



An Roinn Gnóthaí Eachtracha agus Trádála  
Department of Foreign Affairs and Trade

23<sup>rd</sup> August 2017

Michael Murphy,

Our Ref: Fol/Req/2017/145

Dear Mr. Murphy,

I refer to the request which you have made under the Freedom of Information Act 2014 for access to records held by this Department, as follows:

A breakdown of the total staff by grade in the Human Resources units of the Department of Foreign Affairs and Trade as on 01/01/2014, 01/01/2015, 01/01/2016 and 01/01/2017.

A breakdown of the total staff by grade of the Training Unit as on 01/01/2014, 01/01/2015, 01/01/2016 and 01/01/2017.

With regard to PQ 15481/2016, the outcome of the review carried out on the deployment of resources in the Department following the transition of certain services to Peoplepoint in April 2016.

I refer also to the acknowledgement of your request which was sent to you on 16<sup>th</sup> August 2017.

Please find enclosed a breakdown of the total staff by grade as requested by you. These figures represent the number of fulltime equivalent staff in the Human Resources Unit and the Training Unit of the Department of Foreign Affairs and Trade on the relevant dates.

In relation to a review of the resources of the Human Resources Unit in light of the transition to PeoplePoint (as referenced in PQ 15481/16), HR Unit staffing updates reflect a number of factors and are reviewed on an ongoing basis. These include the tasks involved in the management of the transition to PeoplePoint and the subsequent transition to Payroll Shared Services. This large scale operation included the requirement for a new resource to act as

dedicated shared services liaison. Concurrent to this and responsive to the wider operational environment and the civil service reform processes, the Department has made considerable investment in developing and refining our approach to strategic HR management, workforce planning and workplace relations. These efforts have resulted in a restructured local HR Unit that better reflects the key priorities of the Department as a whole while delivering on operational demands for our Department's team of diverse and widely dispersed staff. For example, due to the importance of workforce planning, with its pivotal support to the organisation's strategy, additional resources have been allocated to this process and a dedicated team are now assigned to industrial relations issues. The focus on these areas has in tandem been supported through formal training activities.

### Right of Appeal

Should you wish to appeal this decision, you may do so in writing to the Freedom of Information Unit, Department of Foreign Affairs and Trade, 76-78 Harcourt Street, Dublin 2 or by email to [foi@dfa.ie](mailto:foi@dfa.ie). A fee applies for an appeal for access to non-personal information; the level of this fee has been set at €30. For methods of payment, please contact FOI Unit at [foi@dfa.ie](mailto:foi@dfa.ie), or 01-4082857.

You should make your appeal within 4 weeks (20 working days) from the date of this notification. However, the making of a late appeal may be permitted in appropriate circumstances. The appeal will involve a complete reconsideration of the matter by a more senior member of the staff of this Department.

Yours sincerely



Tricia Everitt

Human Resources I