Department of Arts, Heritage and the Gaeltacht

Framework of Assignments – November 2015

Assignment of responsibility by the Secretary General for the performance of functions under Section 4 (1) of the Public Service Management Act 1997

PART ONE

Mission
The Department's mission is:

To promote and protect Ireland's heritage and culture; to advance the use of the Irish language; to support the sustainable development of the islands; and to develop cultural tourism.

The Department of Arts, Heritage and the Gaeltacht oversees and has policy responsibility for the conservation, preservation, protection, development and presentation of Ireland’s rich heritage, arts and culture. The Department also promotes the Irish language, the development of the Gaeltacht and the sustainable development of island communities. The Department recognises the immense inherent value of our language, culture and heritage and will also seek to promote them as a means of supporting economic development and presenting Ireland as an attractive destination for sustainable inward investment. In carrying out these duties the Department will seek to optimise the contribution of these sectors to the economy.

Governance
Under the Public Service Management Act 1997, the Secretary General of the Department has the following responsibilities:

- Implementing Government policies appropriate to the Department;
- Providing policy advice to the Minister on all matters within the remit of the Department;
- Monitoring Government policies that affect the Department;
- Preparing Statements of Strategy for submission to the Minister;
- Providing progress reports to the Minister on the implementation of the Statement of Strategy;
- Delivering outputs as determined by the Minister;
- Managing the business of the Department;
- Ensuring proper use of resources and the provision of cost-effective public services;
- Managing matters relating to appointments, performance, discipline and dismissal of civil servants below the grade of Principal or its equivalent;
- Preparing an outline of how specific responsibilities are to be assigned to other officers down through the Department.
Assignment of Responsibilities

Section 4(1)(c) of the 1997 Act empowers the Secretary General to assign to other officers of the Department (or grade or grades of officer) responsibility for the performance of his or her functions. The revised framework, as set out in this document, constitutes a consolidated statement as at November 2015 of all assignments under the Act by the Secretary General of the Department of Arts, Heritage and the Gaeltacht.

Assignments under section 4(1)(c) of the Public Service Management Act, as specified in this framework document, will continue to be amended from time to time, in writing, by the Secretary General and the framework will be deemed to have been updated accordingly.

Management Board

It has been the practice in Government Departments that the Secretary-General establishes a Management Advisory Committee to assist him/her with the overall management of the Department. The Civil Service Renewal Plan (2014) seeks to put the role of the Management Advisory Committee, now re-named Management Board, on a more formal footing with a view to supporting greater Ministerial and managerial interaction in jointly and regularly reviewing priorities and performance. The role of the Management Board will be to provide the link between the responsibilities of the Secretary General, as set out in section 4 of the 1997 Act and the assignment of responsibilities to named officers of the Department, as provided for in section 4(1)(C) and detailed in section 9.

In the Department of Arts, Heritage and the Gaeltacht, the Management Board shall be comprised of:

- Secretary General (Chair)
- All Assistant Secretaries and Directors
- Head of Human Resources
- Head of Finance
- Head of Corporate Governance

Part 2 of this framework document sets out how the Department is structured, while Part 3 shows the assignment of responsibility for the performance of functions to each individual officer down to and including Principal level. The responsibilities so assigned shall be articulated through the Department's system of business plans to reflect the priorities and objectives of the Department, as set out in its Statement of Strategy.

The assignment of responsibility for the performance of functions by individual officers, or grades of officers, below Principal level shall be handled administratively on the basis of the personal (or team) work objectives identified under or associated with the Department's business plans. The latter, which are revised on an annual basis to keep pace with changing needs and priorities, are informed both by the Department's Statement of Strategy and by its Performance Management and Development System and provide a practical means of prioritising and managing the day-to-day work of the Department at division, team and individual level.

Subject to overarching budgetary provisions, officers to whom responsibilities have been assigned under this framework will receive the appropriate resources and infrastructural support to enable them to fulfil their obligations under the Act.
Interpretation of this document and the assignments herein should have due regard to the factors which from time to time affect the distribution and discharge of responsibilities across the Department, such as the exigencies of work in a particular area, the alignment of activities spanning or involving more than one area, and the co-ordination of shared or adjoining responsibilities. It should also have regard to the assignment of functions in respect of appointments, performance and discipline of personnel under the Civil Service Regulation Acts 1956-2005, which are made from time to time by the Secretary General under separate regulations.
PART TWO

Structure of the Department
The Department comprises the Office of the Minister, the Offices of the Ministers of State, the Management Board and four Divisions:

- Arts Division;
- Heritage Division;
- Gaeltacht Division; and
- Corporate Affairs Division.

These four Divisions are organised into Units, usually headed by a Principal Officer. Many of the Department's activities are carried out on a co-operative basis across Units and Divisions.

Arts Division
The Arts Division comprises four Units:

- Arts, Film and Investment;
- Cultural Policy and Institutions;
- Culture Ireland, International and Education; and
- 2016 Project Office and Commemorations.

Arts, Film and Investment
The Arts, Film and Investment Unit is responsible for the following:

- Developing policy in relation to arts, culture and music.
- Funding and oversight of certain National Cultural Institutions/Bodies, including the Arts Council, Irish Film Board, National Archives and National Library;
- Provision of appropriate support to the Irish Film Board in the development of an indigenous film industry, including training initiatives.
- Developing, monitoring and evaluating an integrated policy for the sustainable development of the Irish film industry including the tax-based incentives.
- Policy and oversight of arts and cultural capital grant schemes,
- Management of cultural development subhead.
- Interaction with the EU and Council of Europe on matters relating to culture, film and television production.
- Participation at Europeana and Member State Expert Group on Digitisation.
- Fulfilment of Ireland's obligations at EU level re the Audiovisual Strategy and Open Method of Coordination (OMC) groups.
Cultural Policy and Institutions

The Cultural Policy and Institutions Unit is responsible for the following:

- Funding and oversight of certain National Cultural Institutions, including the National Concert Hall, National Gallery, National Museum, Chester Beatty Library, IMMA and the Crawford Gallery
- Development of a National Cultural Policy "Culture 2025"
- Funding for specialist regional and local museums.
- Responsibility for the development of projects which enhance Ireland’s cultural patrimony.
- Responsibility for National Genealogy Policy.
- Contributing towards the promotion of cultural tourism countrywide, in co-operation with national and local authorities and other partners.
- Developing and improving the quality and effectiveness of the mechanisms to assist in the regional growth and development of the cultural sector.

Culture Ireland, International and Education

The Culture Ireland, International and Education Unit is responsible for the following:

- Promoting Irish arts worldwide.
- Creating and supporting opportunities for Irish artists and companies to present and promote their work at strategic international festivals and venues.
- Developing platforms to present outstanding Irish creative work to international audiences through showcases at key global arts events, including the Edinburgh Festival and Venice Biennale, as well as through special initiatives.
- Liaising with the Global Economic Forum.
- Delivery of international commemorative programme for Ireland 2016.
- Fulfilling Ireland's obligations at EU level, including Council of Culture Ministers, Cultural Affairs Committee and OMC groups.
- Developing policy in relation to arts and education.
- EU Capital of Culture - competition management.
- Matters relating to UNESCO, including Intangible Cultural Heritage, City of Literature and City of Film.
2016 Project Office and Commemorations Unit
The 2016 Project Office and Commemorations Unit is responsible for the following:

- Leading and co-ordinating the planning of commemorative events connected with the significant centenaries that arise between 2012 and 2022.

- Supporting and contributing to the work of the Cabinet Committee on the 1916 Commemorations, the Oireachtas All-Party Working Group on Commemorations and the Expert Advisory Group on Commemorations.

- Organising commemoration events in the cultural sector relating to other relevant anniversaries.

- Developing, co-ordinating and delivery of the 'Ireland 2016' Initiative – a programme to appropriately commemorate those who fought or died during the 1916 Easter Rising; reflect on the legacy of that period; and look towards the future through effective engagement with a wide spectrum of interests.
Heritage Division
The Heritage Division comprises three Units:

- Built Heritage and Architectural Policy;
- National Monuments Service; and
- National Parks and Wildlife Service.

Built Heritage and Architectural Policy
The Built Heritage and Architectural Policy Unit is responsible for the following:

- Protecting, conserving and managing our architectural heritage through the provision of an appropriate administrative, policy and legislative framework as a national resource.
- Promoting increased public awareness and appreciation of architecture and our national built heritage.
- Promoting best practice in modern architecture and urban design.

National Monuments Service
The National Monuments Service is responsible for the following:

- Protecting, conserving and managing our archaeological heritage through the provision of an appropriate administrative, policy and legislative framework under the National Monuments Acts.
- Creating increased public awareness and appreciation of the value and importance of Ireland’s archaeological heritage.
- Promoting and providing information on the quality of our archaeological heritage as a support and stimulus for inward investment and cultural tourism.

National Parks and Wildlife Service
The National Parks and Wildlife Service is organised into four operational branches:

- Strategy and Regional Operations;
- Peatland Issues and Land Designation;
- Science and Biodiversity; and
- Legislation and Licensing.

1. The Strategy and Regional Operations Branch is responsible for the following:

   - Promotion of an efficient, effective and accountable delivery of on-the-ground services by regional management.
   - Management and development of the State’s 6 National Parks and 78 Nature Reserves for conservation purposes to the highest international standards and for their sustainable recreational and tourist use.
   - Delivery of an effective licensing and enforcement regime under wildlife and other relevant legislation.

2. The Peatland Issues and Land Designation Branch is responsible for the following:
• Administering site protection for designated sites.
• Operation of the Cessation of Turf Cutting Compensation Scheme and related matters.
• Provision of central support in the context of the relocation of turf-cutters to non-designated bogs under the Cessation of Turf Cutting Compensation Scheme.
• Acquisition of lands under the Voluntary Bog Purchase Scheme (scheme now closed to new applicants).
• Implementation of the compensation scheme and appeals mechanism arising from refusal of consent for the carrying out of certain activities.
• Designation of areas for nature conservation i.e. Special Protection Areas and Special Areas of Conservation under the EU Birds and Habitats Directives and Natural Heritage Areas under the Wildlife Acts.
• Development and implementation of Peatlands policy.

3. The Science and Biodiversity Branch is responsible for the following:

• Providing high-quality scientific advice to underpin national nature conservation policy and the implementation of national, EU and international obligations in this regard.
• Delivering scientific input to the implementation of the EU Directives, including the Habitats and Birds Directives and, as relevant, the Marine Strategy Framework and Water Framework Directives.
• Providing the scientific basis for nature conservation designations required under EU law and ensuring that national and site specific conservation objectives are put in place for Natura 2000 sites.
• Working with other government departments and agencies in relation to content and delivery of multi-annual operational programmes that are related to biodiversity, including the EMFF and the CAP.
• Conducting scientific monitoring and reporting as required under EU legislation.
• Supplying the scientific inputs necessary to resolve adverse judgements of the Court of Justice of the European Union, or other compliance issues as relevant.
• Manage and provide inputs to EU and international co-funded projects, such as LIFE projects.
• Contribution to the implementation of the National Biodiversity Plan and the National Peatlands Strategy across all sectors in line with agreed priority actions.
• Provision of GIS, data management and other information systems.

4. The Legislation and Licensing Branch is responsible for the following:

• Implementation, and oversight of compliance with the EU Birds and Habitats Directives.
• Provision of advice and guidance regarding adherence to EU and national legislation on wildlife protection and conservation.
• Issuing licenses under the Wildlife Acts.
• Overseeing the development of an NPWS property management system.
• Receipt of planning applications and Strategic Infrastructure Development applications and co-ordination and issue of built and natural heritage observations in the context of the Minister’s role as a statutory consultee within the planning process.
**Gaeltacht Division**
The Gaeltacht Division comprises the following Units:

- Gaeltacht/ Irish language Policy and Islands Policy and Programmes; and
- Irish Language Policy and Programmes (outside the Gaeltacht), Placenames and North South Cooperation Unit (including An Foras Teanga and Waterways Ireland)

**Gaeltacht/Islands Policy and Programmes**
The Gaeltacht/Islands Policy and Programmes Unit is responsible for the following:

- Overseeing the implementation of the 20 Year Strategy for the Irish Language 2010-2030 and Irish Language policy as it pertains to the Strategy.
- Developing and implementing various schemes, initiatives and measures which support the Strategy and the strengthening of the Irish language in the Gaeltacht.
- Funding and oversight of Údarás na Gaeltachta, including compliance with financial and corporate governance requirements.
- Coordinating Beneficiary of the Aran Life Project under the EU’s LIFE programme
- Coordinating the Irish Language Programme Strand as part of the Government’s 2016 Commemoration Programme.
- Overseeing the development of a Cultural Centre at Teach an Phiarsaigh, Rosmuc.
- Developing and implementing various initiatives and measures aimed at supporting the social, cultural and economic development of the islands so that they survive as viable communities.

**Irish Language Policy, Placenames and North South Cooperation Unit**
The Irish Language Policy Placenames and North South Cooperation Unit is responsible for:

- Implementing the Official Languages Act, including the agreement of language schemes with public bodies and related matters.
- Supporting the work of An Coimisinéir Teanga.
- Developing and implementing various schemes, initiatives and measures which support the 20 Year Strategy and the strengthening of the Irish language nationally.
- Overseeing developments in regard to the Irish language in the EU.
- Devising and implementing appropriate arrangements for the provision of Irish language training and accreditation for the Civil Service.
- Researching placenames of Ireland and providing authoritative Irish language forms of those placenames.
- Providing administrative support to the expert placenames committee.
- Provision of funding together with appropriate oversight and engagement with the two agencies of an An Foras Teanga (Foras na Gaeilge and the Ulster-Scots Agency), including in relation to compliance with financial and corporate governance requirements.
- Provision of funding together with appropriate oversight and engagement with Waterways Ireland, including in relation to compliance with financial and corporate governance requirements.
- Promoting North-South co-operation across the full range of departmental activities and liaising with other Departments.
- Maintaining and broadening contact with relevant organisations in Northern Ireland.
Corporate Affairs Division

The Corporate Affairs Division comprises three Units:

Accounts, Finance, Evaluation and IT;
Human Resources; and
Corporate Governance and Services.

Accounts, Finance, Evaluation and IT
The Finance, Evaluation and IT Unit is responsible for the following:

- Management of the Department's financial resources and upgrading of financial systems.
- Preparation of the Annual Estimates for the Department's Vote and monitoring of Departmental expenditure.
- Preparation of annual Appropriation Accounts.
- Issuing guidance on procurement and preparation of the Department's return under Circular 40/02.
- Managing Value for Money Reviews and Focussed Policy Assessments.
- Coordination of the Department's Quality Assurance process in line with the requirements of the Public Spending Code.
- Management and maintenance of the Department's IT infrastructure, systems and services, including matters relating to the Department’s corporate web presence and developmental support in relation to other Departmental websites.
- Development and implementation of governance arrangements for IT shared service services as necessary.

Human Resources
The Human Resources Unit is responsible for the following:

- Management of the personnel service for the Department's staff and provision of support for line managers with regard to personnel issues, including transition to HR Shared Services (PeoplePoint).
- Supporting staff training and development arising from identified departmental objectives and the implementation of PMDS.
- Implementation of programme of change and renewal as outlined in Civil Service Renewal Plan, including workforce planning.
- Provision of supporting personnel services to the management of the National Museum of Ireland.
- Implementation of procedures in relation to Ministerial appointments to state boards.
- Implementation of procedures for bodies under the aegis of the Department under new Staffing Resource Management Framework/Delegated Sanction arrangements.
Corporate Governance and Services
The Corporate Governance and Services Unit is responsible for the following:

- Implementing enhanced corporate governance structures within the Department and promoting enhanced corporate governance arrangements among those bodies funded from the Department's Vote.
- Progressing the Public Service Reform Programme across the Department and promoting the implementation of the Public Service Reform Programme among those bodies under the aegis of the Department.
- Co-ordinating the Department’s response to Government in relation to the Department's obligations in respect of the Programme for Government, the Action Plan for Jobs, the Public Service Management Act and other Inter-Departmental policy areas.
- Supporting the work of the National Famine Commemoration Committee including the organising of the annual National and International Famine Commemorations.
- Provision of staff accommodation, and maintenance and security of the Department's buildings.
- Supply and delivery of the Department’s needs in terms of office supplies and services.
- Maintenance of the Department's asset register.
- Developing and overseeing implementation of the Department's workplace health and safety policies in line with relevant legislation.
PART THREE

Assignments
Under the powers vested in me as Secretary General, under section 4 (1) of the Public Service Management Act 1997, I hereby make the following assignments:

Heads of Division
Overall management of the Arts Division and of policy and operational matters arising Feargal Ó Coigligh Assistant Secretary
Overall management of the marketing, public engagement and communication elements of the Ireland 2016 Programme John Concannon Director
Overall management of the Heritage Division and of policy and operational matters arising Niall Ó Donnchú Assistant Secretary
Overall management of the Gaeltacht Division and of policy and operational matters arising Máire Killoran Director
Overall management of Corporate Affairs Division and of policy and operational matters arising Brian Ó Raghallaigh Assistant Secretary

Assistant Secretaries and Directors
Responsibility at Assistant Secretary and Director level shall comprise:

- supporting the Secretary General and others members of the management team to ensure that the Department meets its overall objectives and aims;
- advising the Secretary General, the Ministers and Government, as appropriate, on strategic direction, the formulation of policy and the implementation of relevant Government policies;
- preparing the relevant elements of the Statement of Strategy and associated progress reports for approval by the Secretary General, the Minister and the Ministers of State;
- the achievement of objectives relevant to the Division (as specified in the Department's Statement of Strategy 2015-2017 and its successors) and managing work to that end, ensuring delivery (within the limits of resources provided) of the outputs determined by the Minister, Ministers of State and the Secretary General;
- overseeing preparation of Business Plans within the Division and providing quarterly status updates in relation to Business Plans to the Management Board through the Corporate Governance Section;
- managing the overall performance of the Division, including overseeing the assignment of specific responsibilities to individual officers or groups of officers within the area, ensuring the Performance Management and Development System is implemented in the area and that the day-to-day business of the area is managed effectively;
- ensuring the proper use of resources in the Division, including effective financial management, and the provision of cost-effective public services appropriate to the area;
ensuring the maintenance of appropriate systems and structures to support the work of the Division;

taking appropriate steps to ensure the effective management of risk in the Division;

ensuring the co-ordination and alignment of the Division's activities with those of other Divisions within the Department and between areas within the Division, as appropriate;

participation on the Management Board and other internal management groups, as arranged and required from time to time;

communicating effectively to relevant stakeholders, both internally and externally, including appearing at relevant speaking engagements and contributing to dialogue with other Departments, representative bodies and interested organisations, as well as at EU and international forums, on departmental matters and strategic developments.

Principal Officers

Responsibility at Principal level shall comprise:

- supporting the wider management team to achieve the overall objectives of the Department;
- strategic planning for the Unit in line with the relevant Departmental strategic objectives;
- the provision of policy advice to senior managers, the Minister and Ministers of State, as appropriate;
- implementation by the Unit of relevant policies in accordance with Government/Ministerial guidelines and directives;
- acting to achieve, as far as possible, objectives relevant to the Unit (in accordance with business plans and the Department's revised Statement of Strategy 2015-2017 and its successors) and monitoring progress to that end;
- managing the day-to-day business of the Unit and overseeing the assignment of specific responsibilities to individual officers or groups of officers within the Unit;
- promoting the effective performance of staff up to and including Assistant Principal and equivalent, including implementation of the Performance Management and Development System in the Unit and ensuring the proper development of staff in the Unit through formal training, coaching, etc;
- the maintenance of appropriate systems and structures to support the work of the Unit;
- taking appropriate steps to ensure the effective management of risk in the Unit;
- ensuring the proper use of resources, including effective financial management, and the provision of cost-effective public services appropriate to the Unit;
- co-ordinating the Unit's activities with those of other Units and Departments;
- participation on relevant internal management groups and sub-committees, where required.

The specific responsibilities assigned to each officer at Assistant Secretary/ Director and Principal levels are set out in the following pages.
## Arts Division

<table>
<thead>
<tr>
<th>Function</th>
<th>Officer</th>
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<tbody>
<tr>
<td>Responsibility at Assistant Secretary level for promoting and developing Ireland's artistic and creative strengths at home and abroad and to maximise their societal, economic and reputational value for the country.</td>
<td>Feargal Ó Coigligh Assistant Secretary</td>
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<tr>
<th>Function</th>
<th>Officer</th>
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<tbody>
<tr>
<td>Responsibility at Director level for leading and co-ordinating on the marketing, public engagement and communication elements of the Ireland 2016 Programme.</td>
<td>John Concannon Director</td>
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<table>
<thead>
<tr>
<th>Responsibility at Principal level for:</th>
<th>Mary Nash Principal Officer</th>
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<tbody>
<tr>
<td>• Developing policy in relation to arts and music.</td>
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<td>• Promoting and developing access to, and participation in, the arts.</td>
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<tr>
<td>• Funding, oversight and policy engagement with the National Archives and the National Library.</td>
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<tr>
<td>• Funding, oversight and policy engagement with the Arts Council and the Irish Film Board.</td>
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<tr>
<td>• Developing, monitoring and evaluating an integrated policy for the sustainable development of the Irish film industry.</td>
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<td>• Operating and monitoring, in co-operation with the Revenue Commissioners, the tax-based incentive scheme for investment in film production in Ireland under section 481 of the Taxes Consolidation Act 1997, as amended.</td>
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<tr>
<td>• Management of arts and cultural capital grant schemes.</td>
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<tr>
<td>• Management of cultural development subhead.</td>
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<tr>
<td>• Interaction with the EU and Council of Europe on matters relating to film and television production.</td>
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<tr>
<td>• Participation at Europeana.</td>
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</tbody>
</table>
Responsibility at Principal level for:

- Funding, oversight and policy engagement with the National Museum of Ireland, National Concert Hall, National Gallery of Ireland, Irish Museum of Modern Art, Chester Beatty Library and Crawford Art Gallery.
- Work on implementation of the Government decision on reform in relation the national cultural institutions.
- Funding for certain cultural projects with a regional element, including the Regional Museums Project, Mobility of Collections Scheme, North South Co-operation Scheme, Festivals and Summer Schools.
- Development of certain projects which enhance Ireland’s cultural patrimony, including Culture Night, Regional Culture Night and International Week of Irish Culture.
- National genealogy policy.

Management of the Crowley Bequest.

Provision of a National Cultural Policy “Culture 2025”.

Oversight and funding of digitisation projects and digitisation policy for the national cultural institutions.

Contribute towards the promotion of cultural tourism countrywide, in co-operation with national and local authorities and other partners.
Responsibility at Principal level for leading, advising and co-ordinating the planning of commemorative events connected with the significant centenaries that arise between 2012 and 2022, including leading the co-ordination, development and delivery of the Ireland 2016 Programme.

Supporting and contributing to the work of the Cabinet Committee on the 1916 Commemorations, the Oireachtas All-Party Working Group on Commemorations and the Expert Advisory Group on Commemorations.

Provision and oversight of financial support to commemorative projects.

Co-ordinating other anniversaries as appropriate in the arts and cultural sectors.

<table>
<thead>
<tr>
<th>Sinead Copeland</th>
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<tr>
<td>Principal Officer</td>
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</table>

Responsibility at Principal level for promoting Irish arts worldwide.

Creating and supporting opportunities for Irish artists and companies to present and promote their work at strategic international festivals and venues.

Developing platforms to present outstanding Irish creative work to international audiences through showcases at key global arts events, including the Edinburgh Festival and Venice Biennale, as well as through special initiatives.

Liaising with the Global Economic Forum.

Delivery of international commemorative programme for Ireland 2016.

Developing policy in relation to arts and education.


UNESCO Dublin City of Literature.

UNESCO City of Film.

Meet Ireland's obligations at EU level, including the Council of Culture Ministers and the Cultural Affairs Committee.

Co-operation with British /Irish Council in relation to Creative Industries Work Sector.

Maintenance of a Creative Desk structure under the under the EU Creative Europe Programme.

EU Capital of Culture -competition management.

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<tr>
<th>Christine Sisk</th>
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<tr>
<td>Principal Officer</td>
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17
# Heritage Division

<table>
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<tr>
<th>Function</th>
<th>Officer</th>
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<tbody>
<tr>
<td>Responsibility at Assistant Secretary level for the conservation and</td>
<td>Niall Ó Donnchú</td>
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<tr>
<td>management of our unique heritage for the benefit of present and future</td>
<td>Assistant Secretary</td>
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<tr>
<td>generations, as a support to economic development and sustainable</td>
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<td>employment, and in compliance with legal obligations.</td>
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<td>Martin Colreavy</td>
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<td>Responsibility at Principal level for developing, promoting and</td>
<td>Principal Advisor</td>
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<td>implementing policies and legislation, including an administrative</td>
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<td>framework for the protection of architectural heritage.</td>
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<td>Promoting best practice in modern architecture and urban design.</td>
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<td>Promoting increased public awareness and appreciation of our national</td>
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<td>built heritage and ensuring our built heritage is conserved, managed and</td>
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<td>planned for effective, sustainable management of our heritage resources.</td>
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<td></td>
<td>Terry Allen</td>
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<td>Responsibility at Principal level for conserving and managing our</td>
<td>Principal Officer</td>
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<td>heritage through the provision of an appropriate administrative, policy</td>
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<td>and legislative framework to protect our archaeological heritage, while</td>
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<td>promoting increased public awareness and appreciation of that heritage.</td>
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<td>Provision of general information in relation to the archaeological</td>
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<td>heritage of Ireland.</td>
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<td></td>
<td>John Fitzgerald</td>
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<td>Responsibility at Principal level for the oversight of compliance with</td>
<td>Principal Officer</td>
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<td>EU Birds and Habitats Directives and the provision of advice and</td>
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<td>guidance on adherence to EU and national legislation on wildlife</td>
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<td>protection and conservation.</td>
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<td>Management of licensing under the Wildlife Acts, the development of an</td>
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<td>NPWS property management system and the co-ordination of</td>
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<td>observations relating to heritage by the Minister on relevant planning</td>
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<td>applications.</td>
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<td>Responsibility at Principal level for the management and development</td>
<td>Trevor Donnelly</td>
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<td>of the State's national parks and nature reserves for conservation</td>
<td>Principal Officer</td>
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<td>purposes.</td>
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<tr>
<td>Provision of public access to and enjoyment of the national parks and</td>
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<td>nature reserves; strategic consideration/management of regional operations.</td>
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<tr>
<td>Management of NPWS allocations.</td>
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</tbody>
</table>
Responsibility at Principal level for the designation of areas for nature conservation under the EU Birds and Habitats Directives and the Wildlife Acts, together with the administration of appropriate site protection and appeals mechanisms.

Operation of the Cessation of Turf-cutting Compensation Scheme and provision of central support in the context of the relocation of turf cutters to non-designated bogs.

Co-ordination of responses to infringement cases regarding the EU Habitats Directive

Development and implementation of Peatlands policy

Responsibility at Principal level for provision of high-quality scientific advice to underpin national nature conservation policy and the implementation of national, EU and international obligations in this regard.

Working with other government departments and agencies in relation to content and delivery multi-annual operational programmes that are related to biodiversity, including the EMFF and the CAP.

Conducting scientific monitoring and reporting as required under EU legislation.

Supplying the scientific inputs necessary to resolve adverse judgements of the Court of Justice of the European Union, or other compliance issues as relevant.

The management and provision of inputs to EU and international co-funded projects, such as LIFE projects.

Contributing to the implementation of the National Biodiversity Plan and the National Peatlands Strategy across all sectors in line with agreed priority actions.

The provision of GIS, data management and other information systems.
Gaeltacht Division

**Function**

Responsibility at Director level for the support of the Irish language, the strengthening of its use as the principal community language of the Gaeltacht, North-South co-ordination, including Waterways Ireland and assistance in relation to the sustainable development of island communities.

Responsibility at Principal level for overseeing the implementation of the 20 Year Strategy for the Irish Language 2010-2030 and Irish Language policy under the Strategy.

Funding, oversight and policy engagement with Údarás na Gaeltachta, including in relation to compliance with financial and corporate governance requirements.

Coordinating Beneficiary of the Aran Life Project under the EU’s LIFE programme

Coordinating the Irish Language Programme Strand as part of the Government’s 2016 Commemoration Programme

Overseeing the development of a Cultural Centre at Teach an Phiarsaigh, Rosmuc.

Development and implementation of schemes, initiatives and measures which support the Strategy and the strengthening of the Irish language in the Gaeltacht.

Development and implementation of initiatives and measures aimed at supporting the social, cultural and economic development of the islands so that they survive as viable communities.

Responsibility at Principal level for oversight of the Official Languages Act 2003, including legislative amendments and progressing policy initiatives.

Supporting the work of An Coimisinéir Teanga.

Managing the Irish Language Support Schemes (outside of Gaeltacht).

Developing and implementing a digital strategy for the Irish language.

Devising and implementing appropriate arrangements for the provision of Irish language training and accreditation for the Civil Service.

Overseeing developments in regard to the Irish language in the EU.Funding, oversight and policy engagement with the two agencies of An Foras Teanga (Foras na Gaeilge and the Ulster-Scots Agency) and with Waterways Ireland, including in relation to compliance with financial and corporate governance requirements.

Advancing the level of North-South co-operation across the full range of departmental activities and broadening contact with relevant groups and organisations in Northern Ireland.

**Officer**

Máire Killoran
Director

Beirtí Ó hAinmhire
Principal Officer

Séamus Mac Giolla Chomhaill
Principal Officer
Responsibility for overseeing the work of the Acting Chief Placenames Officer in researching the placenames of Ireland and providing authoritative Irish language forms of those placenames, as well as providing administrative support to the Placenames Committee.

Corporate Affairs Division

Function

Responsibility at Assistant Secretary level for the overall management of human resources; training and development; corporate governance; the Department's overall Reform Programme; overall management of financial resources; IT; VFM and Facilities Management.

Brian O Raghallaigh
Assistant Secretary

Responsibility at Principal level for preparation of the Annual Estimates for the Department's Vote, Appropriation Accounts and the monitoring of departmental expenditure, including in relation to the Environment Fund.

Preparation of annual Appropriation Accounts and production of the Department/Sectoral Plan in line with the Medium Term Economic Strategy.

Management of the Financial Management System, including participation in the development and implementation of new shared service arrangements.

Issuing guidance on procurement and preparation of the Department's return under Circular 40/02.

Managing Value for Money Reviews and Focused Policy Assessments

Coordination of the Department's Quality Assurance process in line with the requirements of the Public Spending Code

Management and maintenance of the Department's IT infrastructure, systems and services, including matters relating to the Department’s corporate web presence and developmental support in relation to other Departmental websites.

Conor Falvey
Principal Officer

Responsibility at Principal level for the management of the personnel service for the Department's staff and provision of support for line managers with regard to personnel including transition to HR Shared Services (PeoplePoint).

Supporting staff training and development arising from identified departmental objectives and the implementation of PMDS.

Implementation of programme of change and renewal as outlined in Civil Service Renewal Plan including workforce planning.

Provision of HR support to the National Museum of Ireland.

Implementation of procedures in relation to Ministerial appointments to state boards.

Catriona Ryan
Principal Officer
Implementation of procedures for bodies under the aegis of the Department under new Staffing Resource Management Framework/Delegated Sanction arrangements.

Implementing enhanced corporate governance structures within the Department and promoting enhanced corporate governance arrangements among those bodies funded from the Department's Vote.

Progressing the Public Service Reform Programme across the Department and promoting the implementation of the Public Service Reform Programme among those bodies under the aegis of the Department.

Co-ordinating the Department’s response to Government in relation to the Department's obligations in respect of the Programme for Government, the Action Plan for Jobs, the Public Service Management Act and other Inter-Departmental policy areas.

Supporting the work of the National Famine Commemoration Committee including the organising of the annual National and International Famine Commemorations


The planning, delivery and management of the Department’s accommodation needs, including overseeing maintenance and facilities management in all offices.

Supply and delivery of the Department’s needs in terms of office supplies and services.

Developing and overseeing implementation of the Department's workplace health and safety policies in line with relevant legislation

Management of the Department’s asset register.

The promotion of external service delivery channels where appropriate.

John Healy
Principal Officer
The Press Office, Office of the Minister and Offices of the Ministers of State

<table>
<thead>
<tr>
<th>Function</th>
<th>Officer</th>
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<tbody>
<tr>
<td>Responsibility for managing the Department’s communications, including media queries regarding the Minister, Ministers of State or the Department from the media, as well as members of the public, and developing effective methods to disseminate information through traditional and modern media.</td>
<td>Micheál Ó Conaire, Press Officer¹</td>
</tr>
<tr>
<td>Liaising with the Ministers, and their advisers; colleagues throughout the Department; agencies under the aegis of the Department; the Government Information Service and other Government Departments, in relation to media and communications issues.</td>
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<tr>
<td>Assisting officials prior to media engagements.</td>
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<td>Organising press events to inform the press and public on departmental matters.</td>
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<tr>
<td>Making necessary arrangements in association with the Ministers' private offices for public events at which the Minister or Minister of State is speaking, including drafting and editing of briefs, speeches and press releases for the Minister(s).</td>
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<tr>
<td>Editorial control of the Department’s website.</td>
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<tr>
<td>Monitoring media reports and feedback on the Department.</td>
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<tr>
<td>Responsibility for management of the Minister’s Office, coordinating and managing interaction with the senior management team and monitoring correspondence and interaction with Government.</td>
<td>Nessa Foley, Private Secretary²</td>
</tr>
<tr>
<td>Responsibility for management of the Minister of State’s Office, coordinating and managing interaction with the senior management team and monitoring correspondence and interaction with Government.</td>
<td>Noeleen Fagan, Private Secretary³</td>
</tr>
</tbody>
</table>

SIGNED:

Seosamh Ó hÁghmaill

Seosamh Ó hÁghmaill
Secretary General
Department of Arts, Heritage and the Gaeltacht

DATE: 5 November 2015

¹ Reporting to Corporate Governance
² Reporting to Corporate Governance
³ Reporting to Corporate Governance