



Freedom of Information Publication Scheme

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1.0 INTRODUCTION

1.1 What is a Publication Scheme?

The North South Implementation Bodies and Tourism Ireland Ltd operate under the Freedom of Information Code of Practice (the Code), which came into effect on 1st February, 2006. The primary objective of the Code is to facilitate access by members of the public to information held by the North/South Implementation Bodies. Under Section 6 of the Code, Publications, Waterways Ireland has a duty to adopt and maintain a Publication Scheme for the publication of Waterways Ireland's information.

Waterways Ireland's Publication Scheme provides guidance to the public on what information is routinely available within the organisation and how to obtain it. Some of the information may be formally published either as printed documents or via the Waterways Ireland website; other information may be accessible upon request. This scheme will indicate how to obtain the information in each case and whether there is a charge for such information. It is expected that over time the amount of information available will increase and that additional classes of information will be added.

This Publication Scheme will be available both in hard copy and on the Waterways Ireland website and can be made available in alternative formats as appropriate.

1.2 Rights of Access to Information

The Freedom of Information Code of Practice places an obligation on Waterways Ireland to respond to requests for information it receives within given timescales. Unless otherwise specified, the version of any document released will be the most recently approved by Waterways Ireland. The rights to request and access information are subject to certain exemptions set out in the Code, which Waterways Ireland will take into consideration before deciding what information can be released. In addition requests for information can be made under Data Protection legislation and under Environmental Information Regulations. A short summary of both of these routes for information requests is set out at Appendix 3

1.3 Comments or feedback

Waterways Ireland plans to review this Scheme every twelve months and would value your feedback. If you wish to comment on this scheme we would be pleased to hear from you. Please address your comments in writing to:

Freedom of Information Officer
Waterways Ireland
2 Sligo Road
ENNISKILLEN
Co Fermanagh
BT74 7JY

or by e-mail at informationrequest@waterwaysireland.org

Part 2 CLASSES OF INFORMATION

2.1 Classes of information

Waterways Ireland’s publications are organised into classes of information; the information contained within these classes will be retained in line with the Body’s planned retention and disposal schedules. The classes of information are within the following categories:

Waterways Ireland - our organisation

Classes of information published in this area are:

- **Waterways Ireland’s mission**

Waterways Ireland’s mission is “to provide a high quality recreational environment centred on the inland waterways in our care, for the benefit of our customers”.

In order to deliver this mission we are committed to achieving excellence in all our activities, in our internal and external stakeholder relationships and in our staff development.

- **Waterways Ireland’s goals**

- To manage and maintain a reliable and high quality waterways network
- To develop and restore the waterways network
- To promote increased use of our waterways principally for recreational purposes
- To manage and develop the assets of Waterways Ireland
- To develop an organisation of excellence

- **Organisational Structure**

Document showing the Senior Management Structure of our organisation
Details on the functions of Waterways Ireland – who we are / where we are / what we do - and other documents outlining how we fit into the NSMC structure

- **Plans and Strategy**

Information about the Corporate and Business Plans

Title	Section	Class
Corporate Plan 2002 - 2004	Strategy & Policy	Our organisation
Corporate Plan 2005 - 2007	Strategy & Policy	Our organisation
Corporate Plan 2008 - 2010	Strategy & Policy	Our organisation
Corporate Plan 2011 - 2013	Strategy & Policy	Our organisation
Corporate Plan 2014 - 2016	Strategy & Policy	Our organisation

Business Plan 2003	Strategy & Policy	Our organisation
Business Plan 2004	Strategy & Policy	Our organisation
Business Plan 2005	Strategy & Policy	Our organisation
Business Plan 2006	Strategy & Policy	Our organisation
Business Plan 2007	Strategy & Policy	Our organisation
Business Plan 2008	Strategy & Policy	Our organisation
Business Plan 2009	Strategy & Policy	Our organisation
Business Plan 2010	Strategy & Policy	Our organisation
Business Plan 2011	Strategy & Policy	Our organisation
Business Plan 2012	Strategy & Policy	Our organisation
Business Plan 2013	Strategy & Policy	Our organisation
Business Plan 2014	Strategy & Policy	Our organisation
Business Plan 2015	Strategy & Policy	Our organisation
Business Plan 2016	Strategy & Policy	Our organisation

- **Human Resource Policy**

Information on health and safety and personnel policy

Title	Section	Class
Waterways Ireland Safety Statement	Technical Services	Health and Safety
Waterways Ireland Health and Safety Management Structure	Technical Services	Health and Safety
Waterways Ireland Accident Procedures	Technical Services	Health and Safety
Waterways Ireland Accident Report Form	Technical Services	Health and Safety
Waterways Ireland Guidance to CDM – Construction Regulations	Technical Services	Health and Safety
Waterways Ireland Recruitment and Selection Policy	Human Resources	Human Resources Policy
All other interim policies to be made available also	Human Resources	Human Resources Policy
Current Vacancies	Human Resources	Our organisation
Staff Numbers Employed	Human Resources	Our organisation

- **Equality**

Title	Section	Class
Waterways Ireland Equality Scheme	Strategy & Policy	Our organisation
Survey of Waterways Users - Equality Report	Strategy & Policy	Our organisation
Access For All Policy	Strategy & Policy	Our organisation
WI Annual Equality Work Programme	Strategy & Policy	Our organisation
WI Reports to the Equality Commission	Strategy & Policy	Our organisation

Consultation on the process of developing and screening of policies internally for equality and the screening of policies for future Equality Impact Assessment	Strategy & Policy	Our organisation
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- **Annual Reports**

Annual business and financial reports and funding agreements

Title	Section	Class
Annual Report 2001	Strategy & Policy	Our organisation
Annual Report 2002	Strategy & Policy	Our organisation
Annual Report 2003	Strategy & Policy	Our organisation
Annual Report 2004	Strategy & Policy	Our organisation
Annual Report 2005	Strategy & Policy	Our organisation
Annual Report 2006	Strategy & Policy	Our organisation
Annual Report 2007	Strategy & Policy	Our organisation
Annual Report 2008	Strategy & Policy	Our organisation
Annual Report 2009	Strategy & Policy	Our organisation
Annual Report 2010	Strategy & Policy	Our organisation
Annual Report 2011	Strategy & Policy	Our organisation
Annual Report 2012	Strategy & Policy	Our organisation
Annual Report 2013	Strategy & Policy	Our organisation
Annual Report 2014	Strategy & Policy	Our organisation
Annual Report 2015	Strategy & Policy	Our organisation

- **Legislation**

Waterways Ireland, the North / South Implementation Body for the inland navigable waterways systems, was established in 1999. As provided for in the Belfast/Good Friday Agreement, the Body was formally established by means of an international treaty made on 8 March 1999 between the British and Irish Governments. This treaty was given domestic effect, North and South, by means of the North/South Co-operation (Implementation Bodies) (Northern Ireland) Order, 1999 and the British-Irish Agreement Act, 1999 respectively.

For the North/South Co-operation (Implementation Bodies) (Northern Ireland) Order, 1999 in full log onto:

<http://www.legislation.gov.uk/uksi/1999/2062/contents/made>

For the British – Irish Agreement Act 1999 in full log onto:

<http://www.irishstatutebook.ie/1999/en/act/pub/0001/index.html>

Customer Advice and Guidance

Classes of information published in this area are:

- **Customer Advice**

Information available to customers including guidance notes, leaflets, booklets and brochures. (Please see Appendix 1)

- **Standards of service**

Information provided to customers on the levels of service they can expect to receive.

Title	Section	Class
Waterways Ireland Customer Charter	Marketing and Communications	Customer Advice

- **Complaints procedure**

Information provided to customers on how to complain if they are dissatisfied with the services provided.

Title	Section	Class
WI Complaints Procedure	Marketing & communications	Customer Advice
WI Complaints (contained within Annual Report)	Strategy & Policy / Marketing & Communications	Customer Advice

Policy

Classes of information published in this area are:

- **Policy Making and Public Consultation**

Information on feasibility studies, impact assessments, appraisals, surveys and outcome reviews

Media

- **Press releases**

All press releases issued by Waterways Ireland since December 1999.

2.2 How to access information

Information included in our Publication Scheme will be routinely available.

How do I Request Information?

Some of the documents listed may be available on the Waterways Ireland website www.waterwaysireland.org and links will be provided, where appropriate, to enable you to obtain them easily. These are electronic documents in, for example, Word or

.pdf format, and can be downloaded free of charge. To read .pdf documents you will need Adobe Acrobat, which is free and can be downloaded from here:

<http://get.adobe.com/uk/reader/>

If you do not have Internet access, a single printout of the information contained on our website is available on request from the Waterways Ireland Freedom of Information Officer. You can also obtain additional information about our business by making a request under the Freedom of Information Code of Practice in writing to:

Waterways Ireland Freedom of Information Officer
2 Sligo Road
ENNISKILLEN
Co Fermanagh
BT74 7JY

or by e-mailing us at: informationrequest@waterwaysireland.org

A request for information held by a body should be made in writing or in electronic form. When making a request for information you will need to provide us with a reply address and describe the information you wish us to provide. The description should contain sufficient particulars to enable the information sought to be identified by the taking of reasonable steps. You can use the request form provided in Appendix 2.

Can I Obtain the Information in Other Formats?

The information detailed in this Scheme is usually available on the Waterways Ireland website and in paper form.

How long will it take?

An acknowledgement of a request will be issued within 5 working days of receipt. (Working days means any day other than a Saturday, a Sunday, or a public / bank holiday observed by Waterways Ireland). A decision on a request for information will generally be issued not later than 20 working days from the date of receipt of the request. However, in the case of a request for a significant volume of information, a decision will be issued not later than 35 working days from the date the request was received. Where Waterways Ireland extends the period of time for a decision from 20 to 35 working days, the applicant will be informed of this not later than 20 working days after the date of receipt of the request.

2.3 Charges

Publication Scheme Charges

The individual classes of information indicate where a charge may be levied.

As it is intended that the majority of information contained in the Publication Scheme will be posted on our website, there will be no charge made by us, although you may have to pay any charges made by your Internet Service Provider, personal printing costs, etc. There may be certain publications that will only be available on receipt of

payment. Where such charges apply, this is clearly identified against individual documents.

For those without Internet access, a single printout of the information contained on our website is available on request from:

Freedom of Information Officer
Waterways Ireland
2 Sligo Road
ENNISKILLEN
Co Fermanagh
BT74 7JY

or by e-mailing us at: informationrequest@waterwaysireland.org

2.4 Copyright

The material available through this Publication Scheme is subject to Waterways Ireland's copyright unless otherwise indicated. If you wish to reproduce Waterways Ireland materials, please contact our Marketing & Communications section on 028 (048) 66346205 / 00353719650787 or email info@waterwaysireland.org for permission. You must undertake to reproduce the information accurately and to ensure that it is not used in a misleading manner. Where any of the copyright items in this Scheme are being re-published or copied to others, you must identify the source of the material and acknowledge the copyright status. Permission to reproduce material does not extend to any material accessed through the Publication Scheme that is the copyright of third parties. You must obtain authorisation to reproduce such material from the copyright holders.

2.5 Complaints

We have an obligation to make information available in the manner described within this Scheme. Should we receive any complaints about failure to do so, these will be investigated in the first instance by the Waterways Ireland Freedom of Information Officer who will reply within 15 working days.

If you are not satisfied with this reply, you can write to the Waterways Ireland Internal Reviewer, Waterways Ireland, 2 Sligo Road, Enniskillen, who have responsibility for Freedom of Information within Waterways Ireland. Again you will receive a response within 15 working days.

In all cases, your complaint will be fully investigated and treated in confidence.

APPENDIX 1

PAID FOR PUBLICATIONS	RRP	
Guides & Charts	Stg	Euro
Guide to Barrow Navigation	£11.60	€13.50
Guide to Royal Canal	£8.60	€10.00
Guide to Grand Canal	£5.45	€6.35
Guide to the Lower Bann	£11.35	€13.20
Shannon-Erne Navigation Guide	£8.00	€9.30
Shannon Navigation Chart	£8.00	€9.30
Lough Erne Navigation Guide	£8.00	€9.30
Lough Erne Activity Map	£7.20	€8.00
Waterways Ireland Map & Directory	£12.90	€15.00
Ireland Map (Flat)	£8.75	€10.20
European Waterways Map & Concise Directory	£13.75	€16.00
Books		
The Shannon Navigation	£25.75	€29.95
Celebrating 300 Years (R Delany)	£12.90	€14.99
River Bann & Lough Neagh Pilot	£20.00	€23.25
The Grand Canal of Ireland (R Delany)	£10.90	€12.70
Nature of Irish Canals	£3.80	€4.40
Grand Canal Inchicore to Kilmainham	£3.80	€4.40
Ireland's Royal Canal 1789-2009	£20.65	€24.00
Fine Line – Clear Waters	£12.90	€15.00
Cool Metal – Clear Waters	£12.90	€15.00
Lough Erne	£20.00	€23.35
The River Shannon	£21.50	€25.00
FREE PUBLICATIONS		
Brochures		
City Cruising		
Lower Bann Canoe Trail		
Lough Erne Canoe Trail		
Waterways Ireland Angling Guide		
Good Boating Guide		
Guide to Ireland's Inland Waterways		
A Taste of the Waterways 2013		
What's On 2013		
Shannon Opening Times of Lock & Bridges		
Lower Bann Opening Times of Locks		
CORPORATE PUBLICATIONS		
Marketing & Promotion Strategy: English		
Marketing & Promotion Strategy: Irish		

APPENDIX 2

Freedom of Information Request Form

Welcome to the Freedom of Information request form. You can use this form to obtain information from Waterways Ireland by simply filling out the fields below in block capitals and returning the form to:

Freedom of Information Officer
Waterways Ireland
2 Sligo Road
ENNISKILLEN
Co Fermanagh
BT74 7JY

Please note that * indicates a required field.

Freedom of Information Request	
Title of Request	
Request Description*	
Reply Format*(please tick)	Post
	E-mail
	Fax
Personal Details:	
Title (Mr/Mrs/Miss/Ms/Dr)	
First Name*	
Surname*	
Address Line 1*	
Address Line 2*	
Address Line 3*	
Address Line 4*	
Postcode*	
E-mail address	
Telephone Number	

APPENDIX 3

Requests for Information using the Data Protection Acts

The Data Protection Acts, North and South, provide the right for individuals to access information held about them (subject to certain exemptions). These create an information request route for people to access personal information held by the organisation. Waterway's Ireland will then consider and process any requests for personal information as set out in the relevant Data Protection Acts. If you wish to make a request for personal information held by the body, or have any queries about access to personal information held by Waterways Ireland, you should write to:

Data Protection Officer
Waterways Ireland
2 Sligo Road
ENNISKILLEN
Co Fermanagh
BT74 7JY

or by e-mail at informationrequest@waterwaysireland.org

Requests for Information using the Environmental Information Regulations

As a public body Waterways Ireland is subject to the Environmental Information Regulations in force in both Northern Ireland and Ireland. These create an information request route for people to access environmental information held by the organisation. Waterways Ireland will then consider and process any requests for environmental information as set out in the relevant regulations. If you wish to make a request for environmental information held by the body, or have any queries about access to environmental information held by Waterways Ireland, you should write to:

Environmental Information Regulations Officer
Waterways Ireland
2 Sligo Road
ENNISKILLEN
Co Fermanagh
BT74 7JY

or by e-mail at informationrequest@waterwaysireland.org