

Freedom of Information Act 2014 Publication Scheme

Tab 1: Information about the Gallery

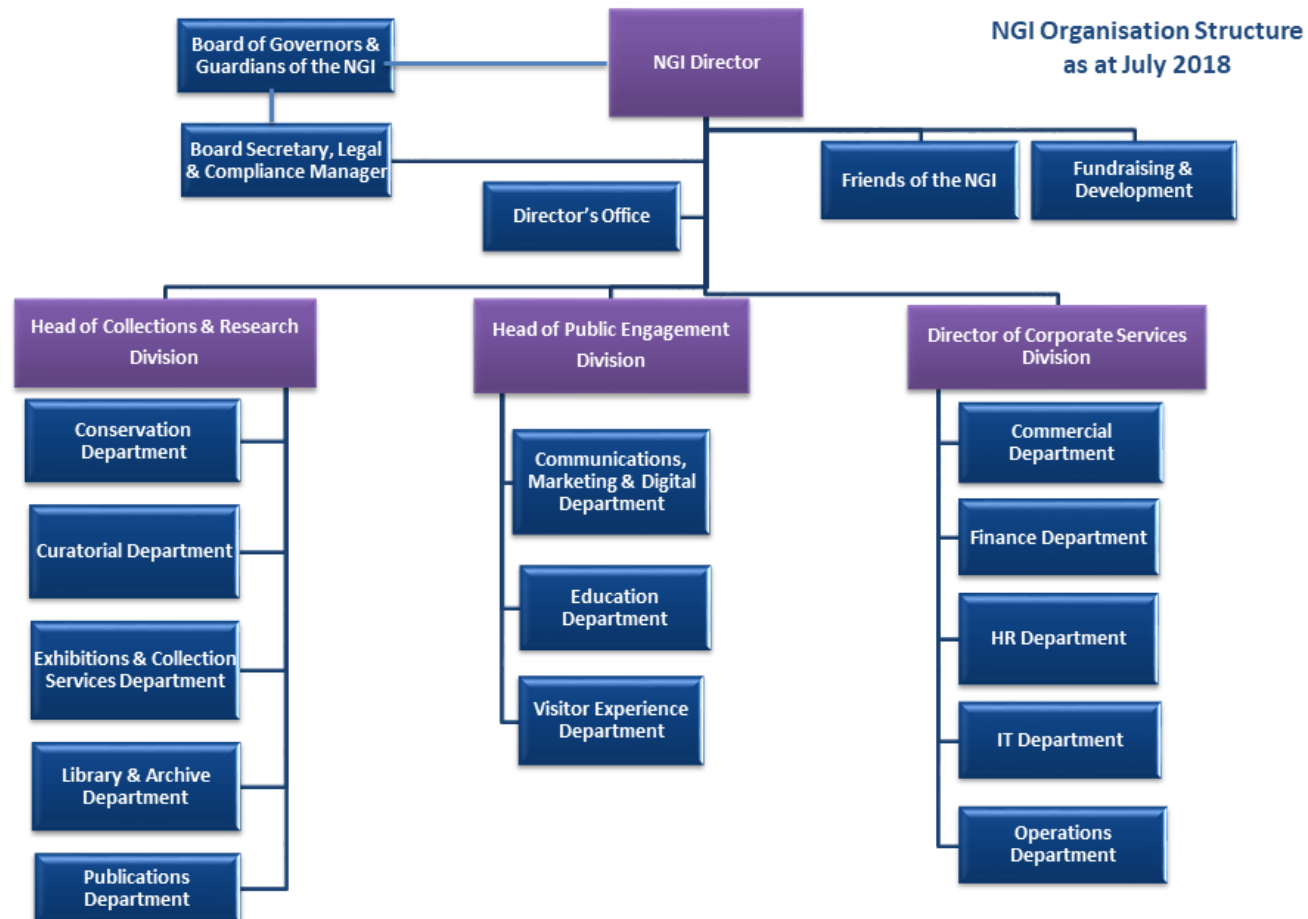
A. Establishment

The National Gallery of Ireland (the **Gallery**) is Ireland's major national cultural institution devoted to the collection and care of fine art. Acts governing the Gallery can be found [here](#):

An autonomous National Cultural Institution, the Gallery operates under the aegis of the Department of Culture, Heritage and the Gaeltacht. 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 160 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 three key divisions: (a) Collections and Research, (b) Public Engagement and (c) Corporate Services along with Fundraising and Development, and Legal and Compliance. The Gallery's organisational structure is set out below:



Director & Director's Office

Under its statutes, the affairs of the Gallery are entrusted to the Board of Governors & Guardians (the **Board**). who 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](#).

Public Engagement

This division is made up of the Education, Press & Communication and Visitor Experience departments. A brief summary of the role and responsibility of each of these Departments, together with contact details, can be found [here](#).

Corporate Services

This division is made up of the Operations, Finance, Human Resources, IT and Procurement, and Commercial departments. A brief summary of the role and responsibility of each of these Departments, together with contact details, can be found [here](#).

Fundraising & Development

A brief summary of the role and responsibility of each of this department, together with contact details, can be found [here](#).

Friends of the National Gallery of Ireland

A brief summary of the role and responsibility of each of this department, together with contact details, can be found [here](#).

Legal & Compliance

This department advises on contracts and legal matters, carries out company secretarial work and has responsibility for FOI and Data Protection and other compliance matters. It also is responsible for governance within the Gallery, in conjunction with Corporate Services.

C Classes of Records Held by the Gallery

The Gallery holds an extensive library and several archives (more information can be found [here](#)) and an art collection that is comprised of over 16,000 paintings, drawings, sculptures 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 can be accessed [here](#). Since 2017, the Gallery is accredited by National Standards Authority of Ireland (NSAI) under *SWiFT 3000:2010 – Certificate of Compliance with the Code of Practice for Corporate Governance in Ireland*. More information about SWiFT 3000 can be found [here](#).

E Corporate Plans and Strategies

The Gallery's current Strategic Plan (2016-2018) can be accessed [here](#). Work is underway on the Gallery's Strategic Plan 2019-2023.

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 in section B above. The core activities of each of its key divisions are:

Collections and Research <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	Public Engagement <ul style="list-style-type: none">• To provide an excellent visitor experience on site and online• 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
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<p>Corporate Services</p> <ul style="list-style-type: none"> • To foster an informed, effective and motivated workforce • To ensure appropriate systems, processes and structures are in place • 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 	<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
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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").

Information on Freedom of Information is available [here](#).

The Press & Communications Office is responsible for the provision of information to the media and to the public. More information is available [here](#).

For general enquiries, our contact information is available [here](#).

I Links to Other Bodies under the Gallery's Remit

Friends of the National Gallery of Ireland also falls under the Gallery's remit. More information is available [here](#).

The Gallery also operates two other separate legal entities, British Friends of the National Gallery of Ireland (UK-registered) and [American Friends of the National Gallery of Ireland](#) (US-registered).

J Details of Service Level Agreements

In line with the requirements of the Code of Practice, there is a Performance Delivery Agreement and Oversight Agreement in place between the Gallery and the Department of Culture, Heritage and the Gaeltacht that is renewed on an annual basis.

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 [here](#). The Gallery is also subject to The Code of Practice.

Tab 2 - Services Provided to the Public

A Public Services on Offer

The Gallery offers a wide range of services to the public, including [a busy programme of events](#), [tours](#), [art library](#), [Gallery café](#), [venue hire](#), and [facilities for visitors with disabilities](#).

The Gallery has been delegated authority by the Department of Culture, Heritage and the Gaeltacht to process export licences for paintings and works on paper executed entirely by hand under the National Cultural Institutions Act, 1997. Contact details for queries on export licences and precedents of the relevant application forms can be found [here](#).

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](#) and [here](#).

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 the links set out in section A. Up-to-date listings of upcoming events at the Gallery can be found [here](#) and in the [Gallery Newsletter](#).

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 are also charged for venue [hire](#), for items purchased in the [Gallery shop](#) and [café](#) and for images purchased via the Gallery's [e-commerce website](#). 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 and the five specific pledges set out therein. If a member of the public wishes to leave feedback in respect of any service offered by the Gallery, it can do so in line with the Gallery's [Complaints Procedure](#).

F Research Projects Undertaken in Respect of Services

See the [Library & Archives section](#) of the website for further information on research services.

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 Culture, Heritage and the Gaeltacht 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 Culture, Heritage and the Gaeltacht.

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

The Department of Culture, Heritage and the Gaeltacht has published its [Statement of Strategy for 2018 - 2020](#). 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

An Economic Assessment Report by Indecon in respect of Phase 4 of the Master Development Plan was commissioned by the Gallery in 2017.

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

Future plans for the Gallery will focus on completion of Phase 4 of the Master Development Plan (MDP). This will bring improvements to the public route between Merrion Square and Clare Street; full integration of technologies across all wings; new conservation studios; new facilities for Ireland's largest art library and archive; and a dedicated education space. The Gallery welcomes a recent commitment by the Department of Culture, Heritage and the Gaeltacht, as outlined in their *Project Ireland Investing in our Culture, Language & Heritage 2018-2027* document, to support Phase 4 of the MDP, with an anticipated €54 million investment.

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 [here](#).

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 2017 totalled €4,607.00.

E Funding/Sponsorship of Non-Public Bodies

N/A.

Tab 5 - Procurement

A Procurement Policies

The Gallery has a comprehensive Procurement Framework and an annual Corporate Procurement Plan in place. The Procurement Department ensures compliance with Government & EU guidelines and Directives on Public Procurement, and provides guidance on tendering processes within the Gallery.

Tel: + 353 1 661 5133 | Email: procurement@ngi.ie

B Current Tender Competitions on eTenders website

Details of current tender competitions over €10,000 for ICT and €25,000 for all other competitions are available on the [eTenders website](#).

C Public Contracts Awarded

Details, in tabular form, of public contracts awarded for values over €10,000 for ICT and €25,000 for all other contracts (exclusive of VAT) are provided on a quarterly basis and are available here. These include details of:

- 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.

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

A FOI Disclosure Log

The disclosure log below 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.

2018					
Reference	Date of Request	Category of Requester	Description of Request (Categories of Records Sought)	Decision	Date of Release
FOI 1001 2018	22 February 2018	Non- personal	amount of revenue generated through selling “each category of membership for NGL” for 2015 to date amount of revenue generated from venue hire for 2015 to date	Refused in part on administrative grounds/info in public domain	23 March 2018
FOI 1002 2018	8 May 2018	Non- personal	Board-related expenses 2015 to date	Refused in part on administrative grounds/info in public domain	5 June 2018
FOI 1003 2018	29 May 2018	Non- personal	Records regarding the loan of Black and Red on Red (1962) by Mark Rothko and all artworks on loan since January 1, 2014	Granted in part	27 June 2018
FOI 1004 2018	4 June 2018	Non- personal	Records regarding the following tender: https://irl.eu-supply.com/app/rfq/publicpurchase_frameset.asp?PID=122584&B=ETENDERS_SIMPLE&PS=1&PP=ctm/Supplier/PublicTenders	Granted in part	3 July 2018
FOI 1005 2018	11 June 2018	Personal	Not disclosed	Granted in part	10 July 2018
FOI 1006 2018	26 June 2018	Non- personal	2018 Board minutes for year to date	Granted in part	24 July 2018

FOI 2018	1007	24 July 2018	Non- personal	Records regarding internal audits completed between 1 January 2017 and 24 July 2018.	Granted part	in	22 August 2018
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2017					
Reference	Date of Request	Category of Requester	Description of Request (Categories of Records Sought)	Decision	Date of Release
FOI 1001 2017	3 January 2017	Non-personal	Records relating to the acquisition of the Orpen archive	Granted in part	31 January 2017
FOI 1002 2017	5 January 2017	Non-personal	Export licences (start of 2015 to end of 2016)	Granted in part	2 February 2017
FOI 1003 2017	13 January 2017	Non-personal	List of all complaints in 2016	Granted in full	14 February 2017
FOI 1004 2017	29 January 2017	Non-personal	Credit card statements for 2015 and 2016	Granted in part	27 February 2017
FOI 1005 2017	29 January 2017	Non-personal	All invoices relating to the moving of art 2014-2016	Granted in part	16 March 2017
FOI 1006 2017	9 February 2017	Non-personal	Details of external legal practitioners paid for services carried out on behalf of the NGI in 2015 and 2016	Granted in part	9 March 2017
FOI 1007 2017	16 February 2017	Non-personal	Board minutes (start of 2016 to date)	Granted in part	16 March 2017
FOI 1008 2017	18 April 2017	Non-personal	Number of staff who availed of counselling; number of sick leave days	Granted in part	17 May 2017

			taken due to stress, anxiety, depression or workplace-related illnesses; number of internal harassment, bullying, or abuse complaints; number of staff members who resigned citing problems with other staff members as reason for departure (2011-2016)		
FOI 1009 2017	3 May 2017	Non-personal	List of insurance claims and list of paintings purchased (2012-2016)	Granted in part	1 June 2017
FOI 1010 2017	23 June 2017	Non-personal	All records relating to the filing of the post of Director (1 January 2017 to date)	Granted in part	17 July 2017
FOI 1011 2017	16 August 2017	Non-personal	Economic Impact Assessment report	Refused - 13 September 2017 Granted in part following request for internal review on 19 September 2017	9 October 2017
FOI 1012 2017	21 August 2017	Non-personal	All records relating to any offer to the National Gallery of Ireland by Sotheby's to acquire all or part of the	Refused	18 September 2017

			collection of paintings in the "Yeats Family Collection"		
FOI 1013 2017	13 December 2017	Personal	All correspondence with the Director regarding his contract/salary and detailed expenses claimed by the Director (2017 to date)	Withdrawn	N/A
FOI 1014 2017	19 December 2017	Non-personal	Board minutes (February 2017 to date)	Granted in part	22 January 2018

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
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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 13 August 2018:

Title	RRP
<i>Jules Breton Catalogue</i>	€30.00
<i>NGI Summary Catalogue of Paintings</i>	€30.00
<i>Illustrated Catalogue of Drawings, Watercolours and Miniatures (hardback)</i>	€50.00
<i>Illustrated Catalogue of Drawings, Watercolours and Miniatures (paperback)</i>	€30.00
<i>Index of Exhibitions</i>	€6.00
<i>German Paintings in the NGI</i>	€5.00
<i>Illustrated Catalogue of Prints & Sculptures</i>	€50.00
<i>Spanish Paintings in the NGI</i>	€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

Title	RRP
<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 Brocqy</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
<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

Title	RRP
<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>From Darkness Into Light</i>	€2.00
<i>Hugh Lane Legacy</i>	€3.85
<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>Beyond Caravaggio</i>	€25.00
<i>Hennessy Portrait Prize 2015</i>	€5.00
<i>Hennessy Portrait Prize 2017</i>	€5.00
<i>Good Morning Mister Turner</i>	€7.95
<i>The Marriage of Strongbow and Aoife Conserving a National Treasure</i>	€14.95
<i>Frederic William Burton For the Love of Art</i>	€19.95
<i>Margaret Clarke an Independent Spirit</i>	€7.95
<i>Essential Guide 2016</i>	€20.00
<i>Highlights of the Collection 2016</i>	€9.95
<i>Togha agus Rogha an Bhailiuchain 2016</i>	€9.95

Title	RRP
<i>Obras Destacados de la Coleccion 2016</i>	€9.95
<i>Hohepunkte der Sammlung 2016</i>	€9.95
<i>Opere Salienti della Collezione 2016</i>	€9.95
<i>Grandes Oeuvres de la collection 2016</i>	€9.95
<i>Roderic O Connor and the Moderns</i>	€19.95

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.

2017

In respect of 2017, there was no category of information that was sought regularly.

2016

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.

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, 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.