

**Delegations**

**under the**

**Freedom of Information Act**

**2014**


**Freedom of Information Act 2014**  
**Delegation under Section 20**

I, Dr Diarmuid O'Callaghan, President, and Head of Dundalk Institute of Technology, a public body within the meaning of the Freedom of Information Act 2014, hereby make the following delegations under Section 20 of the Act:

to each grade specified in Part 1 of Appendix 1 attached, the functions specified in Part 2 of that Appendix

and

to each grade specified in Part 1 of Appendix 2 attached, the functions specified in Part 2 of that Appendix.

Signed 

Dated 10/2/25

DR DIARMUID O'CALLAGHAN  
PRESIDENT  
DUNDALK INSTITUTE OF TECHNOLOGY

## **Appendix 1 (Primary Decision Makers)**

### **Part 1 – Grades**

- Heads of all Academic Departments within the four Schools - SLII Grade
- Heads of all Functional Departments / Centres – APO Grade
- Heads of Research Centres – SLI Teaching or SLII or similar appointed grade.
- Grade VII Administration Staff in Non-Academic Departments
- Grade VI Administration Staff in Academic Departments
- Grade VI Administration Staff in Non-Academic Departments
- Grade V Administration Staff in Non-Academic Departments
- Grade V Administration Staff in Academic Departments
- Grade IV Administration Staff in Academic or Non-Academic Departments

### **Part 2 - Functions or Records**

The President delegates to the above-named Grades of Staff all functions of the President under the Freedom of Information Act 2014, other than those provided for in section 22 and 34 of the Act that is; relating to the decision-making functions in respect of FOI requests for records that fall within the remit of their Role / Department / Function.

## **Appendix 2 (Internal Review Decision Makers)**

### **Part 1 – Grades**

In the case where the original decision was made by a Head of Department, Head of Functional Department or Research Centre the Internal Review to be conducted by:

- Executive Board - Management Grades:
  - Heads of Schools – Grade SLIII (Academic Roles)
  - Vice Presidents (Non-Academic Roles)

In the case where the original decision was made by Administrative Grades IV through VII the Internal Review to be conducted by:

- Heads of all Academic Departments within the four Schools - SLII Grade
- Heads of all Functional Departments / Centres – APO Grade
- Heads of Research Centres – SLI Teaching or SLII or similar appointed grade.

### **Part 2 - Functions or Records**

Delegation of the process of conducting an Internal Review of decisions made by Decision Makers noted at Appendix 1 must be to persons who hold a higher grade / rank than that of the original Decision Maker. The President can also should he wish or the need arise, be an Internal Reviewer however the noted posts above will usually fulfil this function.

The President delegates to the above-named Grades of Staff all functions of the President under the Freedom of Information Act 2014, relating to conducting an Internal Review of the decision-making in respect of FOI requests. For processing purposes, it should be noted that the Internal Reviewer can conduct an Internal Review of any Internal Review request not only for records that may fall within the remit of their own School or Vice President Function.

## Delegations under the Freedom of Information Act 2014

### Notes:

1. Section 20 of the FOI Act 2014 allows the head of a public body to delegate in writing to a member of staff of the public body any of the functions of the Head under the Act, other than those functions conferred under section 20 and section 34. In effect, this allows the decision-making functions in respect of FOI requests to be delegated.
2. The CPU has been advised that new delegation arrangements should be made under the FOI Act 2014 to replace any delegations that may have been made under the 1997 Act.
3. Delegations may be to named individuals or to particular staffing grades within the public body. If delegations are made to named individuals, a new delegation must be made each time staff members change and the previous delegation must be revoked in writing. By making a delegation on the basis of grading, the need to change delegations each time a staff member changes is avoided.
4. Delegation of internal review decision-making functions must be to persons or grades which are of higher rank than that of the original decision maker.
5. There is no obligation on the head of a public body to delegate these functions. If these functions are not delegated, however, the head must fulfil these functions himself or herself.
6. If a head delegates the primary decision making functions, but not internal review functions, any internal review will fall to be carried out by the head.
7. If the head does not delegate the primary decision making function, any decisions on requests will fall to be decided by the head himself or herself. In this case, any appeal of a primary decision must be made directly to the Information Commissioner - there can be no internal review process.
8. Delegations must be revoked in writing.
9. The following pages provide a template delegation. **The text should be adapted as required.**

