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Freedom of Information Unit  
Department of Foreign Affairs and Trade  
Iveagh House  
80 St. Stephen's Green  
Dublin 2

9<sup>th</sup> June 2015

Dear FOI officer,

This is a request pursuant to Section 12 the Freedom of Information Act 2014.

I should like to request the following information:

1. Details of the steps taken, if any, by the Department of Foreign Affairs and Trade to implement each the following recommendations set out at paragraph 6.32 of the Mullarkey Report (Report of the Working Group on the Accountability of Secretaries General and Accounting Officers) (2002):

- *Central guidance on the development of a risk strategy, appropriate to Government Departments, should be prepared by the Department of Finance. This should address the principal elements of the risk identification and management process.*
- *Within Departments the risk management system should concentrate on the principal risks to the organisation as well as the principal risks arising from its relationship with other organisations. The risk assessment and management process should be integrated into existing management systems and should be kept as simple and straightforward as possible.*
- *In introducing a risk management programme full use should be made of existing systems, processes and procedures. For example, Audit Committees could advise on Departmental risk management strategies. Risk assessment should also be formalised into the processes for the preparation of the Strategy Statement, business plans, PMDS and annual reports.*
- *Risk management should feature on the agenda of divisional meetings and of meetings of the Management Advisory Committee.*

2. Any documents relating to the establishment of risk management procedures in the Department of Foreign Affairs and Trade arising from the recommendations of the Mullarkey Report set out above, and the statutory basis upon which this information is being held.

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3. Copies of the most recent edition of any register of risks which exists within the Department of Foreign Affairs and Trade as part of the the department's wider risk management framework.

I should prefer to receive these in electronic format at this email address, however, I am happy to receive them by post if that is more convenient.

It would be helpful if you were to provide any brief notes which might be necessary to understand the context of the information provided, although I recognise that you are not obliged to do this.

If for any reason you feel this request is unclear, please do not hesitate to contact me. If you are not the appropriate authority for this request, or for part of it, please let me know as soon as is convenient.

If the information requested contains sections of confidential information, please blank out or remove these sections, and mark clearly that they have been removed.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lucinda Creighton', written over a horizontal line.

Lucinda Creighton T.D.

