 of the FOI Act, 1997 must be accompanied with the standard application fee of €15.00 (fees were introduced by the Freedom of Information (Amendment) Act, 2003). This fee can be paid by cheque, bank draft, money order or postal order made payable to the National Roads Authority. A reduced fee of €10.00 applies if the person making such a request is a medical card holder or the dependant of a medical card holder in which case you should supply details of the medical card registration number and issuing health board together with your consent to the verification of these details with the relevant health board.

DETAILS OF APPLICANT

Surname: _____

First Name: _____

Postal Address: _____

Telephone Number/s

Home: _____ **Business:** _____

FORM OF ACCESS

My preferred form of access is: (please tick as appropriate)

- to receive copies of the records by post
 other – please specify



DETAILS OF REQUEST

(In the space provided please describe the records as fully as you can)

In accordance with Section 7 of the FOI Act, 1997 I request the following records:-

PLEASE SIGN HERE _____

DATE _____

Office Use Only

Date FOI Request Received _____

Identity Verified [] _____

Consent Confirmed [] _____

Fee Paid [] _____



**REQUEST TO NATIONAL ROADS AUTHORITY FOR ACCESS TO RECORDS
UNDER THE FREEDOM OF INFORMATION (FOI) ACTS, 1997 and 2003**

PLEASE USE BLOCK LETTERS

SECTION 17 – AMENDMENT OF PERSONAL INFORMATION

In accordance with Section 17 of the FOI Act, 1997, as amended by the Freedom of Information (Amendment) Act, 2003, I request access to records that are: Personal []

Details of Applicant

Surname: _____

First Name: _____

Postal Address: _____

Telephone Number/s

Home: _____

Business: _____

Form of Access

My preferred form of access is: (please tick as appropriate)

- to receive copies of the records by post
- other – please specify

Personal Information

It is not sufficient to merely state that the record(s) in question is/are incomplete, incorrect or misleading. You must provide sufficient evidence to back up the claim e.g. if factual information, such as birth date, is claimed to be incorrect, then evidence of the correct date must be supplied.

Before you are given access to personal information relating to yourself, you may be asked to provide proof of your identity. This can be done by providing documents such as: birth certificate; driver's licence; passport etc. If personal information about others is being sought, their consent will be required.

(Please specify the record(s) concerned, and the amendment required)

Freedom of rmation

PLEASE SIGN HERE _____

DATE _____

“Personal Information” means information about an identifiable individual that:-
(a) would in the ordinary course of events, be known only to the individual or members of the family, or friends of the individual, or
(b) is held by a public body on the understanding that it would be treated by it as confidential.

Office Use Only

Date FOI Request Received _____

Identity Verified [] _____

Consent Confirmed [] _____



**REQUEST TO NATIONAL ROADS AUTHORITY FOR ACCESS TO RECORDS
UNDER THE FREEDOM OF INFORMATION (FOI) ACTS, 1997 and 2003**

PLEASE USE BLOCK LETTERS

SECTION 18 – REASONS FOR DECISIONS

Details of Applicant

Surname: _____

First Name: _____

Postal Address: _____

Telephone Number/s

Home: _____ **Business:** _____

Form of Access

My preferred form of access is: (please tick as appropriate)

to receive copies of the records by post

other – please specify

In accordance with Section 18 of the FOI Act, 1997, as amended by the Freedom of Information (Amendment) Act, 2003, I request access to records in order to seek reasons for decisions which have had an affect on me personally, in a way that persons generally, etc. are not effected.

(In the space provided please describe the records as fully as you can)

I request the following records:



PLEASE SIGN HERE _____

DATE _____

Office Use Only

Date FOI Request Received _____

Identity Verified [] _____

Consent Confirmed [] _____

(4). Glossary of Terms

Term	Definition
ARAN Surveys	Machine used to measure pavement quality
SCRIM Surveys	Machine used to measure skid resistance
FWD	Machine used to measure structural conditions of pavement.
CEDR	Conference of European Directors of Road
Cohesion Fund	EU Financial Funding Instrument provided specifically for the development of the Trans European Road Network (TERN)
CPO	Compulsory Purchase Order
D & B	Design and Build
DEHLG	Department of Environment Heritage & Local Government
DERD	Deputy European Directors of Roads
Economic and Social Infrastructure – Operational Programme	2000-2006 Funding Programme in conjunction with National Development Plan
EDMS	Electronic Document Management System
EIA	Environmental Impact Assessment
EIB	European Investment Bank
EIS	Environmental Impact Statement
ERDF	European Regional Development Fund – Structural Funds provided under the Economic and Social Infrastructure Operational Programme (ESIOP), 2000 - 2006
Form B1	Returns of Eligible Expenditure
Interreg	EU Financial Funding Instrument
LCA	Low Cost Accident
OJ Publication	Official Journal of European Union

Term	Definition
OPP	Operational Programme on Peripherality - (1989 – 1993)
OPT	Operational Programme for Transport – (1994 – 1999)
OPTRANS	Operational Programme for Transport
OPW	Office of Public Works
PPP	Public Private Partnership
PRS	Project Reporting System
RDO	Regional Design Office – See page 52.
RFA	Regulatory Finance Agencies
SARTRE	European Co-operative research project on drivers attitudes supported by the EU.
SG – Tern	Harmonisation of standards for the Trans – European Road Network (TERN)
Ten – T	EU Financial Funding Instrument provided specifically for the development of the Belfast/Dublin/Cork route.
WERD	Western European Directors of Roads