



Interim Protected Disclosures Policy

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1. Introduction

The purpose of this document is to set out the Department of Jobs, Enterprise and Innovation's policy and procedures on Protected Disclosures in the workplace. This policy outlines the channels and procedures provided for reporting concerns. A concern which is not reported may allow the alleged malpractice to continue, to the detriment of the Department.

The Protected Disclosures Act 2014 provides a robust statutory framework within which workers can raise concerns regarding potential wrongdoing that has come to their attention in the workplace in the knowledge that they can avail of significant employment and other protections if they are penalised by their employer or suffer any detriment for doing so.

The Act requires every public body to establish and maintain procedures for the making of protected disclosures and procedures for dealing with such disclosures. It also requires that Public Bodies provide written information relating to the procedures established. The 2014 Act became operational on 15th July 2014.

2. To whom does this policy apply?

This policy is applicable to all workers and provides protections for those beyond the usual definition of employees. The term "worker" covers all persons who are employees whether permanent or temporary, contractors, agency workers or any other persons in receipt of payment for service to the Department. Retired employees or ex-workers may also make a disclosure under this policy.

The Offices of this Department are covered by this policy unless or until the Management Board approves an Office specific policy.

Employees of Agencies of this Department are required to report under their own organisation's policy.

3. Key principles underlying the guidance

The Department of Jobs, Enterprise and Innovation is committed to fostering an appropriate environment for addressing concerns and supporting workers in 'speaking-up' relating to potential wrongdoing in the workplace and to providing the necessary support for workers who raise genuine concerns. A worker who makes a protected disclosure is protected from penalisation (or threatened penalisation), which includes suspension, lay-off or dismissal, demotion, and unfair treatment.

Any worker who has a reasonable belief that the information contained in his or her disclosure shows or tends to show a wrongdoing (see section 5 below for a list of the types of wrongdoing that may be covered by the legislation) will be protected against penalisation even if the worker's concern is ultimately misguided or mistaken. The motivation of the worker for making a disclosure is irrelevant and disclosures will be dealt with regardless of the worker's motivation for making the disclosure so long as the worker reasonably believes that the information disclosed tended to show a wrongdoing.

However, a disclosure made in the absence of a reasonable belief will not attract the protection of the 2014 Act and this may result in disciplinary action against the discloser. In addition, disclosure of an alleged wrongdoing does not confer any protection or immunity on a worker in relation to any involvement they may have had in that alleged wrongdoing.

- Where a protected disclosure is made, the following principles will apply:
- the concern will be treated seriously and investigated where it is considered appropriate
- in accordance with Section 16 of the Act, where an investigation takes place, every appropriate step will be taken to safeguard the identity of the person raising the concern
- the person raising the concern will be advised on how the issue has been addressed, including the outcome of any investigation
- the person raising the concern will not be disadvantaged in any way for having made the disclosure, even if no wrongdoing is identified, providing the concern was based on a reasonable belief

The Department will take all reasonable steps to treat disclosures made in accordance with this Policy in a confidential and sensitive manner. The Department will not disclose the worker's identity without their consent, unless it is required by law or necessary for the effective investigation of the relevant wrongdoing (see Section 14 below for further details on "Confidentiality/Protection of Identity").

If a worker believes that he/she has been penalised for the making of a disclosure of wrongdoing in accordance with this Policy they should inform the Head of Division (Assistant Secretary) or other senior officer of equivalent rank, as appropriate, to seek redress (see Section 13 below for further details on "Penalisation")

This policy document relates to the reporting of serious wrongdoing as defined in the Protected Disclosures Act and is not intended to act as a substitute for normal day to day operational reporting. Neither is it intended to act as a substitute for existing grievance procedures all of which remain in place and can be accessed on the DJEI intranet or are available from the DJEI Personnel Unit.

4. What is a "protected disclosure"?

A Protected Disclosure is defined in the Protected Disclosures Act 2014 as a disclosure of relevant information related to wrongdoing made by a worker in the manner specified under the act.¹ For the purposes of the Act, information is "relevant" if:

- In the reasonable belief of the worker it tends to show one or more 'relevant wrongdoings' and
- It came to the attention of the worker in connection with the worker's employment.

¹ See Section 5 of Protected Disclosures Act 2014

5. What type of disclosure is covered by this policy?

A Protected Disclosure involves the disclosure of information which, in the reasonable belief of the worker making the disclosure, shows that one or more of the following relevant wrongdoings has been committed or is likely to be committed:

- Unlawful or improper use of public funds or resources;
- Financial misconduct or fraud;
- Corruption, bribery or blackmail;
- Failure to comply with any legal obligation, other than one arising under the worker's contract of employment or other contract whereby the worker undertakes to do or perform personally any work or services ;
- Endangerment of the health and safety of any individual;
- Damage to the environment;
- The commission of an offence;
- Miscarriage of justice;
- Gross negligence or gross mismanagement by public bodies;
- The concealment of any of the above.

The list above is not exhaustive. A full definition of wrongdoing can be found in Section 5(3) of the Act at <http://www.irishstatutebook.ie/2014/en/act/pub/0014/index.html>.

All employees are encouraged to raise genuine concerns about possible wrongdoing at the earliest opportunity, and in an appropriate way. It should be noted that it is immaterial whether a relevant wrongdoing occurred, occurs or would occur in Ireland or elsewhere and whether the law applying to it is that of Ireland or that of any other country or territory.

6. What type of disclosure is not covered?

The Policy does not cover personal complaints or personal grievances. Nor does it cover a disclosure where the worker knowingly conveys false, misleading, frivolous or vexatious information as these disclosures do not fall within the Act. If it transpires that a worker makes a disclosure, which they know to be false or do not believe to be true, the Department reserves the right to take disciplinary or other appropriate action.

Legal Advisors are excluded from the protections of the Act in situations where information comes to their attention while providing legal advice. Where a claim to legal professional privilege could be maintained in respect of such information, the legal advisor will not be able to gain the protections of the 2014 Act.

7. To whom do you make a disclosure

A worker must make a disclosure in the manner set down in the 2014 Act to gain the protections of the Act. A disclosure can be made in two ways:

1. **Within the Department**
2. **Outside of the Department**

7.1 Disclosure within the Department

Workers are encouraged to make disclosures internally and to use the Department's internal procedures as outlined below. The Department will take all reasonable steps to treat disclosures made in accordance with this Policy in a confidential and sensitive manner. Any worker who possesses information, which came to his/her attention in connection with their employment in the Department and which he/she reasonably believes tends to show one or more of the serious wrongdoings, as set out in Section 5 of this Policy, may disclose the relevant information to the following:

- **Head of Business Unit (Principal Officer or equivalent)**
If the worker is uncomfortable or otherwise reluctant to report to his/her Head of Business Unit then they can report the matter to:
- **Head of Division (Assistant Secretary or equivalent)**
However, if for any reason the worker feels it inappropriate to report a wrongdoing to the persons above, then he/she should report these concerns to:
- **Any other member of the Management Board or The Head of Management Support Unit (MSU).**

Where a worker has reported to either the Head of Business Unit or Head of Division and is dissatisfied with the response/outcome of the investigation then he/she retains the right to report the concerns to another Senior Officer of equivalent or higher rank.

Workers are not required or entitled to investigate matters themselves to find proof of their suspicion and should not endeavour to do so. All workers should do is disclose what they consider to be an alleged wrongdoing based on a reasonable belief that it has, is or will occur.

The term 'reasonable belief' does not mean that the belief has to be correct. A worker is entitled to be mistaken in their belief, so long as their belief was based on reasonable grounds.

No worker will be penalised simply for getting it wrong, so long as the worker had a reasonable belief that the information disclosed showed, or tended to show, wrongdoing.

7.2 Disclosure outside the Department

The 2014 Act allows a worker make a disclosure to persons other than their employer in certain circumstances. Different requirements need to be met in different cases, as set out at (a) to (e) below:

- **Other responsible person**
Where a worker reasonably believes that the alleged wrongdoing relates to the conduct of a person other than his/her employer, or to something for which another person has legal responsibility, then the worker can make the disclosure to that other person.

- **A prescribed person**

Certain persons are prescribed by Statutory Instrument No. 339 of 2014 (“S.I. 339”) to be the recipient of disclosures (“prescribed persons”). A worker may make a disclosure to a prescribed person if the worker reasonably believes that the relevant wrongdoing falls within the description of matters in respect of which the person is prescribed under S.I. 339. However, the 2014 Act also provides an additional requirement in this case. The worker must believe that the information disclosed, and any allegation contained in it, are substantially true.

A copy of S.I. 339, setting out the list of Prescribed Persons, is attached at Appendix B.

For information, the following Officers of Agencies and Offices of the Department are amongst those listed as prescribed persons under S.I. 399:

- Registrar of Companies
- Registrar of Friendly Societies
- Chairperson & Members of the Competition and Consumer Protection Commission²
- Director of Corporate Enforcement
- CEO of the Health and Safety Authority
- Chief Executive of the Irish Auditing and Accounting Supervisory Authority
- Controller of Patents, Designs and Trade Marks in the Patents Office
- Deputy Director of National Employment Rights Authority
- Secretary to the Board of the National Standards Authority of Ireland

- **A Minister of the Government**

If a worker is or was employed in a public body, they may make a disclosure to the Minister on whom any function related to the public body is conferred or imposed by or under any enactment.

- **A legal adviser**

The 2014 Act allows a disclosure to be made by a worker in the course of obtaining legal advice from a barrister, solicitor, trade union official or official of an excepted body (an excepted body is a body which negotiates pay and conditions with an employer but is not a trade union as defined in Section 6 of the Trade Union Act, 1941).

- **Alternative external disclosures (in very limited circumstances)**

It is preferable in most circumstances to disclose to the employer and, if that is not appropriate, to one of the disclosure options at (a) to (d) above. It will rarely be appropriate to make alternative external disclosures where the disclosure could be dealt with through one of the other disclosure options above, as there are stringent

² The Competition and Consumer Protection Commission is denoted in SI 339 in its former guise as the National Consumer Agency and the Competition Authority

requirements for alternative external disclosures to qualify as protected disclosures under the 2014 Act.

The protections will only be available if the following conditions are met:

- The worker must reasonably believe that the information disclosed, and any allegation contained in it, are substantially true; and
- The disclosure must not be made for personal gain; and
- At least one of the following conditions at (i) to (iv) must be met:

- (a) At the time the disclosure was made the worker reasonably believed that they would be penalised if they made the disclosure to the employer, a responsible person, a prescribed person or a Minister; or
- (b) Where there is no relevant prescribed person, the worker reasonably believed that it was likely that evidence would be concealed or destroyed if the worker made the disclosure to the employer or responsible person; or
- (c) The worker has previously made a disclosure of substantially the same information to the employer, a responsible person, a prescribed person or a Minister; or
- (d) The wrongdoing is of an exceptionally serious nature;

and

- (e) In all these circumstances, it is reasonable for the worker to make an alternative external disclosure.

The assessment of what is reasonable takes account of, among other things, the identity of the person to whom the disclosure is made, the seriousness of the wrongdoing, whether the wrongdoing is ongoing or likely to occur in future, whether any action had been taken in cases where a previous disclosure was made and whether the worker complied with any procedures in place when making that previous disclosure.

8. How to make a disclosure

The Department recommends that the disclosure be submitted on the template at Appendix A and should include the following at a minimum:

- Date submitted
- Subject
- Detail of wrongdoing
- Detail of whether the wrongdoing was previously raised and to whom
- Confidential contact details of the discloser (as appropriate)

The detail of the disclosure should be sufficient to enable a person without prior knowledge to understand the issue.

As may be appreciated, a written disclosure is preferred to a verbal disclosure as there is less scope for misunderstandings arising. Verbal disclosures will be accepted but it should be noted that a verbal disclosure **may** carry less weight in considering whether the issue should be forwarded for full investigation as it is open to misinterpretation.

All verbal disclosures will be recorded by the recipient and the discloser will be asked to sign the record to confirm its accuracy. While this is not mandatory, the Department would encourage disclosers to sign the record in order to minimise the likelihood of any misunderstanding arising.

Disclosures should be submitted to the appropriate person as outlined in section 7 above.

9. Anonymous Disclosures

There is a distinction between an anonymous disclosure (where identity is withheld by the discloser) and confidential disclosures (where identity is protected by the recipient). Anonymous disclosures made by workers are not excluded from the protection of the 2014 Act. Reports or concerns expressed anonymously will be acted upon to the extent that this is possible given the constraints in obtaining further information on the alleged wrongdoing when it is received anonymously. The Department of Jobs, Enterprise and Innovation, therefore, encourages workers to identify themselves in making a report to facilitate a full investigation, where it is deemed such an investigation is warranted. Workers should note, however, that important elements of these Procedures (e.g. keeping the discloser informed and protecting a discloser from penalisation) may be difficult or impossible to apply unless the worker is prepared to identify themselves. Also, a worker cannot obtain redress under the 2014 Act without identifying themselves.

10. Receiving a Disclosure

The recipient of a disclosure under this guidance and any other person to whom the disclosure is referred in the performance of that person's duties, must take all reasonable steps to avoid disclosing to another person any information that might identify the person who made the disclosure.

The recipient of a disclosure should undertake an initial evaluation following which he/she will advise the discloser as to whether in his/her view the matter requires an investigation. If the recipient is of the view that no further investigation is required, they should advise the discloser of this and advise the basis for this assessment, insofar as is possible.

11. Investigation of a Disclosure

11.1 Procedures for Handling, Assessing and Investigating Reports

In all instances, where a report has been made under this policy, a record will be made of its receipt and a file opened.

Where the recipient of a disclosure forms the view that an investigation is required, a full investigation will be initiated. Depending on the nature of the disclosure, the recipient may decide to conduct the investigation themselves or may refer the matter to another colleague (at Principal Officer grade) who, it is deemed, is more suited to investigate the alleged wrongdoing

based on their specific skills and experience and by agreement, in consultation with the Manager, Management Support Unit. Where it is proposed to refer the matter to another investigator, other than the recipient, the worker reporting the concern will be notified of the name and contact details of the person investigating the matter and may be asked to provide additional assistance, if required.

All persons who receive a disclosure under the Protected Disclosures Act must advise, in writing, the Head of Management Support Unit, the Head of Division (as appropriate), the Head of Personnel Unit and the Secretary General of the receipt of the disclosure, the nature of the information contained in the disclosure and, once concluded, the decision transmitted to the discloser, consistent with the statutory requirement to protect the confidentiality of the worker who has made the disclosure.

It is presumed that a disclosure is protected under the Act unless proven otherwise. Therefore, the recipient should keep a written record of his/her actions, including timelines.

11.2 Initial Examination

If, on preliminary examination, the allegation is judged to be wholly without substance or merit, the allegation may be dismissed and the person who made the report will be informed accordingly.

If, on preliminary examination, there appears to be prima facie substance to the allegation, the matter may:

- Be the subject of a full investigation;
- Be referred to an outside body, including An Garda Síochána.

11.3 Full Investigation

Any disclosures forwarded for full investigation will be thoroughly investigated including interviews with all the witnesses and other parties involved. Statements from all parties shall be recorded in writing and a copy given to the person making the statement for confirmation of its accuracy.

The person investigating the alleged wrongdoing will need to take great care in providing information to the person who has made the disclosure to ensure that it does not breach the legal rights of any person who has been accused of wrongdoing. Providing information to the person who has made the disclosure might compromise the investigation of the case in some circumstances. The worker who has made the disclosure will be provided with periodic feedback for purposes of reassurance that the investigation is being progressed. At the conclusion of the process the worker who has made the disclosure will be informed of the general outcome of the investigation.

Where it is necessary to interview individuals during the course of the investigation, they should be advised that they are entitled to be accompanied by a colleague or staff representative, should they so wish.

12. Protection of the rights of the respondent

Where an allegation is made against an individual (the respondent), the principals of natural justice and fair procedures will be complied with.

The respondent will be included in the investigation process and made aware of the details of any allegation against him/her in so far as is possible having regard to the requirements of confidentiality contained in the Act and will be given the opportunity, as part of a full investigation, to put forward their case in response to the allegation(s).

13. Penalisation (including dismissal and detriment)

The 2014 Act provides specific remedies for workers who are penalised for making a disclosure. Penalisation means any act or omission that affects a worker to the worker's detriment and includes suspension, lay-off, dismissal, demotion, loss of opportunity for promotion, transfer of duties, change of location of place of work, reduction in wages, change in working hours, the imposition or administering of any discipline, reprimand or other penalty (including a financial penalty), unfair treatment, coercion, intimidation, harassment, discrimination, disadvantage, injury, damage, loss or threat of reprisal. All reasonable steps will be taken to protect workers from penalisation.

Workers who experience any act of penalisation should notify their Head of Division (Assistant Secretary) or other senior officer or equivalent rank and the notification will be assessed / investigated and appropriate action taken, where necessary.

14. Confidentiality/Protection of identity

The Department will take all reasonable steps to treat disclosures made in accordance with this Policy in a confidential and sensitive manner. The Department will not disclose information that might identify the worker who made the disclosure unless it is required by law or necessary for the effective investigation of the relevant wrongdoing.

The 2014 Act provides that a disclosure recipient (which in this context includes any person to whom a disclosure is referred in the performance of their duties) must not disclose to another person any information that might identify the discloser, except where:

- (i) the disclosure recipient shows that he or she took all reasonable steps to avoid so disclosing any such information,
- (ii) the disclosure recipient reasonably believes that the discloser does not object to the disclosure of any such information,
- (iii) the disclosure recipient reasonably believes that disclosing any such information is necessary for:
 - (a) the effective investigation of the relevant wrongdoing concerned,
 - (b) the prevention of serious risk to the security of the State, public health, public safety or the environment, or
 - (c) the prevention of crime or prosecution of a criminal offence, or

- (iv) the disclosure is otherwise necessary in the public interest or is required by law.

Where it is necessary to disclose the identity of the discloser, the disclosure recipient should contact the discloser and, where possible, gain the consent of the discloser, prior to any action being taken that could identify them.

Where it is decided that it is necessary to disclose information that may or will disclose the identity of the discloser, the discloser should be informed of this decision.. The discloser may request a review of this decision and a review should be carried out, where practicable before any such disclosure of information is made.

All reasonable steps will be taken to protect the identity of the discloser, except as set out in points (i) to (iv) above. Workers who are concerned that their identity is not being protected should notify the person investigating their disclosure. Such notifications will be assessed and/or investigated and appropriate action taken where necessary.

15. Review of decisions

In the event that the discloser is not satisfied with

- (a) The decision made to disclose the identity of the discloser
- (b) The outcome of any assessment / investigation undertaken in respect of the disclosure
- (c) The outcome of any assessment / investigation in respect of any complaint of penalisation

he/she may bring the matter to the attention of another senior officer of equivalent or higher rank stating that the matter has already been considered by another senior officer and outlining the reasons as to why he/she feels that the matter requires further investigation.

In the event that the concerns are referred to a second recipient, that person will undertake an independent evaluation of the matter following which he/she will advise the discloser and the first recipient of the outcome of their review. The decision of a second recipient will represent a final internal decision on the matter.

16. Personal complaint Vs Protected Disclosures

The 2014 Act is intended to deal with disclosures in the public interest and for connected purposes. This normally involves wrongdoings that are likely to cause harm to the Department itself or to the public at large, as opposed to personal complaints.

These Procedures are not intended to act as a substitute for normal day to day operational reporting or other internal employment procedures. Personal complaints should generally be dealt with under the internal grievance, or dignity at work, procedures.

For example, a worker may complain that there is a breach of the worker's own terms and conditions. That type of complaint should generally be dealt with under the grievance (or equivalent) procedure. Alternatively, a worker may claim that they are being bullied or harassed by a colleague. That type of complaint should generally be dealt with under the dignity at work (or equivalent) procedure. If a complaint is made of penalisation contrary to the 2014 Act, then

that complaint will be dealt with under these Procedures (in accordance with paragraph 8) so as to ensure that the obligation to protect the identity of the discloser is complied with.

17. Records

Written records, including timelines, in relation to any assessment and/or investigation undertaken should be maintained.

Records of concerns raised, including the outcome, will be maintained by the Head of MSU, for a minimum of five years after the closure of the case. These records will be maintained in a confidential and secure environment.

An Annual Report on Protected Disclosures, in accordance with Section 22 of the Protected Disclosures Act 2014, is published not later than 30 June in each year in relation to the preceding year. Annual Reports are published on the Departments' website at:

www.dbei.gov.ie/en/Publications/Protected-Disclosures.html

18. Further information /Review of Guidance

The Policy will be reviewed after the Department of Public Expenditure & Reform provides guidance as outlined in Section 21 of the Act and at minimum of two year intervals or when required by the Management Board of the Department.

The Protected Disclosures Act 2014 can be downloaded at:

<https://www.oireachtas.ie/viewdoc.asp?fn=/documents/bills28/acts/2014/a1414.pdf>

Appendix A – Protected Disclosures Reporting Form

The Department Jobs, Enterprise & Innovation welcomes the reporting of disclosures under the Protected Disclosures Policy. The Protected Disclosures Policy is part of the Department's approach to good governance as it seeks to deter, prevent and detect fraud and other significant malpractices.

Before completing this form, you should:

- a) Consider whether the Protected Disclosures Policy is the appropriate policy under which to report your concern (matters of private interest may be reported under grievance or bullying and harassment policies through the Personnel Unit)
- b) Ensure that the report is being made in relation to a matter that you have reasonable grounds to be concerned about.

Reports should be submitted to an appropriate person as outlined in the Department's Protected Disclosures Policy.

Protected Disclosures Form

Name of worker reporting the concern: (anonymous reports will be considered but are not encouraged)

Confidential contact number:

Email address

Details of alleged wrongdoing including dates, if applicable: (Care should be taken to only include the name(s) of individual(s) directly relevant to the report.)

Has the alleged wrongdoing been reported previously: (if so please specify when and to whom)

Signature & date:

Appendix B: Guidance for investigation of disclosures

This Appendix provides guidance for senior officers in the Department who are responsible for investigating alleged serious wrongdoing under the Protected Disclosures Act 2014 ('the Act'). The Act provides protection for workers from penalisation by their employer for having made a disclosure in accordance with its provisions. The Department's Policy on Protected Disclosures in the Workplace reflects the provisions and intent of the legislation.

Preliminary evaluation

The Department's Policy makes a distinction between an initial evaluation and a full investigation. Your evaluation will consist of two separate elements – an assessment as to whether the matters reported to you fall within the scope of the Policy and an assessment as to whether the matters reported are sufficiently serious to merit a full investigation.

The Policy mirrors the matters listed as wrongdoings in the Act. They are broad and wide ranging in nature and are all considered to be serious matters. In many cases there is no requirement for an actual event to have occurred with just the possibility of occurrence being sufficient.

Not all matters brought to your attention may merit a full investigation, and, in most cases, your own experience as a senior officer will be sufficient to inform you as to whether the matter is of sufficient seriousness to merit further investigation. Examples of where an investigation may not be required include cases where the officer reporting to you does not have access to all of the relevant facts or where a simple misunderstanding has arisen.

It may be necessary for you to make some discreet queries or to consult with a fellow officer of the same grade in order to assist your evaluation (see "Your responsibilities in relation to confidentiality" below), but you must be careful, where possible, not to engage in or give the impression that you are in the process of carrying out an investigation. In addition to your responsibility to the discloser, you also have a responsibility to ensure that accusations of wrongdoing, which could potentially prove to be incorrect, are not made against innocent persons.

If you arrive at the conclusion that a full investigation is not necessary, it is nonetheless important that your evaluation is sufficiently robust to allow you to explain the basis of your decision to the person who reported to you.

Your task as the investigator

Your first task is to confirm with the initial recipient of the disclosure (if this is a different person) that he/she has advised the Head of MSU, the Head of Division, as appropriate, the Head of Personnel and the Secretary General of the receipt of the disclosure and the nature of the information contained in the disclosure. Following that, you must advise the same individuals that the matter has been passed to you for investigation.

Insofar as you may wish to consult with the officer who may have passed the disclosure to you for investigation, it is important that you arrive at your own independent conclusions in relation to the matter under investigation.

The manner in which you conduct your investigation is one for determination by you having regard to the particular circumstances of the case. This is, however, subject to two very important considerations:

- The issue of confidentiality - The Protected Disclosures Act 2014 and the Department's Policy recognise that it may not always be possible to completely protect the identity of the discloser. You do, however, have a responsibility to safeguard the identity of the discloser insofar as is practically and pragmatically possible. It is, therefore, important to ensure that you take all reasonable steps to maintain the confidentiality of the identity of the person who made the disclosure of wrongdoing.

It is also important to note that in accordance with the legislation a failure to comply with this requirement is actionable by the person by whom the disclosure was made if that person suffers any loss by reason of the failure to comply.

- Fair investigatory procedures – The Department's Policy makes it clear that any investigation arising as a consequence of a disclosure will, as with all other internal investigations, be carried out in a manner which is fully consistent with existing investigatory procedures which embody the principles of natural justice. Remember that, in addition to your responsibility to the discloser, you also have a responsibility to ensure that accusations of wrongdoing, which could potentially prove to be incorrect, are not made against innocent persons.

Should you require any particular guidance in relation to fair procedures you should seek advice from Personnel Unit.

Where it is necessary to interview individuals during the course of the investigation, they should be advised that they are entitled to be accompanied by a colleague or staff representative, should they so wish

Keeping the discloser informed

Regular communication with the discloser is a vital element in the provision of assurance that the disclosure will be taken seriously.

You should take the time and trouble to explain your role in the process as set out in the Department's Policy, and the nature of the investigation you will undertake. You should also make it clear that an underlying principle of the Guidance is that the discloser is not disadvantaged in any way for having made a disclosure based on a reasonable belief, even if no wrongdoing is identified. This would also be an appropriate time to discuss the limits on confidentiality as set out in the legislation.

While there is a clear necessity to draw attention to the consequences of making a disclosure not based on a reasonable belief, an over emphasis on this aspect could potentially discourage

persons from making reports of wrongdoing. Such an outcome would be contrary to one of the main purposes of the Guidance which is to encourage workers to speak up about wrongdoing.

If your investigation is taking some time you should provide the discloser, in so far as is possible and appropriate, with regular updates of progress.

Upon completion of your investigation

Regardless as to the nature of your findings you are required under the Department's Policy to advise the Head of MSU, the Head of Division, as appropriate, the Head of Personnel and the Secretary General of the outcome of your investigation. You also need to advise the discloser of the outcome.

Where you have arrived at a conclusion that the discloser was not fully aware of all the facts or was genuinely mistaken in their belief of the occurrence or likely occurrence of wrongdoing, it is especially important to explain the basis of your finding to the discloser. As a discloser has a right under the legislation to disclose the information elsewhere a failure on your part to adequately explain matters will inevitably lead to such an outcome.

In a case where you have arrived at a conclusion that the discloser did not make his/her disclosure based on a reasonable belief, you should advise the Head of Personnel who will consider whether disciplinary proceedings ought to be pursued against the person concerned.

The making of a disclosure and subsequent investigation is a serious matter. You should carefully record all of the steps you have taken during the course of your discussions with the discloser and during the course of your investigation. A checklist has been prepared for your guidance which you should sign and maintain for your records. As there are no time limits set out in the legislation or the Department's Policy, it is important that you maintain your records until such time as all matters connected with the disclosure have been disposed of to your satisfaction.

Once the investigation has been concluded, all records should be forwarded to the Head of MSU for secure storage.

Investigation of a disclosure – checklist

1. Have you read and familiarised yourself with the content of the latest version of the Department's Guidance on Protected Disclosures in the Workplace?
2. Have you taken particular note relating to your responsibilities concerning the avoidance of the disclosure of information that might identify the person by whom the disclosure was made?
3. Have you met with the discloser and advised them that their concerns will be treated seriously?
4. Have you confirmed with the discloser that he/she has read latest version of the Department's Guidance on Protected Disclosures in the Workplace?
5. Have you confirmed with the original recipient (if this is a different person) that he/she has advised the Head of MSU, the Head of Division, as appropriate, the Head of Personnel and the Secretary General of the receipt of the disclosure, the nature of the information contained therein, the outcome of his/her initial evaluation and the fact that the matter has been referred to you for investigation?
6. Have you advised the discloser that you are investigating the disclosure, that you will keep him/her advised of the progress of the investigation, as appropriate, and that when your investigation is completed you will advise him/her of the outcome of that investigation?
7. Have you explained to the discloser the limits on confidentiality as set out in the Protected Disclosures legislation?
8. Have you explained to the discloser that if he/she is not happy with the outcome of your investigation, he/she may seek to have the decision reviewed?
9. Are you familiar with procedures for conducting an investigation taking account of the principles of natural justice?
10. Have you advised the discloser of the outcome of your investigation and explained, in so far as is possible, the reasons for your decision?
11. If you arrived at the conclusion that in making his/her disclosure the discloser did not have a reasonable belief in the wrongdoing, have you referred the matter to the Head of Personnel for further attention?
12. Have you formally advised the Head of MSU, the Head of Division, as appropriate, the Head of Personnel and the Secretary General of the outcome of your investigation?

Appendix C: Statutory Instrument 339 of 2014



STATUTORY INSTRUMENTS.

S.I. No. 339 of 2014



PROTECTED DISCLOSURES ACT 2014 (SECTION 7(2)) ORDER 2014

PROTECTED DISCLOSURES ACT 2014 (SECTION 7(2)) ORDER 2014

I, BRENDAN HOWLIN, Minister for Public Expenditure and Reform, in exercise of the powers conferred on me by section 7(2) of the Protected Disclosures Act 2014 (No.14 of 2014), hereby order as follows:

1. This Order may be cited as the Protected Disclosures Act 2014 (Section 7(2)) Order 2014.
2. Each person specified in column (2) of the Schedule is hereby prescribed to be the recipient of disclosures of relevant wrongdoings falling within the description of matters specified in column (3) of the Schedule in relation to the person.

*Notice of the making of this Statutory Instrument was published in
"Iris Oifigiúil" of 25th July, 2014.*

Schedule

Reference Number (1)	Prescribed Person (2)	Description of matters in respect of which the person is prescribed (3)
1	Chief Executive Officer of the Adoption Authority of Ireland	<p>(a) All matters relating to registration and supervision of the Adoption Societies registered in accordance with the Adoption Act 2010 (No.21 of 2010) and the maintenance of the Adoption Societies Register.</p> <p>(b) All matters relating to the granting of declarations of eligibility and suitability to prospective adopters in advance of their adopting abroad and for maintaining the Register of Foreign Adoptions under the Adoption Act of 1991 (No.14 of 1991).</p>
2	Chief Executive officer of An tSeirbhís Oideachais Leanúnaigh agus Scileanna	All matters relating to the regulation, registration, employment and education of apprentices as provided for in the Industrial Training Act 1967 (No. 5 of 1967) and the Further Education and Training Act 2013 (No. 25 of 2013).
3	Registrar of Bord na Radharcmhastóirí — The Opticians Board	All matters relating to the training and registration of optometrists and dispensing opticians, control of the practice of optics and ophthalmic treatment and the making of rules for the practice of optics and ophthalmic treatment, as provided for by the Opticians Acts of 1956 and 2003.
4	Chief Executive of the Broadcasting Authority of Ireland	<p>(a) All matters relating to the licensing by the Authority of the broadcasting sector and the monitoring by the Authority of all licensed services to ensure that licence holders comply with their statutory obligations and the terms of their licences.</p> <p>(b) All matters relating to the development by the Authority of codes and rules in relation to programming and advertising standards on television and radio.</p>
5	Chief Executive of Bord na gCon	All matters relating to the management and development by Bord na gCon of the greyhound industry as provided for by the Greyhound Industry Act 1958 (No. 12 of 1958), the Greyhound Industry (Amendment) Act 1993 (No. 37 of 1993), the Horse and Greyhound Racing (Betting Charges and Levies) Act 1999 (No. 24 of 1999) and the Horse and Greyhound Racing Act 2001 (No. 20 of 2001).
6	Any of the persons falling within the meaning of the term “appropriate person” in section 37(1) of the Central Bank (Supervision and Enforcement) Act 2013 (No.26 of 2013)	All matters relating to contraventions of provisions of financial services legislation as defined in the Central Bank (Supervision and Enforcement) Act 2013 (No.26 of 2013).
7	Any of the Commissioners of Charitable Donations and Bequests for Ireland	All matters relating to the Commissioners' mandate in relation to the provision of services to trustees of charities and the carrying out of the intentions of persons making donations and bequests to charities pursuant to the Charities Act 1961 (No.17 of 1961).

Reference Number (1)	Prescribed Person (2)	Description of matters in respect of which the person is prescribed (3)
8	The Comptroller and Auditor General	All matters relating to improper use of public funds and resources or matters concerning value for money in respect of entities that fall within the remit of the Comptroller and Auditor General
9	Human Resources Manager of the Commissioners of Irish Lights	All matters relating to the superintendence, provision and management of aids to navigation and allied services for the safety of persons and infrastructure at sea, the protection of the marine environment and the provision of support to the marine industry and coastal communities of the State and adjacent seas and islands.
10	The Commissioner in the Commission for Aviation Regulation	<ul style="list-style-type: none"> (a) All matters relating to the setting of the maximum level of airport and aviation terminal services charges. (b) All matters relating to the licensing of the travel trade in the State, including the granting of licences to tour operators and travel agents. (c) All matters relating to the licensing of airlines and approval of ground-handling services providers. (d) All matters relating to the discharge of State's responsibilities for schedule co-ordination and slot allocation and the appointment of a schedules facilitator and slot co-ordinator. (e) All matters relating to the monitoring and enforcement in the State of acts adopted by an institution of the European Union regarding air passenger rights and the provision of assistance to passengers with reduced mobility.
11	The Commissioner in the Commission for Communications Regulation, or where there is more than one such Commissioner, the chairperson of the Commission for Communications Regulation	<ul style="list-style-type: none"> (a) All matters (within the remit of the Commission) relating to the regulation of the electronic communications sector and the postal sector. (b) All matters relating to the regulation of access to and use of the radio spectrum. (c) All matters relating to the performance of the Commission's consumer protection function (within the foregoing remit) in respect of the communications and postal sectors.
12	Any of the Commissioners in the Commission for Energy Regulation	<ul style="list-style-type: none"> (a) All matters relating to the regulation of the natural gas and electricity markets in the State in accordance with the provisions of the Electricity Regulation Act 1999 (No.23 of 1999), the Gas (Interim) (Regulation) Act 2002 (No.10 of 2002) and associated enactments. (b) All matters relating to the regulation of the State's public water system in accordance with the provisions of the Water Services Act 2013 (No. 6 of 2013) and the Water Services (No.2) Act 2013 (No. 50 of 2013).

Reference Number (1)	Prescribed Person (2)	Description of matters in respect of which the person is prescribed (3)
13	Registrar of Companies	All matters relating to the registration of companies and business names and the enforcement of the filing obligations of companies under the Companies Acts.
14	Chairperson or any other Member of the Competition Authority	All matters relating to the enforcement of competition law under the Competition Acts 2002 to 2012 and the review of mergers or acquisitions that are notified to the Authority under those Acts.
15	Manager of Personnel and Ancillary Services in Coras Iompar Éireann	All matters relating to the operation of public transport services provided by Iarnród Éireann, Bus Atha Cliath and Bus Éireann and the making of relevant bye-laws.
16	The Data Protection Commissioner	All matters relating to compliance with the Data Protection Acts 1988 and 2003.
17	Registrar of the Dental Council	All matters relating to the establishment and maintenance of the Register of Dentists and the Register of Dental Specialists, the adequacy, suitability and standards of dental education in the State and the investigation of complaints against dentists, as provided for by the Dentists Act 1985 (No. 9 of 1985).
18	Secretary General of the Department of Education and Skills	<p>(a) All matters relating to the operation and development of the education system in the State including the administration of relevant enactments, the formulation of policy, the setting of standards and the monitoring and evaluation of education programmes.</p> <p>(b) All matters relating to the functions of the Inspectorate under section 13 of the Education Act 1998 (No. 51 of 1998) in relation to the evaluation of the quality and effectiveness of the provision of education in primary and second level schools in the State.</p>
19	Director of Corporate Enforcement	All matters relating to the enforcement by the Director (to the extent provided in the Company Law Enforcement Act 2001 (No. 28 of 2001) of provisions of the Companies Acts.
20	Chief Executive Officer of the Dublin Docklands Development Authority.	All matters relating to the preparation of the master plan and planning schemes and certificates issued under section 25 of the Dublin Docklands Development Authority Act 1997 (No. 7 of 1997).
21	Director General of the Environmental Protection Agency	All matters relating to the protection of the environment in the State.
22	Chief Executive of Fáilte Ireland	<p>(a) All matters relating to the registration, regulation and classification of tourist accommodation.</p> <p>(b) All matters relating to appeals regarding cancellations and refusal of applications for registration of tourist accommodation under the Tourist Traffic Acts 1939 to 2011.</p>
23	Chief Executive Officer of the Food Safety Authority of Ireland	All matters relating to the regulation, enforcement and monitoring of food safety in the State under the Food Safety Authority of Ireland Act 1998 (No. 29 of 1998).

Reference Number (1)	Prescribed Person (2)	Description of matters in respect of which the person is prescribed (3)
24	Members of the Garda Síochána Ombudsman Commission	All matters relating to the functions performable by the Commission under Part 3 of the Garda Síochána Act 2005 (No. 20 of 2005).
25	Chief Executive Officer of the Health and Safety Authority	All matters associated with legislation enforced by the Health and Safety Authority, and accreditation of laboratories, certification bodies and inspection bodies through the Irish National Accreditation Board within the Health and Safety Authority.
26	Chief Executive Officer of the Health and Social Care Professional Council	All matters relating to the protection of the public by the promotion of high standards of professional conduct, education, training and competence through the registration of health and social care professionals, as provided for by the Health and Social Care Professionals Act 2005 (No. 27 of 2005).
27	Chief Executive Officer of the Health Information Quality Authority	All matters relating to the standards of safety and care of persons receiving health and social care services in the public and voluntary health care sectors and social care services in the case of the private health care sector, as provided for by the Health Act, 2007 (No. 23 of 2007).
28	Chief Executive of the Health Insurance Authority	All matters relating to the monitoring of the operation of the Health Insurance Acts 1994 to 2013, the carrying on of a health insurance business in the State, operation of the Risk Equalisation Fund and the provision of advice and information to consumers.
29	Chief Executive Officer of the Health Products Regulatory Authority	All matters relating to the protection and enhancement of public and animal health through the regulation of human and veterinary medicinal products under the Irish Medicines Board Acts 1995 and 2006 and the implementation of— (a) acts adopted by an institution of the European Union; and (b) legislation relating to blood and blood components, organ transplantation, tissues and cells.
30	Chief Executive of the Higher Education Authority	(a) All matters relating to the planning and development of higher education and research in the State. (b) All matters relating to funding for universities and certain institutions of higher education designated under the Higher Education Authority Act 1971 (No. 22 of 1971).
31	Chief Executive of Horse Racing Ireland	All matters relating to the control of the operation by Horse Racing Ireland of authorised bookmakers, the totalisator and the Registry Office.
32	Chief Executive of Inland Fisheries Ireland	All matters relating to the protection, management and conservation of the inland fisheries resource and enforcement of the Fisheries Acts 1959 to 2010.

Reference Number (1)	Prescribed Person (2)	Description of matters in respect of which the person is prescribed (3)
33	Director of the Insolvency Service of Ireland (in respect of the matters specified in paragraph (a) of column (3)) Official Assignee in Bankruptcy in the Insolvency Service of Ireland (in respect of the matters specified in paragraph (b) of column (3)).	(a) All matters relating to the regulation and supervision of personal insolvency practitioners, approved intermediaries and persons authorised to perform the functions of an approved intermediary in accordance with section 47 of the Personal Insolvency Act 2012 (No. 44 of 2012). (b) All matters relating to the administration of bankruptcy estates under the Bankruptcy Act 1988 (No.27 of 1988).
34	Chief Executive of the Irish Auditing and Accounting Supervisory Authority	All matters relating to the regulation by the prescribed accountancy bodies as set out in section 9 of the Companies (Auditing and Accounting) Act 2003 (No.44 of 2003).
35	Company Secretary of the Irish Aviation Authority	All matters relating to the management of Irish controlled airspace, the safety regulation of Irish civil aviation and the oversight of civil aviation security in the State.
36	Chief Executive of the Irish Coursing Club	All matters relating to the regulation by the Irish Coursing Club of coursing in the State under the Greyhound Industry Act 1958 (No. 12 of 1958).
37	Director of Film Classification in the Irish Film Classification Office	All matters relating to the classification of films under the Censorship of Films Act 1923 (No. 23 of 1923) and videos and the licensing to sell or rent videos under the Video Recordings Act 1989 (No. 22 of 1989).
38	Director General of the Irish Takeover Panel	All matters relating to the supervision of takeovers of relevant companies under the Irish Takeover Panel Act 1997 (No.5 of 1997).
39	Chief Executive of the Irish Turf Club	All matters relating to the administration by the Irish Turf Club of the rules of racing for all horse meetings in the State.
40	Director of Legal Metrology in the Legal Metrology Service	All matters relating to the implementation and enforcement of the Metrology Acts 1980 to 1998 and regulations made under those Acts.
41	The Chief Executive of each of the following local authorities— Carlow County Council Cavan County Council Clare County Council Cork City Council Cork County Council Donegal County Council Dublin City Council Dún Laoghaire–Rathdown County Council Fingal County Council Galway City Council Galway County Council	All matters relating to the functions of a local authority as provided for in the Local Government Act 2001 (No.37 of 2001) or any other enactment.

Reference Number (1)	Prescribed Person (2)	Description of matters in respect of which the person is prescribed (3)
	Kerry County Council Kildare County Council Kilkenny County Council Laois County Council Leitrim County Council Limerick City and County Council Longford County Council Louth County Council Mayo County Council Meath County Council Monaghan County Council Offaly County Council Roscommon County Council Sligo County Council South Dublin County Council Tipperary County Council Waterford City and County Council Westmeath County Council Wexford County Council Wicklow County Council	
42	Chief Executive of the Marine Institute	All matters relating to co-ordination and promotion of, and assistance in, marine research and development by the Institute.
43	Chief Executive Officer of the Medical Council	All matters relating to the regulation of the medical profession in the State, including the quality of undergraduate education of doctors and of postgraduate training of specialists, the registration of doctors and disciplinary procedures and guidance on professional standards and ethical conduct, as provided for by the Medical Practitioners Acts 1978 to 2002.
44	Chief Executive Officer of the Mental Health Commission	All matters relating to compliance with the Mental Health Act 2001 (No.25 of 2001) and codes of practice developed by the Commission for persons working in the mental health services; the establishment and maintenance of high standards in the delivery of mental health services and the protection of the interests of persons detained in approved centres under that Act.
45	Chairperson of the National Consumer Agency Chief Executive of the National Consumer Agency	All matters relating to the enforcement of consumer protection law by the Agency.
46	Deputy Director of the National Employment Rights Authority	All matters relating to compliance with, and enforcement of, enactments imposing or conferring obligations or rights on employers and employees.

Reference Number (1)	Prescribed Person (2)	Description of matters in respect of which the person is prescribed (3)
47	Chief Executive of the National Milk Agency	All matters relating to regulation by the Agency of the supply of milk for liquid consumption.
48	Chief Executive Officer of the National Roads Authority	All matters relating to the planning and supervision of construction and maintenance of national roads, including preparing and arranging for the preparation of road designs, maintenance programmes, schemes for the provision of traffic signs on national roads, securing construction, improvement and maintenance works on national roads, allocating and paying grants for national roads and training, research or testing activities relating to any of the Authority's functions.
49	Director of Finance of the National Transport Authority	(a) All matters relating to the regulation of public transport services in the State, including the licensing of bus routes, entering into contracts for the provision of bus, light rail and rail services and the regulation of fares. (b) All matters relating to the regulation of small public service vehicles.
50	Chief Executive Officer of the Nursing and Midwifery Board of Ireland	All matters relating to the establishment and maintenance of registers of nurses and midwives, the provision of education and training of student nurses and midwives and the investigation of complaints against registered nurses and midwives as provided for by the Nurses and Midwives Act 2011 (No. 41 of 2011).
51	Director of Internal Audit in the Office of the Revenue Commissioners	All matters relating to the assessment, collection and management of taxes and duties and the implementation of customs controls.
52	An Coimisinéir Teanga in Oifig Choimisinéir na dTeangacha Oifigiúla	All matters relating to the monitoring of compliance by public bodies with the provisions of the Official Languages Act 2003 (No. 32 of 2003).
53	Controller of Patents, Designs and Trade Marks in the Patents Office	All matters relating to the granting of patents, the registration of industrial designs, trademarks and copyright licensing bodies and the resolution of disputes regarding copyright licensing schemes.
54	Pensions Regulator in the Pensions Authority	All matters relating to the monitoring and supervision of the operation of the Pensions Act 1990 (No. 25 of 1990) (other than investigations by, and decisions of, the Pensions Ombudsman), including the activities of Personal Retirement Savings Account (PRSA) providers, the provision of PRSA products and the operation of PRSAs and the issue of guidelines and codes of practice for trustees of occupational pensions and providers of PRSAs.
55	Registrar in the Pharmaceutical Society of Ireland	All matters relating to the regulation of pharmacists and pharmacies in the State, including the Society's responsibility for supervising compliance with the Pharmacy Act 2007 (No. 20 of 2007).
56	Director of the Pre-Hospital Emergency Care Council	All matters relating to standards, accreditation, education, and training in relation to pre-hospital emergency care as provided for by the Pre — Hospital Emergency Care Council (Establishment) Order 2000 (S.I. No. 109 of 2000).

Reference Number (1)	Prescribed Person (2)	Description of matters in respect of which the person is prescribed (3)
57	Secretary to the Board of the National Standards Authority of Ireland	All matters related to the development, publication and dissemination of national, European and international standards, and all matters associated with product, process or practice certification carried out by the National Standards Authority of Ireland.
58	The Press Ombudsman of the Press Council	All matters relating to complaints made to the Press Council in accordance with Schedule 2 to the Defamation Act 2009 (No. 31 of 2009).
59	Director of the Private Residential Tenancies Board.	All matters relating to the determination of disputes between landlords and tenants and the operation of the private residential tenancies register under the Residential Tenancies Act 2004 (No. 27 of 2004).
60	Chief Executive Officer of the Private Security Authority	All matters relating to the licensing and regulation of the providers of private security services under the Private Security Services Act 2004 (No. 12 of 2004).
61	Chief Executive Officer of the Property Services Regulatory Authority	All matters relating to the licensing, control and regulation of, and the investigation of complaints against, property service providers.
62	Chief Executive of Quality and Qualifications Ireland	All matters relating to quality assurance, validation of programmes of education and training, the making of awards, the delegation of authority to make awards, the establishment of the Code of Practice for the provision of programmes of education and training to international learners and the authorisation to use the International Education Mark, as provided for by the Qualifications and Quality Assurance (Education and Training) Act 2012 (No. 28 of 2012).
63	Company Secretary of the Railway Procurement Agency	All matters relating to the procurement of the provision of the light rail and metro infrastructure in the State including the making of relevant bye-laws and the prosecution of related offences.
64	Head of Administration in the Railway Safety Commission	All matters relating to the regulation of railway safety in the State including matters relating to railway and cableway safety on passenger carrying systems and freight carrying systems where those systems interface with public roads.
65	Registrar of the Registry of Friendly Societies	All matters relating to the registration and general regulation of friendly societies, industrial and provident societies and trade unions.
66	Director of Corporate Services in the Road Safety Authority	All matters relating to the promotion of road safety, accident and road safety research, driver testing and licensing, vehicle standards, the enforcement of statutory provisions relating to road haulage, the registration of driving instructors, driver vocational training and compulsory basic training for motorcyclists.
67	Members of the Sea Fisheries Protection Authority	All matters relating to the Authority's functions regarding the application of sea fisheries law and food safety law (both within the meaning of the Sea-Fisheries and Maritime Jurisdiction Act 2006 (No. 8 of 2006)).

Reference Number (1)	Prescribed Person (2)	Description of matters in respect of which the person is prescribed (3)
68	Secretary to the Standards in Public Office Commission	(a) All matters relating to the supervision of the Ethics in Public Office Acts 1995 and 2001 insofar as they apply to office holders including investigations and reports in relation to possible contraventions of those Acts. (b) All matters relating to overseeing of the disclosure of donations to political parties and the monitoring of limitations on political party expenditure as set out in the Electoral Acts 1992 to 2014.
69	Chief Executive Officer of the State Examinations Commission	All matters relating to the operation of the Leaving Certificate, Leaving Certificate Vocational Programme, Leaving Certificate Applied and Junior Certificate examinations.
70	Director of the Teaching Council	(a) All matters relating to the regulation of the teaching profession and the professional conduct of teachers. (b) All matters relating to the establishment, promotion, maintenance and improvement of standards of programmes of teacher education and training, teaching, knowledge, skills and competencies of teachers in recognised primary and post-primary schools, and the professional conduct of teachers. (c) All matters relating to the promotion of continuing education and training and professional development of teachers.
71	Chief Executive of Waterways Ireland	All matters in relation to Waterways Ireland's functions as the regulatory authority for the management, maintenance and development of the Barrow Navigation, Grand Canal, Royal Canal, Shannon Navigation, Shannon Erne Waterways, Erne system and Lower Bann Navigation in accordance with the British —Irish Agreement Act 1999 (No. 1 of 1999) and with bye law making powers under the Shannon Navigation Acts 1990 and 2005 and the Canals Acts 1986 and 2005.
72	Registrar of the Veterinary Council of Ireland	All matters relating to the regulation and management by the Council of the practice of veterinary medicine and nursing.



Given under my Official Seal,
23 July 2014.

BRENDAN HOWLIN,
Minister for Public Expenditure and Reform.

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The images on the cover of this document are of drawings by Gabriel Hayes who was commissioned in 1941 to design and complete a range of carved stonework for the facade of the Department of Industry and Commerce building at Kildare Street.

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