

**The National Gallery of Ireland
Freedom of Information Act 2014 Publication Scheme
Updated March 2017**

Tab 1: Information about the Gallery

A Establishment

The National Gallery of Ireland (the **Gallery**) is Ireland's major national cultural institution devoted to the collection and care of fine art. The Gallery was established by an Act of Parliament in August 1854. Since then, there have been a number of subsequent amending acts providing for the administration of the Gallery, the most recent of which is the National Cultural Institutions Act, 1997. Links to the key acts governing the Gallery can be found below:

- National Gallery of Ireland Act 1854:

http://www.irishstatutebook.ie/eli/1854/act/99/enacted/en/html?q=National+Gallery+of+Ireland+Act+1854&search_type=all

- National Gallery of Ireland Act 1855:

http://www.irishstatutebook.ie/eli/1855/act/44/enacted/en/html?q=National+Gallery+of+Ireland+Act+1855&search_type=all

- National Gallery of Ireland Act 1928:

http://www.irishstatutebook.ie/eli/1928/act/20/enacted/en/html?q=National+Gallery+of+Ireland+Act&search_type=all

- National Gallery of Ireland Act 1963:

http://www.irishstatutebook.ie/eli/1963/act/5/enacted/en/html?q=National+Gallery+of+Ireland+Act&search_type=all

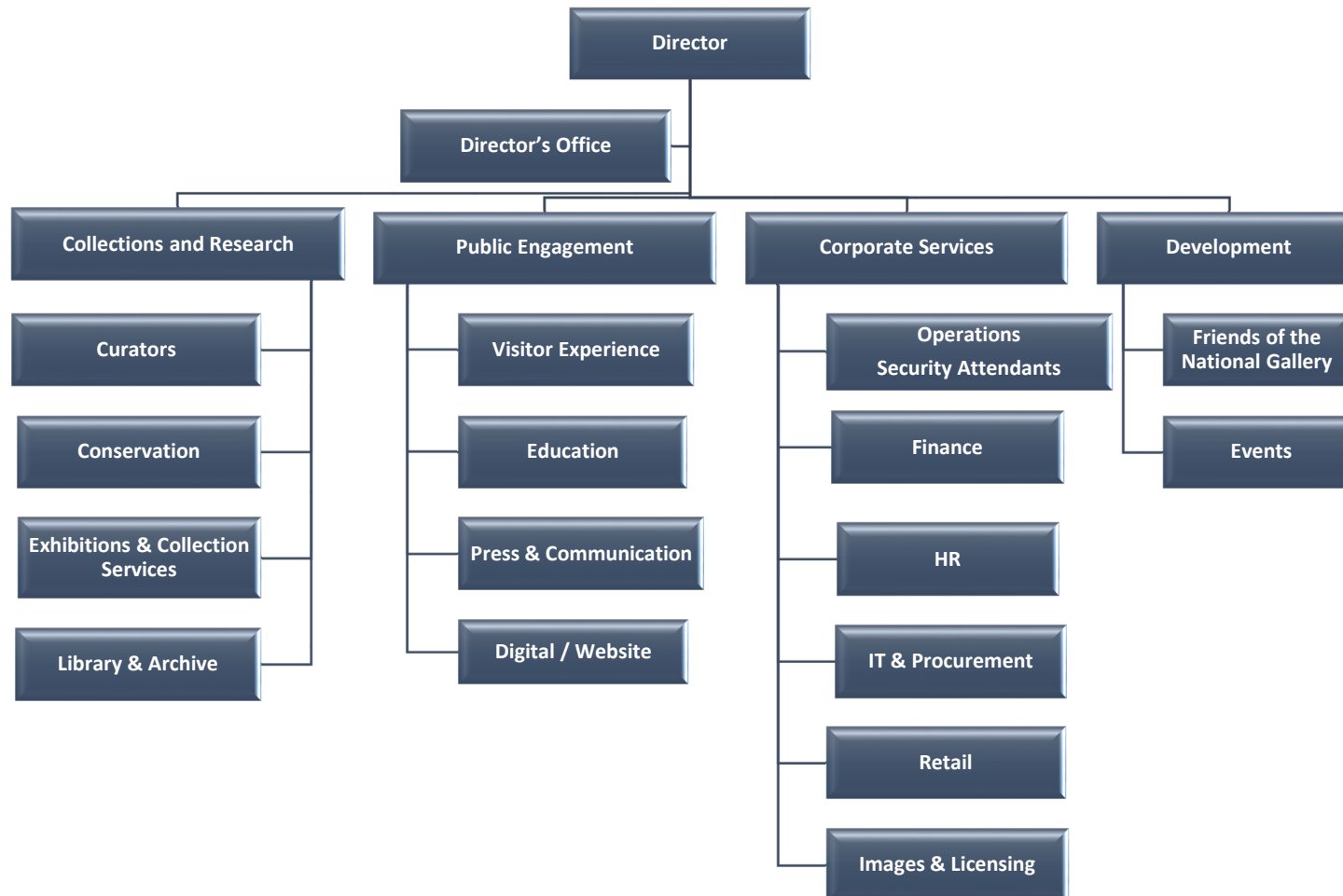
- National Cultural Institutions Act 1997:

http://www.irishstatutebook.ie/eli/1997/act/11/enacted/en/html?q=national+cultural+institutions+act&search_type=all

An autonomous National Cultural Institution, the Gallery operates under the aegis of the Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs. The mission of the Gallery is to care for, interpret, develop and showcase art in a way that makes the Gallery an exciting place to visit. The Gallery employs more than 100 staff and provides free access to the public 361 days a year.

B Roles, Responsibilities and Functions

The activities of the Gallery are provided by four key divisions: (a) Collections and Research, (b) Public Engagement, (c) Corporate Services and (d) Development. The Gallery's organisational structure is set out below:



Director and Director's Office

Under its statutes, the affairs of the Gallery are entrusted to the Board of Governors & Guardians (the **Board**). The Board is responsible for policy and oversight of the Gallery. The statutes provide for a post of a Director, who is appointed by the Board, and is responsible for the operation of the institution. Mr. Sean Rainbird is the current Director. The Director's Office acts as an administrative support to the Director and the Board (Tel: + 353 1 6633502; Email: directorsoffice@ngi.ie).

Collections and Research

This division is made up of the Curatorial, Conservation, Registrar, Exhibitions & Collection Services and Library & Archives Departments. A brief summary of the role and responsibility of each of these Departments, together with contact details, can be found here: <https://www.nationalgallery.ie/collections-and-research>

Public Engagement

This division is made up of the Visitor Experience, Education, Press and Communication and Digital/Website Departments. You can find out more about the individual departments [here](#).

- a) **Visitor Experience**
- b) **Education**
- c) **Press and Communication**
- d) **Digital/Website**

Corporate Services

This division is made up of the Building Operations, Security, Finance, Human Resources, IT and Procurement, Retail and Images and Licensing Departments. A brief summary of the role and responsibility of each of these Departments, together with contact details, can be found here.

Development

This division is made up of the Development, Friends of the National Gallery and Events Departments. A brief summary of the role and responsibility of each of these Departments, together with contact details, can be found [here](#).

- a) **Development**
- b) **Friends of the National Gallery**
- c) **Events**

C Classes of Records Held by the Gallery

The Gallery holds an extensive [library and several archives](#) and an art collection that is comprised of over 16,000 paintings, drawings, sculpture and objets d'art, including masterpieces by many of the most celebrated figures in the history of western European art, from the Middle Ages up to the mid-twentieth century. It also holds administrative records including letters, images, photos, legislation, minutes, reports and emails.

D Governance Arrangements

Administration of the Gallery is vested in the Board. Board members' duties and obligations are wide-ranging and arise under statute, including the National Gallery of Ireland Acts, under the Gallery's Byelaws (accessible [here](#)), the Code of Practice for the Governance of State Bodies (2016) and common law. The current membership of the Board and short bios can be accessed [here](#).

E Corporate Plans and Strategies

The Gallery's current Strategic Plan (2016-2018) can be accessed [here](#).

F Annual Reports

Copies of the Gallery's annual reports from 2002 onwards are available [here](#).

G Organisation and Pay/Grading Structures

The organisational structure of the Gallery is set out above (see (B)). The core activities of each of its key divisions are:

<p>Collections and Research</p> <ul style="list-style-type: none">• To display the collection and create a programme of temporary exhibitions• To care for, research and safeguard the national art collection• To manage and expand the collection actively so that it is relevant and accessible	<p>Marketing and Public Engagement</p> <ul style="list-style-type: none">• To engage the Gallery's visitors (on site, online and through outreach education programmes, tours and lectures)• To ensure that the impact on our visitors is positive and permeates all work in the Gallery via effective marketing strategies• To align strategic goals with visitor and audience research, community trends and best practice to promote increased footfall, visitor satisfaction and loyalty• To inspire and promote engagement in art
<p>Corporate Services</p> <ul style="list-style-type: none">• To foster an effective and motivated workforce• To ensure appropriate systems, processes and structures are in place	<p>Development</p> <ul style="list-style-type: none">• To expand the Gallery's resources, accessibility and sustainability through active collaboration• To expand Gallery fundraising through taxation incentives and active partnerships

<ul style="list-style-type: none"> To maximise the use of existing Gallery buildings during and after the current refurbishment and ensure readiness for Phase 4 of the Gallery's Master Development Plan. 	
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The Gallery organisational structure is aligned to the civil service grade and pay scales. These include:

- Professional Grades and Pay Scales - Principal / Assistant Principal / Higher Executive / Executive / Clerical Officers
- Technical / Engineering Grade and Pay Scales - Assistant Keeper (I, II), Library Assistant
- State Industrial Pay Scales.

The relevant pay scales are sourced from the Department of Public Expenditure and Reform and all employees comply with directives outlined in relevant circulars or pay agreements.

The table below outlines the grading of staff within each core activity at the Gallery¹.

Core Department	Professional and Technical Civil Service grade / Pay scales
Director's Office	Professional grade and pay scales
Collections and Research	Professional and Technical grades and pay scales
Public Engagement	Professional grade and pay scales
Corporate Services	Professional grade and pay scales State Industrial pay scales
Development	Professional grades

¹ This table provides a general overview of the grading and pay scales in the Gallery as publication of specific details could lead to identification of individual staff members' pay.

H Location and Contact Details

The Gallery is located at Merrion Square West, Dublin 2. The address for correspondence is 89 Merrion Square West, Dublin 2. The main contact points and addresses for each of the Gallery's organisational divisions and departments can be found above (see "Organisational Structure").

For information on Freedom of Information, see <https://www.nationalgallery.ie/policies-and-reports>

The Press & Communications Office is responsible for the provision of information to the media and to the public. See <https://www.nationalgallery.ie/what-we-do/press-room>

For general enquiries, see <https://www.nationalgallery.ie/contact-us>

I Links to Other Bodies under the Gallery's remit

Friends of the National Gallery of Ireland also falls under the Gallery's remit. See <https://www.nationalgallery.ie/friends>

J Details of Service Level Agreements

There is a service level agreement (**SLA**) in place between the Gallery and the Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs that is renewed on an annual basis. The Department regularly publishes signed versions of its SLAs with the Gallery. See <http://www.ahg.gov.ie/about/organisation-structure/agencies-bodies-under-the-departments-aegis/service-level-agreements/>.

K Customer Charters

The Gallery's Customer Charter can be found [here](#)

L Codes of Practice or Guidelines

The Gallery's other policies are available at <https://www.nationalgallery.ie/policies-and-reports>. The Gallery is also subject to The Code of Practice for the Governance of State Bodies 2016.

Tab 2 - Services Provided to the Public

A Public Services on Offer

The Gallery offers a wide range of services to the public. For an overview of these services, see <https://www.nationalgallery.ie/visit-us>

The Gallery has been delegated authority by the Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs to process export licences for paintings and works on paper executed entirely by hand under the National Cultural Institutions Act, 1997. For queries on export licences, and to obtain precedents of the relevant application forms, please see <https://www.nationalgallery.ie/export-licences-0>

In relation to Freedom of Information requests for records relating to export licence applications, the Gallery's approach is to release only the export licence application number and the date on which the export licence is granted on the basis that all other information contained in such records is exempt from disclosure on the basis that it is (i) information obtained in confidence, (ii) commercially sensitive and/or (iii) personal information. The application of such exemptions is considered on a case-by-case basis. However, it is of significance that the Information Commissioner has recently found strongly in the Gallery's favour in relation to its decision to refuse access to exempt information contained in records pertaining to export licences sought under FOI.

Links to the decisions, which set out at length the reasons and justifications for such refusal, can be found here:

- <http://www.oic.gov.ie/en/Decisions/Decisions-List/Mr-X-The-Sunday-Times-and-The-National-Gallery-of-Ireland-FOI-Act-2014-.html>
- <http://www.oic.gov.ie/en/Decisions/Decisions-List/Mr-X-and-the-National-Gallery-of-Ireland-FOI-Act-2014-.html>.

In light of these decisions, Freedom of Information requests for records pertaining to export licences will likely be treated by the Gallery in a similar manner to the requests under scrutiny in those decisions.

B Access to Services

Details of how the public services can be accessed are available at: [\[update with link to new Facilities section of website\]](#). Up-to-date listings of upcoming events at the Gallery can be found at: [\[update with link to new What's On section of website\]](#), and in *Gallery News*; see [\[update with link to new Gallery News section of website\]](#).

C Cost of Services

The vast majority of services offered by the Gallery are free. Some temporary exhibitions and workshops may incur a small fee. Fees will also be charged for venue hire (see: [\[update with link to new venue hire section of website\]](#) and for items purchased in the Gallery shop and café and for images purchased via the Gallery's e-commerce website (see: [\[update with link to new www.nationalgalleryimages.ie\]](#)). These charges will vary depending on the service offered.

D Administration of Services

See above under "*Public Services on Offer*".

E Review or Appeal Rights for Services

The Gallery aims to provide the services it offers in compliance with its Customer Charter ([\[update with link to Customer Charter \(Visitor Experience to provide\)\]](#).) and ensure that members of the public are dealt with sympathetically, efficiently and promptly. If a member of the public wishes to leave feedback in respect of any service offered by the Gallery, including service levels, facilities, events, access issues and visitor care, they can:

- contact Visitor Services by email on either visitorexperience@ngi.ie or info@ngi.ie ;
- fill out one of the comment cards that are available in the Gallery; or
- leave their contact details with Visitor Experience, who will then contact them directly.

The Gallery endeavours to acknowledge all feedback received within 3 days and send a response within 20 days.

F Research Projects Undertaken in Respect of Services

N/A

Tab 3 - Decision Making Process for Major Policy Proposals

A Major Policy Proposals/Public Consultation Exercises

The Gallery made a submission to the Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs in response to its *Culture 2025* proposal.

B Background Information relating to Major Policy Proposals and Decisions

The Gallery will consider on a case-by-case basis whether it will make submissions in relation to major policy proposals or as part of public consultation exercises. Where the proposal or consultation relates to an area of significance for the Gallery, the Gallery will contribute as it sees fit, with input from its Board. An example of this, as noted above, is the Gallery's recent submission on *Culture 2025*, which was made in response to a consultation document published by the Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs: http://www.chg.gov.ie/app/uploads/2015/09/culture2025_english_irish1.pdf

The aims and objectives set out in the Gallery's Strategic Plan 2016-2018 will also be taken into account by it when considering whether to participate in major policy proposals or public consultation exercises.

The Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs has published its Statement of Strategy for 2015 -2017: <http://www.ahg.gov.ie/app/uploads/2015/07/statement-of-strategy-2015-2017-english-version.pdf>. In carrying out its activities and its own Strategic Plan, the Gallery aims to assist the Department in achieving its goals for arts and culture, as set out therein.

C Reports on the Operation of Public Services by the Gallery

Copies of the Gallery's annual reports from 2002 onwards are available [here](#)

D Expenditure Reviews/Policy Assessments

N/A

Tab 4 - Financial Information

A Financial Statements

Copies of the Gallery's annual reports from 2002 onwards, which include audited financial statements, are available [here](#)

B Plans for Major Capital Expenditure

Phases 1 to 3 of Master Development Project for the Gallery (**MDP**) are now complete - <https://www.nationalgallery.ie/press-release-1462017> Submissions have been made to the Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs in relation to the next phase of the MDP, Phase 4.

C Payments or Purchase Orders for Goods and Services

Details of payments or purchase orders for goods and services of more than €20,000 are provided on a quarterly basis. <https://www.nationalgallery.ie/financial-reports>

D Governance Board Member Remuneration

Members of the Board do not receive remuneration for their service on the Board. Vouched travel and subsistence expenses are reimbursed to Board members. Cumulative expenses reimbursed to the Board during 2016 totalled €3,589.

E Funding/Sponsorship of Non-Public Bodies

N/A.

Tab 5 - Procurement

A Procurement Policies

Available here

B Current Tender Competitions on eTenders website

Details of current tender competitions over €25,000 for all other competitions are available on www.etenders.gov.ie.

C Public Contracts Awarded

Details, in tabular form, of public contracts awarded for values over €25,000 (exclusive of VAT) are provided on a quarterly basis, including:

- Whether this is an award for a single contract or an award from a framework
- Name of winning contractor and legal address
- Value of the contract (exclusive of VAT)
- Type of Contract (works, supplies, services)
- Contract Award Date
- Duration of contract in months
- Brief description of contract.

<https://www.nationalgallery.ie/financial-reports>

Tab 6 - FOI Disclosure Log and Other Information to be Published Routinely

A FOI Disclosure Log

A disclosure log is published annually giving details of non-personal, valid requests received by the Gallery, including, in respect of each request:

- Date of request
- Category of requester
- Description of the request (categories of records sought)
- Decision made: whether it was granted in whole or in part, or refused
- Date of release.

2016					
Reference	Date of Request	Category of Requester	Description of Request (Categories of Records Sought)	Decision	Date of Release
FOI 1001 2016	18 January 2016	Non-personal	2015 board minutes	Granted in part	11 February 2016
FOI 1002 2016	11 April 2016	Non-personal	Export licences (start of 2015 to date)	Granted in part	9 May 2016
FOI 1003 2016	29 April 2016	Non-personal	Export licences (start of 2016 to date)	Granted in part	27 May 2016
FOI 1004 2016	8 July 2016	Non-personal	Export licences (1 July 2015 to date)	Granted in part	5 August 2016
FOI 1005 2016	8 July 2016	Non-personal	Details of payments for translation services (1 January 2013 - 31 December 2015)	Granted in full	2 August 2016

FOI 1006 2016	22 September 2016	Non-personal	Correspondence between Director's Office and certain named individuals between 1 January 2010 and 1 January 2011 to date	Refused on administrative grounds	20 October 2016
FOI 1007 2016	27 October 2016	Non-personal	Records re acquisition of paintings from Beit collection from 2015 to date	Granted in part	25 November 2016
FOI 1008 2016	8 November 2016	Non-personal	Records re donation of 'Head of a Bearded Man' by Peter Paul Rubens	Granted in part	25 November 2016
FOI 1009 2016	8 November 2016	Non-personal	Records re donation of 'A Village Kermesse near Antwerp' by David Teniers II	Granted in part	25 November 2016

B Reports

Copies of the Gallery's annual reports from 2002 onwards are available [here](#).

C Commercial Publications and Charges

Commercial publications are available in the Gallery Bookshop. The following publications were available as at 1 March 2017:

Title	RRP
Jules Breton Catalogue	€30.00
NGI Summary Catalogue of Paintings	€30.00
Illustrated Catalogue of Drawings, Watercolours and Miniatures (hardback)	€50.00

Title	RRP
Illustrated Catalogue of Drawings, Watercolours and Miniatures (paperback)	€30.00
Index of Exhibitions	€6.00
German Paintings in the NGI	€5.00
Illustrated Catalogue of Prints & Sculptures	€50.00
Spanish Paintings in the NGI	€45.00
<i>Irish Watercolour & Drawings</i>	€32.00
<i>Art In Transition</i>	€2.00
<i>Sir Denis Mahon Bequest</i>	€5.00
<i>Irish Paintings In the NGI</i>	€70.00
<i>Treasures to Hold NGI (paperback)</i>	€25.00
<i>Treasures to Hold NGI (hardback)</i>	€50.00
<i>NGI Exhibition Guide: Monet</i>	€15.00
<i>American Beauty</i>	€20.00
<i>NGI Essential Guide: 2008 Edition</i>	€20.00
<i>NGI Companion Guide</i>	€9.95
<i>Ducros</i>	€10.00
<i>New Frontiers Catalogue</i>	€10.00
<i>Story of the NGI 1854-2004</i>	€49.95
<i>German Dream</i>	€30.00
<i>A Time And A Place</i>	€9.95
<i>Portrait Heads: Le Brocquy</i>	€10.00
<i>Drawing Studies: A Celebration</i>	€6.00
<i>Paintings From Poland</i>	€17.00
<i>Revelation</i>	€2.00
<i>Impressionist Interiors</i>	€15.00
<i>Hamilton: A Life In Pictures</i>	€7.95

Title	RRP
<i>Northern Stars & Southern Light</i>	€19.95
<i>Taking Stock</i>	€19.95
<i>Metsu Catalogue Paperback</i>	€29.95
<i>Works Of Turner at the NGI</i>	€14.95
<i>Sketchbooks of Jack B Yeats</i>	€19.95
<i>Irish Artists in France</i>	€9.95
<i>Exploring Childhood at NGI</i>	€9.95
<i>West of Ireland Paintings at NGI</i>	€9.95
<i>Hennessy Portrait Prize 2014</i>	€5.00
<i>Sean Scully at the NGI</i>	€14.95
<i>Views Of Rome</i>	€19.00
<i>Uniform: A Collaboration with Jackie Nickerson</i>	€12.95
<i>From The Archive - Yeats</i>	€4.00
<i>Treasured Sheets Brochure</i>	€2.00
<i>NGI World of Performance</i>	€2.00
<i>From Raphael To Rossetti</i>	€2.00
<i>Silhouettes & Miniatures</i>	€2.00
<i>Colour And Light</i>	€2.00
<i>The Yeats Sisters at Dun Emer</i>	€1.00
<i>From Galway To Leenane</i>	€2.00
<i>Horn Of Plenty</i>	€3.00
<i>Destination Europe</i>	€2.00
<i>Flora Mitchell</i>	€2.50
<i>From Darkness Into Light</i>	€2.00
<i>Hugh Lane Legacy</i>	€3.85
<i>What Is A Print?</i>	€2.00

Title	RRP
<i>The Art Of Pastel</i>	€0.30
<i>Alive Alive O!</i>	€0.25
<i>Paper Prospects</i>	€1.00
<i>French Works on Paper</i>	€0.25
<i>Frozen In Time</i>	€0.25
<i>Heavenly Bodies</i>	€0.25
<i>Mildred Butler: 1858-1941</i>	€0.50
<i>GB Shaw And The NGI</i>	€2.00
<i>Catching A Likeness</i>	€2.00
<i>Lines of Vision (in Association with Thames and Hudson)</i>	€24.95
<i>Creating History (in Association with Irish Academic Press)</i>	€24.95
<i>Vermeer and the Masters of Genre Painting (in Association with YUP)</i>	€29.95

D Information held by the Gallery that is Sought Regularly

The nature of information held by the Gallery that is sought on a regular basis under the Freedom of Information Act 2014 (**FOI**) is ascertained annually, at the end of each calendar year. The Gallery's publishes information that is determined to have been requested regularly that year following that review, and is not exempt under FOI, within three months of that review.

In respect of 2016, the information that was sought on a regular basis under FOI related to export licences. In such cases, the Gallery's approach is to release only the export licence application number and the date on which the export licence is granted on the basis that all other information contained in such records is exempt from disclosure on the basis that it is (i) information obtained in confidence, (ii) commercially sensitive and/or (iii) personal information. The application of such exemptions is considered on a case-by-case basis. However, it is of significance that the Information Commissioner has recently found strongly in the Gallery's favour in relation to its decision to refuse access to exempt information contained in records pertaining to export licences sought under FOI.

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In light of these decisions, FOI requests for records pertaining to export licences will likely be treated by the Gallery in a similar manner to the requests under scrutiny in those decisions.