

safefood Publication Scheme

Code of Practice Freedom of Information Code of Practice for North/South Implementation Bodies and Tourism Ireland

This publication will be made available, on request, in alternative formats as appropriate.

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1. Background to the Code of Practice for Freedom of Information

[The British-Irish Agreement Act 1999](#) provided that a Code of Practice on Freedom of Information (FOI) be developed for use by the [North/South Bodies and Tourism Ireland](#). The Code of Practice was developed by the [North South Ministerial Council](#) (NSMC) and has been in operation by the Bodies since 2006.

The Code facilitates public access to information held by the six North/South Bodies and Tourism Ireland in a number of ways subject to the categories of exempt information as set out in the Annex of the Code.

2. Publications Scheme

The purpose of a Publications Scheme is to set out how the public can access information held by **safefood**. Under the Code, **safefood** is required to adopt and maintain a Publications Scheme setting out the type of information it holds, the manner in which we publish the information and how it can be obtained.

It is the policy of **safefood** to publish as much material as is possible so that the public do not have to specifically request it. We wish for this Scheme to develop a culture of openness and transparency.

The Code requires that the Publications Scheme should be reviewed regularly. This Scheme becomes effective as from Monday 2 November 2009 and updates the Scheme introduced on 10 February 2006.

We have considered our statutory duties for this Publication Scheme under Section 75 of the [Northern Ireland Act 1998](#). We have, therefore, screened this publication and have found no evidence of any significant implications on the equality of opportunity. There is no need thus to carry out an equality impact assessment on the publication scheme.

3. Responsibility for the Scheme

The HR and Administration Executive holds the day-to-day responsibility for the maintenance of the publication scheme and initially dealing with all FOI requests. The Director of Corporate Operations has been nominated by the Chief Executive as the senior manager responsible for FOI. Contact details are in Section 5.

4. Feedback, Comments or Complaints about the Publications Scheme

We would welcome any feedback or comments about the Publications Scheme. If you wish to make a complaint about the publication scheme or lack of access to information held by **safefood**, we would also be pleased to hear from you.

Please write to: HR and Corporate Governance Executive
 safefood,
 7 Eastgate Avenue
 Eastgate
 Little Island
 Co. Cork T45 RX01



safefood will acknowledge your letter within 5 working days insofar as is practicable.

In the case of a complaint, it will be investigated with the senior member of the business area referred to and a reply will be issued in 15 working days.

If you are not satisfied with this reply, you can write to the Director Corporate Operations who has overall responsibility for the Publication scheme:

Director of Corporate Operations
safefood
7 EastGate Avenue
Little Island
Co Cork T45 RX01

5. Requesting information under FOI

A large amount of information is already available on **safefood's** website www.safefood.eu. If you cannot find what you are immediately seeking, consult the [Publications List](#) to see how the information can be sourced as it may be information that will be issued on request. If you cannot find the information you need, you may write or e-mail:

HR and Corporate Governance Executive
safefood
7 Eastgate Avenue
Eastgate
Little Island
Co. Cork T45 RX01

E-Mail: foi@safefood.eu

When requesting information, please clearly state:

- That you are requesting the information under the Code of Practice for Freedom of Information
- Your full name and postal address
- A telephone number in case we need to contact you
- Detailed and specific information about your request in order to assist us in locating the relevant information.
- How you would like the information to be sent to you e.g. hard copy, e-mail.

At present, fees will not be charged for obtaining information unless such a request causes an excessive amount of work. **safefood** will reserve the right to refuse the request if this is the case.

6. About safefood

safefood is organised into four business areas. These are:

- **Marketing and Communications.** Marketing and Communications promotes the corporate messages of the organisation to a number of key audiences using the most effective channels. The key messages

around food safety, food hygiene and nutrition are communicated using a combination of public relations, media relations, advertising, promotional activity, events, direct marketing, publications, sponsorship, website and the safefood helpline.

- The **Corporate Operations** directorate ensures that safefood complies with all legal requirements and responsibilities from finance, HR and Information Systems and promoting best practice in all areas of corporate policy making and governance. Corporate Operations has overall responsibility for the research function and the development of the laboratory linkages programme and scientific co-operation.
- The **Food Science** directorate undertakes all aspects of food safety as related to microbiology, chemistry and toxicology including scientific assessments, identifying research and surveys and surveillance of foodborne diseases. Specialist scientific advice and support is also provided to external stakeholders.
- The remit of the **Human Health and Nutrition** directorate is in the nutritional safety of food and the prevention of infectious foodborne diseases through safefood's communication and research programmes.

It is supported in the discharge of its duties by an Advisory Board and a Scientific Advisory Committee, both of whom are appointed by the NSMC.

7. The types of information we publish

The types of information we publish are:

- **Corporate Publications.** Information found here will include roles, responsibilities, organisational details, structures, key personnel, business plans and strategies, annual reports, board and scientific meetings, financial funding and accounts.
- **Public Involvement and Consultation.** Details of consultation procedures, decision making processes, timescales and responses.
- **Communications with the Public.** All information relating to the different types of information that have been published by **safefood** for consumer use.
- **Press and Media Releases.** All press and media statements issued by **safefood**.
- **Internal policies and procedures.** All general internal, procedural and administrative policies and procedures.
- **Published Research and Results.** Scientific documents including **safefood** funded research.

Our commitment to publish information excludes any information that can legitimately be withheld under the exemptions in the Annex of the Code. Also due to the size of some documents, relevancy or practical reasons, some material may not be accessible on our website.