



Access to Information on the Environment Internal Procedures

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- Authorised by: Caroline Bocquel
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ACCESS TO INFORMATION ON THE ENVIRONMENT REQUEST INTERNAL PROCEDURE

1. An AIE request is received into foi@marine.ie or by post
2. The request will be forwarded to the AIE Officer (Helen Boles), or to Caroline Bocquel if Helen is on leave
3. A file will be created for the request and a sequential number given to it
4. The AIE Officer will send the request to the relevant decision maker. If it is unclear who this is, it should be sent to a Director for a decision. The timeline for a response should be outlined (within one month of receipt of the request). The AIE Officer will discuss whether the request falls within the scope of the AIE Regulations but would fall within the scope of FOI, then the requested is advised of this.
5. The AIE Officer will meet with the decision maker to discuss the scope of the request and whether any of the following are required:
 - Administrative assistance
 - A time extension (up to the max of + one month)
 - Any third party consultation required or advised
 - Any other issues
6. The AIE Officer will meet with the decision maker one week before the deadline to review the draft response and proposed schedule of records.
7. If necessary, the AIE Officer will meet with the decision maker as often as necessary up until the day before the response issues to refine the draft.
8. The AIE Officer issues the decision letter, the schedule of records and the records themselves to the requester. Where additional time is required to process the request due to its complexity or need to consult with third parties a letter will be issued to the requester outlining the extension requirements, the reason for the extended time requirement and confirming the date by which the final decision will be issued (by no later than 2 months from the date of receipt of the request).
9. The AIE Officer retains a file of the request and all records pertaining to the request – i.e. those released and those withheld.

ACCESS TO INFORMATION ON THE ENVIRONMENT APPEAL INTERNAL PROCEDURE

1. Where a request for an internal review is received this will be reviewed by the AIE Officer and noted in the relevant AIE request file and assigned with the file number.
2. The request will be forwarded to the appropriate reviewer within the Marine Institute detailing the date by which a review decision will need to be communicated to the applicant (within one month of the date of receipt of the request for review).
3. All files and records relating to the request will be provided to the reviewer by the AIE Officer.
4. The reviewer will review the files and records and will meet with the original decision maker and AIE Officer as necessary in order to conduct their review. They may seek clarification and sight of any additional records they deem necessary in order to carry out the review.
5. Having taking all the facts into account, the reviewer will affirm, vary or annul the original decision and the applicant will be informed in writing of the outcome of the review within one month.
 - In the event that the reviewer annuls the original decision, the Marine Institute will release the information concerned.
 - Where the original decision is affirmed or varied in a manner that results in some or all of the required information still not being released, the applicant must be informed of the reasons for the decision.
 - Furthermore, they must also be advised of their right of appeal to the Commissioner for Environmental Information Commissioner