

**OFFICE OF THE ATTORNEY GENERAL**

**CLIENT SERVICE GUIDE**

**2016 - 2018**

## **FOREWORD**

The Office of the Attorney General<sup>1</sup>, including the Office of the Parliamentary Counsel to the Government, is committed to the pursuit of excellence in client/customer service and has identified this objective as a key priority.

Consistent with this objective, in-depth evaluations of client and customer service delivery experience have been undertaken on a periodic basis<sup>2</sup> since benchmark levels were established in 2004.

The evaluations have considered client/customer service and scope for enhancement from a number of interrelated perspectives ranging from communications to responsiveness and accuracy/quality of outputs to more general service delivery.

The results of these evaluations help us to continuously improve service levels and have informed the development, not just of this Client Service Guide, but also the Office's Client and Customer Charters.

We note the *Civil Service Renewal Plan's* objectives relating to the promotion of a more unified, professional, responsive and open/accountable civil service. In systematically identifying and working to continuously improve service levels, the Office actively supports these objectives. We also play a central role in supporting the Government on the implementation of policy initiatives that involve multiple Departments, Offices or Agencies<sup>3</sup>. Recognising the importance and value associated with proactive client/customer consultation, the Office has taken a lead in 'Running regular surveys of Civil Service clients and customers to more fully understand user experiences, expectations and requirements' (cf. Civil Service Action Plan, Action 23, p. 33).

The Office has carefully considered the views, experiences and valuable inputs which have been provided by clients and customers over the course of multiple consultations since 2004. This feedback has been used to inform the development of enhanced service delivery targets for staff throughout the Office and the organisation as a whole.

We look forward to collaborating with you and to receiving your on-going cooperation as we work towards the achievement of our mutual objectives and those of the State.

**Liam O'Daly**  
**Director General**

**Paul Linehan**  
**Chief Parliamentary Counsel**

**December, 2016**

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<sup>1</sup> Merrion Street Office

<sup>2</sup> Client and customer surveys are undertaken approximately every 4 years.

<sup>3</sup> Cf. *Civil Service Renewal Plan*, Action 2, p. 16.

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## **1. ROLE OF THE OFFICE OF THE ATTORNEY GENERAL**

*“The mission of the Office of the Attorney General is to provide the highest standard of professional legal services to Government, Departments and Offices as economically and efficiently as possible and to support adherence to the rule of law.”*

The principal roles of the Office are:

- to support and advise the Attorney General in carrying out the duties of that office;
- to provide the highest standard of professional legal services to Government, Departments and Offices;
- to draft legislation;
- to direct litigation;
- to contribute to effective public service by encouraging and participating in the co-ordination of the legal services of the State;
- to ensure efficient delivery of legal services to, and an effective and productive working relationship with Government, Departments and Offices taking into account the Civil Service Renewal Plan and in particular, the principles of Quality Customer Service.

The structure of the Office is outlined in the organisation chart at *Appendix 2* and a detailed description of the organisation’s legal and business support services is outlined in *Appendix 3* of this Guide.

## **2. STRUCTURES OF THE OFFICE**

The Merrion Street Office includes:

- **Advisory Counsel** divided into groups, each of which covers specific and related areas of law;
- **Office of the Parliamentary Counsel to the Government (OPC)** divided into groups, each of which provide legislative drafting services to designated Departments.

The Chief State Solicitor's Office, which is a component part of the Office of the Attorney General provides solicitor functions in Divisions and Sections which are based on the nature of the legal service involved. That Office's Customer Action Plan sets out how the commitments given in the Customer Charter will be delivered and evaluated in accordance with the twelve principles of Quality Customer Service.

## **3. CLIENTS OF THE MERRION STREET OFFICE**

### **3.1 External Clients**

The principal clients of the Attorney General and the Office are the Government itself, its individual members and the Departments they head, together with certain public bodies. The Office also contributes to a broad range of Committees and Commissions which have been established to meet the needs of Government and the Public. These Committees and Commissions are listed in *Appendix 4* of this Guide.

### **3.2 Internal Clients - Staff of the Office**

The dedication of staff is one of the main strengths of the Office and is essential in providing the highest standard of legal services to Government, Departments and Offices. Internal customers or staff of the Office are consulted on, and contribute to, the development of service standards and associated performance objectives. The Office is committed to a policy of staff development which ensures that we continue to benefit from a highly

motivated and skilled team. To this end staff are provided with the necessary expertise and administrative, IT, knowledge management and related resources and systems.

### **3.3 Members of the Public**

It is important to note that the Attorney General and the staff of the Office do not provide legal advice to members of the public or undertake any legal research on their behalf. Members of the public who wish to seek legal or political advice should consult their own advisers. In relation to Relator Actions we refer you to information included on our website at [www.attorneygeneral.ie](http://www.attorneygeneral.ie)

### **3.4 Freedom of Information Act**

The Freedom of Information Act 2014 applies only to a record held or created by the Attorney General or by the Office of the Attorney General concerning the general administration of the Office.

## **4. OUR COMMITMENT TO DELIVERING A QUALITY SERVICE**

The Office is committed to maintaining and continuously improving the quality of service provided to clients and customers. Against this background and in the context of the Quality Customer Service Initiative, the Office has pursued (over the course of more than a decade) a number of integrated initiatives which are used to inform the development of key service delivery commitments. This revised Guide and our Charters have been developed and updated to reflect extensive consultative processes which included:

- (i) Facilitated focus group workshops with client and customer ‘panels’
- (ii) Internal interviews with personnel in different functions across the Office
- (iii) Telephone interviews with samples of key clients
- (iv) In-depth client and customer satisfaction surveys (undertaken approximately every 4 years) which consider performance against benchmarks which were established in 2004.

The Office carefully considers the views, experiences and inputs which are provided by our clients and customers. The feedback process helps us to continuously improve our service standards and associated actions offer clients and customers enhanced levels of service quality.. The Office endeavours to provide an enhanced level of service quality to clients and customers within the context of existing resources, an increasing demand for services and a tight budgetary environment. The clients/customers to which this Guide and Charters apply are the Government, Government Departments and Offices and, administratively, our customers and suppliers.

The Offices' key commitments are outlined below.

#### **4.1 Communications**

The Office will support its clients and customers by adopting and continuing to utilise efficient and effective communications systems, structures and processes. Our aim is to ensure that all the avenues of communication necessary to enable us to provide the best possible service are in place.

In the context of this commitment, the Advisory and Administration sides of the Office will undertake to achieve the following service standards in their dealings with clients and customers:

- Be accessible to our clients and customers and ensure sufficient contact to provide for efficiency and quality in the completion of work undertaken on your behalf.
- Keep you informed of the progress of your case/query/request and any issues which are likely to affect mutually agreed timescales.
- Provide you with advanced notice of issues arising and keep you generally apprised of important developments.

- Encourage and provide opportunities for periodic review meetings<sup>4</sup> to further develop an understanding of mutual requirements.

The Office of the Parliamentary Counsel to the Government (OPC) will undertake to achieve the following service standards in its dealings with clients:

- Employ efficient means of communication and be accessible to our clients during normal business hours and at other times by arrangement.
- Encourage open communications and insofar as is possible, provide advance notice of court decisions or advice which might impact upon your ability to achieve your policy, legislative or related objectives.
- Convene meetings, where appropriate, and keep you informed of the progress of your legislation and any issues which are likely to affect mutually agreed timescales.
- Encourage and provide opportunities for periodic review meetings to further develop an understanding of mutual requirements.

The Office will also provide you with appropriate contact details for personnel who have been assigned to deal with your case/query/request. Where correspondence is sent to the Office by email, please copy all such email correspondence (with our reference number where known) to our Registry at [info@ag.irlgov.ie](mailto:info@ag.irlgov.ie)

## **4.2 Responsiveness**

As part of our process of continuous improvement in service delivery, the Office will endeavour to provide clients and customers with enhanced levels of responsiveness. Our objective is to ensure, so far as possible, that we meet the requirements of our clients and customers both in respect of urgent and more routine work.

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<sup>4</sup> Which may take place in conjunction with other meetings between the Office and Departments and Offices.

To this end, the Advisory Counsel and Administrative sides will:

- Acknowledge initial correspondence within 3 working days and advise you of who has been assigned to deal with your case/query/request.
- In the case of requests for advice, respond within 7 working days of receiving your initial correspondence with a view, if possible, to agreeing an expected completion date, taking account of other Government priorities and the complexity of the issues raised.
- Demonstrate a high level of responsiveness in respect of urgent and routine issues which will be prioritised on the basis of overall Government requirements.
- Be adaptable and respond, as appropriate, to changes which may arise during the course of cases.
- Respond to any written requests for information regarding the progress of work within 10 days.
- Where possible, ensure that mutually agreed deadlines are monitored on an ongoing basis and that, insofar as is possible, they are met.

Clients and customers of the Advisory and Administration sides are requested to support the Office in delivering enhanced levels of responsiveness by:

- Where correspondence is sent to the Office by email, please copy all such email correspondence (with our reference number where known) to our Registry at [info@ag.irlgov.ie](mailto:info@ag.irlgov.ie)

- Ensuring full compliance with the Cabinet Handbook guidelines (*cf.* Appendix II) and particularly those relating to timelines for obtaining observations in respect of Government Memoranda.
- Ensuring full compliance with the guidelines for seeking legal advice from this Office (*cf.* Appendix II).
- Keeping us informed of any issues which may impact upon the case or issue under review.

The Office of the Parliamentary Counsel to the Government will:

- Acknowledge initial correspondence within 5 working days of its receipt and advise you of the group or Parliamentary Counsel who has been assigned to deal with your correspondence.
- Work with you in agreeing a reasonable completion date for your legislation, taking into account its length, complexity and Government priorities as indicated by the Government Legislation Committee.
- Demonstrate an appropriate level of responsiveness in respect of both urgent and routine issues which will be prioritised on the basis of overall Government requirements.
- Respond to written requests for information regarding the progress of work within 5 working days.
- Continue to monitor progress in relation to agreed deadlines in conjunction with the Government Legislative Committee and through our existing internal arrangements.

Clients of the Office of the Parliamentary Counsel to the Government are requested to support the Office in delivering enhanced levels of responsiveness by:

- Consulting with the Government Legislation Committee to agree a completion date for your Bills.
- Ensuring full compliance with the Cabinet Handbook.
- Keeping us informed of any issues which may affect the drafting of your legislation.

### **4.3 Accuracy & Quality of Outputs**

The accuracy, quality and consistency of work output continues to be a key priority for the Office. Our aim is to ensure that the expertise of the Office and the management of knowledge are reflected in the work output.

In this context the Advisory and Administration sides of the Office undertake to:

- Ensure that, so far as possible, outputs emanating from the Office are clear, considered, comprehensive and consistent.
- Provide independent and impartial advice – which anticipates relevant issues and offers solutions to legal problems, i.e. where feasible, appropriate and supportive of Government and your organisation’s best interests.
- Understand your objectives and where possible, work with you to identify feasible legal options which will support you in addressing your organisation’s legislative or related requirements.

Respond to requests for clarification by providing our reasoning and insights into our approach and/or recommendations.

In order to help us meet your requirements, all clients and customers of the Advisory and Administrations sides should, as appropriate:

- Be sufficiently clear in respect of the policy objectives of your Department or Office.
- Be familiar with relevant advices which have been issued by the Office in the past.
- Be familiar with, and aware of, legislation which applies to your Department or Office.
- Give instructions and respond to queries in a timely manner, bearing in mind any agreed deadlines.
- Be aware of, and provide the Office with sufficient notice of forthcoming EU directives and associated legislative requirements.
- Secretaries General and their equivalents in Departments and Offices are requested to:
  - Identify (at least annually) key priorities.
  - Consider the particular resource and competency requirements of those who will be responsible for policy development and the coordination of any other activities with the Office.
  - Encourage and promote effective management of files/cases.
- In order to ensure the most efficient delivery of our services, we are available to discuss and agree related requirements with clients.

The Office of the Parliamentary Counsel to the Government will:

- Draft your legislation in a manner that is constitutionally and legally sound, clear, comprehensive and responsive to your requirements.

- Draft your amendments to Bills for tabling in Dáil Éireann and Seanad Éireann.
- Address your queries, identify feasible options and adopt a 'solutions based' approach in working with you to give legislative expression to your policy requirements.

In order to help us meet your requirements, all clients of the Office of the Parliamentary Counsel to the Government should:

- Be sufficiently clear in respect of the policy objectives of your Department or Office and finalise the policy before seeking Government approval to draft a Bill.
- Be familiar with, and aware of, legislation which applies to your Department or Office.
- Give drafting instructions and respond to queries in a timely manner, bearing in mind any agreed deadlines or completion dates.
- Inform us as soon as possible if you will require amendments to Bills for tabling in Dáil Éireann and Seanad Éireann.
- Be aware of, and provide the Office with sufficient notice of forthcoming EU legislation and associated legislative requirements.
- Secretaries General and their equivalents in Offices are requested to:
  - Identify (at least annually) legislative, drafting and related priorities.
  - Consider the particular resource and competency requirements of those who will be responsible for policy development and the coordination of drafting instructions to the OPC.
  - Encourage and promote effective management of files/cases.

In order to ensure the most efficient delivery of the Government's Legislation Programme, we are available to discuss and agree related requirements with clients.

#### **4.4 Service Delivery**

In addition to offering a professional and responsive service, we will work with you to promote a spirit of partnership and teamwork. Our aim is to assist our clients and customers in finding appropriate mechanisms to meet their policy requirements.

As part of this commitment, the Advisory and Administrations sides of the Office undertake to:

- Be courteous, professional and helpful at all times.
- Be sufficiently organised and prepared for meetings/discussions.
- Adopt a team-based approach and be committed to helping you achieve your objectives.
- Respond to requests for clarification by providing our reasoning and insights into our approach and/or recommendations.

The Office of the Parliamentary Counsel to the Government will:

- Be courteous, professional and helpful at all times.
- Be sufficiently organised and prepared for meetings/discussions.
- Adopt a team-based approach with the Department and be committed to helping you achieve your objectives.

#### **4.5 An Ethical & Confidential Service**

The Office will continue to observe high public and commercial ethical standards in the discharge of its functions. All staff are bound by the Official Secrets Act, the Freedom of Information Act as amended, the Committees of the Houses of the Oireachtas (Compellability, Privileges and Immunities of Witnesses)(Amendment) Act 2004 and by professional duties of confidentiality and pertaining to the principles of legal privilege.

#### **4.6 Service Integration**

The Merrion Street Office works closely with the Chief State Solicitor's Office to ensure consistency of advice, recommendations and strategic direction. The Merrion Street Office also works closely with the Law Reform Commission to facilitate its work. Related meetings are held with both the Chief State Solicitor's Office and the Law Reform Commission on a regular basis. These meetings are attended by representatives from each of these organisations to discuss and progress matters of shared responsibility, relevance and importance.

## **5. CONSULTATION, CORRESPONDENCE, CONTACT & FEEDBACK**

### **5.1 Consultation & Commitment**

Since 2004, the Office has pursued an integrated and ongoing strategy which is designed to enhance the quality of service which we provide to our customers and clients. Core elements include focus group ('panel') workshops and extensive surveys of customer/client satisfaction. This process is designed to solicit feedback, identify performance targets and promote ongoing service delivery improvement.

The consultative process is continuous and has been designed to provide the Office with in-depth feedback on a periodic basis.

In this context, we are committed to:

- Providing a structured approach to meaningful consultation as it relates to the development, delivery and review of services;
- An organised, systematic and regular review of service against benchmarked and balanced key performance indicators;
- Obtaining formal and informal feedback to determine whether your professional legal service requirements are being met;
- Regularly assessing the efficiency of the Office and its systems and procedures;
- Reviewing and updating the Office's website to ensure its relevance and timeliness;
- Publishing progress and annual reports outlining achievements against commitments contained in this Guide.

The promotion and enhancement of quality client and customer service remains a core objective for the Office and is supported through training, awareness and the promotion of competencies under the Performance Management Development System. The Office also supports the ongoing training and development of all staff in legal and related areas.

## **5.2 Correspondence & Contact**

All items of correspondence received by the Office are recorded on our Case and Records Management System (ACME), tracked, added to, or associated with, an existing or new file.

To ensure that we can process matters and cases in the most efficient manner possible, requests for advice or information are assigned on the basis of resource availability and staff expertise. Clients are therefore requested to ensure that all initial correspondence is sent via our Registry to the Office of the Attorney General or the Office of the Parliamentary Counsel to the Government. Initial correspondence should not be addressed to individual staff members as the failure to support this process can lead to unnecessary delays.

The Office also accepts requests for advice and information by email; initial correspondence should be sent to: [info@ag.irlgov.ie](mailto:info@ag.irlgov.ie) so that it may be assigned to an appropriate member of staff. Where correspondence, (including subsequent correspondence relating to a request already received in the Office), is sent to the Office by e-mail, please copy all such e-mail correspondence (with our reference number where known) to our Registry at the above e-mail address.

The Office switchboard is open from 9:00am to 6:00pm, Monday to Friday. Voicemail message facilities are also available for use when staff members are unavailable. Contact outside office hours is available where necessary and in consultation with the client or customer.

Contact details for the Office are as follows:

Office of the Attorney General  
Government Buildings  
Upper Mount Street  
Dublin 2

Ph: + 353 1 661 6944  
+ 353 1 631 4000

Fax: + 353 1 676 1806 (Advisory Counsel & Administration)  
+ 353 1 661 1287 (Parliamentary Counsel)

Email: [info@ag.irlgov.ie](mailto:info@ag.irlgov.ie)

Web: [www.attorneygeneral.ie](http://www.attorneygeneral.ie)

### **5.3 Suggestions & Feedback**

In striving to improve the quality of service which we provide to our clients and customers, we welcome your feedback in the form of comments, suggestions and/or complaints. All feedback will be considered comprehensively and will be used to enhance the level of service which we offer.

Your suggestions and feedback should be addressed, in the first instance to: The QCS Officer, Mr. Paul Gibney, Office of the Attorney General, Government Buildings, Upper Merrion Street, Dublin 2. Phone (01) 631 4103 or email: [paul\\_gibney@ag.irlgov.ie](mailto:paul_gibney@ag.irlgov.ie) Once received and acknowledged, feedback will be considered and/or investigated by a nominated member of the Office who will revert to you within 10 working days.

## **6. PROVISION OF INFORMATION & ACCESS**

### **6.1 Irish Language**

The Office supports the provision of services through Irish and is committed to encouraging the development of skills and proficiencies in the Irish language and to meeting our obligations under the Official Languages Act 2003. In June, 2007 (in accordance with the relevant provision of the Act) the Office published a Scheme for the period 2007 - 2010 which sets out in detail our commitments to the provision of services which will be provided in Irish, in English or bilingually . The Office published a second Scheme covering the period 2010 – 2013 on 18 October 2010 and a third Scheme covering the period 2015 – 2018 on 15 June 2015. We will continue to endeavour to meet these commitments over the period of the third Scheme. A copy of the latest Scheme can be accessed on our website [www.attorneygeneral.ie](http://www.attorneygeneral.ie)

### **6.2 Electronic Irish Statute Book (eISB)**

The Office produces the electronic Irish Statute Book (eISB) which is an on-line repository of legislation that is freely available to the public through the web site [www.irishstatutebook.ie](http://www.irishstatutebook.ie) and currently includes Acts of the Oireachtas from 1922 to date, Statutory Rules and Orders from 1922 to 1947 and Statutory Instruments from 1948 to date and most of the pre 1922 public and general statutes still in force in the State following the enactment of the [Statute Law Revision Act 2007](#).

A Legislation Directory for Acts is also published for the period 1922 to March 2016 which enables users of the Irish Statute Book to identify whether a particular provision of an Act has been amended or otherwise affected since its enactment. A Legislation Directory for statutory instruments is also included, which identifies amendments and revocations to statutory instruments effected between January 1999 and March 2016. The full text of the Constitution with links to amending Acts is also published on the eISB.

A new web design was implemented in February 2016 to improve user access to legislation and supporting information. Another important recent development is the implementation

of the first phase of the European Legislation Identifier (ELI) which requires Member States to use standardised identification of legislation and metadata properties describing each legal resource, so as to enable an effective, user-friendly and faster search and exchange of legal information.

Queries about the content and functionality of the electronic Irish Statute Book may be referred to: [info@ag.irlgov.ie](mailto:info@ag.irlgov.ie).

### **6.3 Library & Know-how Unit**

The primary clients of the Library and Know-how Unit are the staff of the Office of the Attorney General. The Unit provides library, research and know-how resources and services to these clients.

The secondary clients of the Unit are the legal staff in the Chief State Solicitor's Office, the Law Reform Commission, the Office of the Director of Public Prosecutions and Departmental legal advisers.

### **6.4 Equality**

The Office is committed to the application of fairness, equality and impartiality in undertaking its duties and discharging its responsibilities.

The principles enshrined in the Employment Equality Acts 1998 to 2015 and the Equal Status Acts 2000 to 2015 are applied at all times and special emphasis is placed on the promotion of equality in recruitment, development and the promotion of staff as well as in the selection of external advisers and consultants.

### **6.5 Physical Access**

Our objective is to provide accessible offices and to facilitate people with disabilities or other special needs. A programme of work has been completed in recent years and provides enhanced levels of access for all personnel. The Office website is regularly reviewed to take account of public sector guidelines on accessibility. The Office's Health and Safety Statement has been updated to take account of recommendations arising out of

separate safety and physical accessibility audits. Occupational health and safety standards/ requirements will continue to be monitored on an ongoing basis and appropriate modifications implemented as required.

## **6.6 Further Information**

The Office's website at [www.attorneygeneral.ie](http://www.attorneygeneral.ie) provides information on the activities of the Office. The site includes information on the roles and functions of the Office, access to the Irish Statute Book and publications such as Annual Reports, Statements of Strategy, Client Service Guide and Client and Customer Charters, Irish language Schemes, Action Plans and Progress Reports under *Sustaining Progress* and *Towards 2016*, Action Plans and progress Reports under *Public Service Agreement 2010 – 2014* and the Freedom of Information Publication Scheme.

## APPENDIX 1

### Extract from the Cabinet Handbook (cf Appendix I)

#### **GUIDELINES FOR DEPARTMENTS IN RESPECT OF THE PREPARATION OF GENERAL SCHEME OF BILL**

##### **Note:**

*The purpose of the following guidelines is to remind Departments sponsoring legislation of matters they should have regard to when drawing up Schemes of Bills for the approval of the Government. Failure by a Department to observe these requirements is likely to result in the preparation of the legislation in the Office of the Attorney General taking longer than would otherwise be the case. A Department which has failed to observe the guidelines cannot expect the drafting of its legislation to receive priority over the drafting of legislation for Departments which have observed the guidelines.*

##### **Preliminary**

1. In the preparation of the Heads of a Bill, it is necessary for the civil servants in a Department promoting legislation to be knowledgeable in the subject matter concerned and with the requirements and procedures of the process for proposed legislation; for that reason they should have thoroughly familiarised themselves with the existing body of legislation and administrative practices to which the Heads will relate to enable adequate Heads to be prepared by them on –
  - (a) the substantive matter,
  - (b) the administrative requirements or consequences resulting from the proposed legislation, and
  - (c) the consequential provisions (e.g. amendments and repeals, transitional provisions, etc.) necessary in the context of points (a) and (b).

##### **General**

2. The Heads and notes should contain sufficient background information to enable parliamentary counsel to understand the policy contained in the proposals.
3. The principal objects of the legislation have to be clearly and fully stated and the Heads and notes have to be sufficiently detailed to enable parliamentary counsel to draft the Bill.
4. The Heads and notes should refer to all known implications and difficulties, whether legal, social or administrative. Regarding constitutional, legal and legal policy issues,

relevant advice should be obtained from the Office of the Attorney General as part of the preparation of the Heads and such issues should be resolved before the Heads are sent for drafting.

5. Although certain supplementary policy implications may only become apparent after discussions with (or a draft has been supplied by) the parliamentary counsel concerned, all policy matters that may have a bearing on the draft should be resolved by the Department (**including inter-departmental matters**) before the Heads are sent for drafting and supplementary policy implications should be resolved as quickly as possible.

### **Jargon and Technical Language**

6. The Heads and notes should be expressed in language that will be understood by parliamentary counsel, accordingly-
  - (a) the use of jargon (administrative or otherwise) ought to be avoided;
  - (b) where possible, technical language ought to be avoided and where it cannot be avoided it should be explained.

### **Use of Precedents**

7. (a) Where Heads are based on a precedent, that fact should be referred to in the notes to the Head.
  - (b) Where more than one appropriate precedent for a provision is known, each should be referred to and the reason given for the choice of one precedent over the other.
  - (c) Care should be taken to check whether the precedent has been amended for any reason and drawn to the attention of parliamentary counsel.
  - (d) Where a precedent is taken from another jurisdiction copies of it must be supplied to parliamentary counsel together with other relevant provisions (e.g., where appropriate, the definition or interpretation section).

### **Conventions and EU Directives, etc.**

8. Where the proposed legislation is for the purpose of implementing international conventions or acts of the European Union, a copy of each relevant Convention or act to be implemented must be supplied to parliamentary counsel together with-
  - (a) either in the notes to the Heads or in a comparative table, sufficient information to identify where it is proposed in the Heads to implement each provision of the Convention or EU act;

(b) where a provision is not proposed to be implemented, that fact should be drawn to the attention of parliamentary counsel and the reason for the exclusion should be given;

(c) where a convention or EU act is amending an earlier one which has already been implemented into Irish Law, copies of all the earlier Conventions and EU acts must be supplied to parliamentary counsel together with sufficient information to identify all the earlier implementing provisions.

### **Other and Special Cases**

9. The above guidelines are guidelines for general application. In certain cases they may not all be of direct relevance or applicability because of the nature of the proposed legislation (e.g. the annual Finance and Social Welfare Bills); in such cases direct consultation is necessary on this matter with parliamentary counsel.
10. While these guidelines primarily deal with Bills, they are also generally of relevance to the drafting of statutory instruments, in particular, the drafting of Regulations to give effect to acts of the European Union.

## **Extract from the Cabinet Handbook (cf Appendix II)**

### **GUIDELINES FOR GOVERNMENT DEPARTMENTS OR OFFICES SEEKING LEGAL ADVICE FROM THE OFFICE OF THE ATTORNEY GENERAL**

These guidelines are intended to assist officers of Government Departments or Offices who have occasion to seek legal advice from the Office of the Attorney General.

In the context of proposals for Government (proposals for legislation or otherwise) in accordance with the requirements of Chapters 3 and 4 of the Cabinet Handbook legal advice should be sought in advance and reflected in the draft memorandum for Government when circulated for observations.

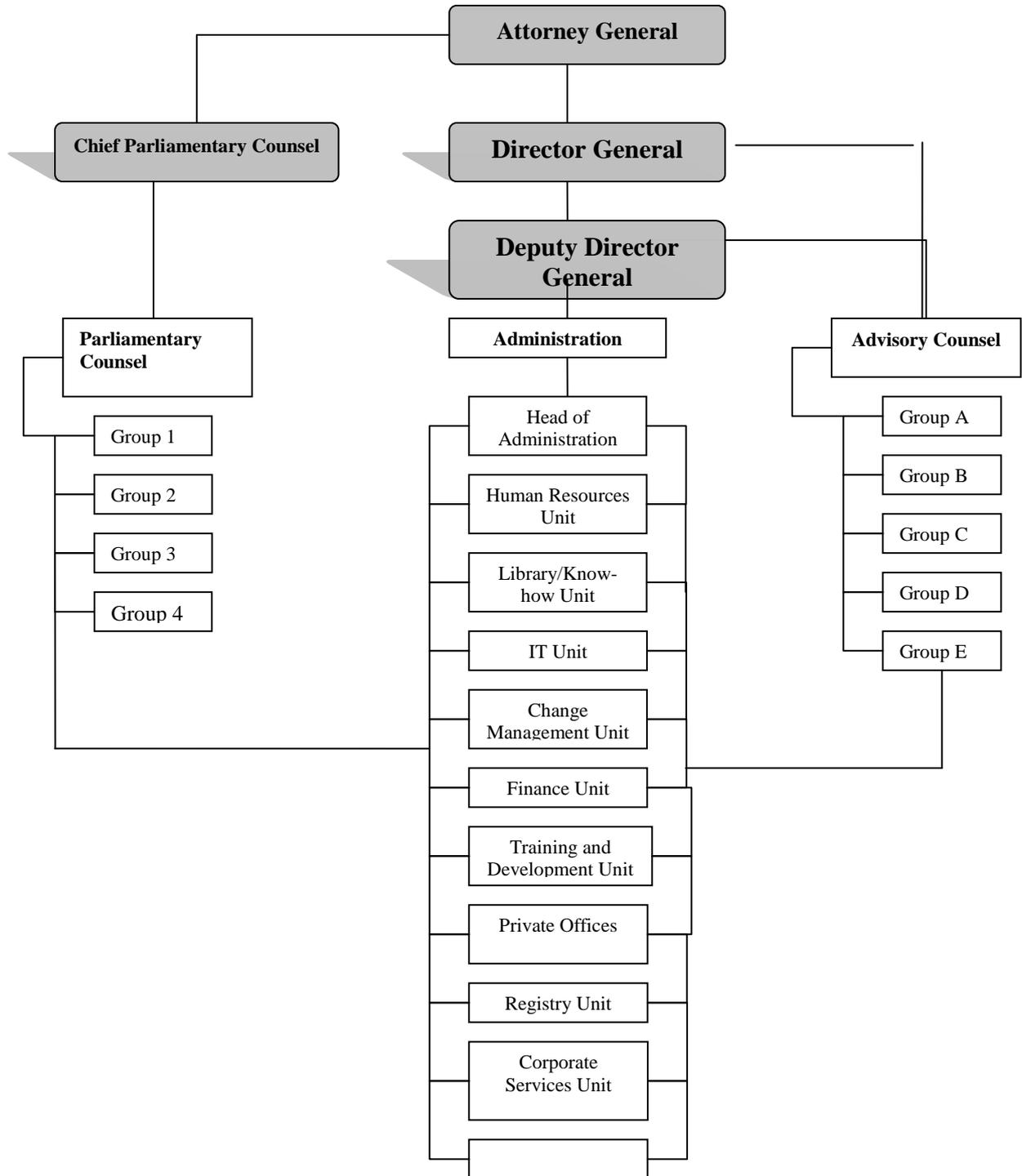
The aim is to ensure that requests for advice are accompanied by all necessary information so as to eliminate unnecessary requests for further information from the Office of the Attorney General which may delay the provision of the advice sought.

1. When advice is being sought on a particular matter, previous relevant advices should be consulted by the Department in advance and should be referred to in the request for advice.
2. A request for advice about a law or statutory instrument which the Department is responsible for administering should, where appropriate, include relevant information about the Department's experience in such administration and the Department's views on the point raised and its reasons for those views.
3. A request for advice should include details of all relevant legislation, primary or secondary, domestic or E.U. and Treaties or Conventions of which the Department is aware. The Department should refer where appropriate to relevant provisions of the European Convention on Human Rights. A copy of the relevant legislation or Treaty, etc., with the exception of Acts of the Oireachtas and E.U. Treaties, should be attached. The Department should also refer to any relevant court judgments or decisions of which they are aware particularly if these are unreported or unlikely to be contained in any legal databases.
4. Requests should be as specific and precise as possible. The more specific a request is, the faster it can be dealt with.

**APPENDIX 2 – Organisation Chart**

**Merrion Street Office**

**G**





## ***APPENDIX 3***

### ***ORGANISATION AND LEGAL BUSINESS SUPPORT SERVICES***

#### **1. Organisation**

The Office of the Attorney General has an authorised complement of 133 staff comprised of 40 Advisory Counsel, 33 Parliamentary Counsel, 60 permanent administrative staff and the remainder employed on a contract basis on drafting and research work. Clients and customers are referred to the organisation chart at *Appendix 2*.

#### **2. Advisory Counsel**

The Advisory side of the Office is divided into five specialist groups covering all legal specialisms. It is comprised of qualified lawyers (Advisory Counsel) each of whom specialises in a variety of specific areas of law. The principal duty of Advisory Counsel is to assist in the performance of the Attorney General's functions and duties. Each Group has dedicated clerical support staff familiar with the business of the Group. The range of subjects covered is extensive but the activities themselves fall into three functional areas, namely:

- (a) the provision of advice;
- (b) the direction of litigation;
- (c) advice on the provision of a drafting service to Government Departments.

## **2.1 Work of Advisory Counsel**

The Advisory side of the Attorney General's Office comprises of lawyers who specialise in specific areas of law. There are three grades of Advisory Counsel Grade I (Assistant Secretary), Grade II (Principal Officer) and Grade III (Assistant Principal Officer). The Director General and the Deputy Director General of the Office are also Advisory Counsel.

The principal duty of the Advisory Counsel in the Office is to assist the Attorney General in performing her functions, powers and duties. The range of subjects covered is broad, but the activities themselves fall broadly into three categories: (1) the provision of advice, (2) the direction of litigation and (3) legal advice in the provision of a drafting service to Government Departments.

Advisory Counsel work closely with lawyers in both the Office of the Parliamentary Counsel in relation to advising on legal issues in the drafting of legislation and the Chief State Solicitor's Office in relation to advising on the conduct of litigation and other legal advice.

The Director General of the Office of the Attorney General, who is also the most senior Advisory Counsel, is the head of the Office of the Attorney General as a whole within the meaning of the Public Service Management Act 1997 and has responsibility for the management of the Office.

## **2.2 Provision of Advice**

The range of advisory work normally undertaken by the Office is very broad, including constitutional and administrative law, EU law, commercial law, public international law and criminal law - in fact, any legal issue on which the Government or a Department may require legal advice. The Office of the Attorney General (including the Chief State Solicitor's Office) is responsible for handling most civil litigation engaged in by the State. This involves actions in all Courts in the State, in the Court of Justice of the European Union and the General Court in Luxembourg, and before the European Court of Human

Rights in Strasbourg. (In the latter case the Department of Foreign Affairs and Trade, not the Chief State Solicitor, acts as agent). The precise involvement of Advisory Counsel and the Attorney General herself is determined by the difficulty and importance of the case. The mechanism of this involvement is that the solicitor handling the case seeks directions from the Attorney General or her staff. Generally the Attorney General's Office is not involved in criminal matters which are dealt with by the Director of Public Prosecutions. The Attorney General's Office is also not involved in the management of personal injury and property damage claims against the State which are the responsibility of the State Claims Agency.

The drafting of legislation in the Office of the Attorney General is undertaken by specialist Parliamentary Counsel, with Advisory Counsel having an important but essentially auxiliary role in the drafting process. The role of the Advisory Counsel is primarily to provide advice on the proposed legislative action, for example, on whether it might conflict with the provisions of the Constitution, acts and treaties of the European Union, the European Convention on Human Rights or other international treaties to which the State has acceded.

Details of the Groups and their areas of responsibility are set out in *Part 1* of this *Appendix*.

### **2.3 Direction of Litigation**

The Office of the Attorney General (including the Chief State Solicitor's Office) is responsible for handling most civil litigation engaged in by the State. This involves actions in all Courts in the State, in the Court of Justice of the European Communities and the General Court in Luxembourg, and before the European Court of Human Rights in Strasbourg. (In the latter case the Department of Foreign Affairs and Trade, not the Chief State Solicitor, acts as agent). The precise involvement of Advisory Counsel and the Attorney General herself is determined by the difficulty and importance of the case. The mechanism of this involvement is that the solicitor handling the case seeks directions from the Attorney General or her staff. Generally the Attorney General's Office is not

involved in criminal matters which are dealt with by the Director of Public Prosecutions. The Attorney General's Office is also not involved in the management of personal injury and property damage claims against the State which are the responsibility of the State Claims Agency.

The drafting of legislation in the Office of the Attorney General is undertaken by specialist Parliamentary Counsel, with Advisory Counsel having an important but essentially auxiliary role in the drafting process. The role of the Advisory Counsel is primarily to provide advice on the proposed legislative action, for example, on whether it might conflict with the provisions of the Constitution, acts and treaties of the European Union, the European Convention on Human Rights or other international treaties to which the State has acceded.

## **2.4 Secondment of Advisory Counsel**

The secondment of Advisory Counsel as Legal Advisers to Government Departments which commenced in May 2006 continues. There are now 18 secondees in place in 11 Departments and the Irish Prison Service. Additionally, the Office currently has an Advisory Counsel seconded to the EU while an additional Advisory Counsel serves in an ongoing capacity in the Permanent Representation in Brussels. The Office is currently training new recruits for secondment early next year.

## **2.5 Provision of Drafting Service to Government Departments**

The drafting of legislation in the Office of the Attorney General is undertaken by specialist Parliamentary Counsel, with Advisory Counsel having an important but essentially auxiliary role in the drafting process. The role of the Advisory Counsel is primarily to provide advice on the proposed legislative action, for example, on whether it might conflict with the provisions of the Constitution, acts and treaties, of the European Union or other international treaties to which the State has acceded.

## **2.6 Permanent Representation to the European Union**

The Office has assigned an Advisory Counsel to be seconded as Legal Counsellor to the Permanent Representation of Ireland to the European Union in Brussels. Since its establishment in 1996, the role of the Legal Counsellor has become an essential and intrinsic element of the effective functioning of the Permanent Representation. The role is very varied and involves a wide range of functions and duties.

The Legal Counsellor furnishes legal advice to the representatives of all Government Departments who are members of the Permanent Representation on the wide range of legal issues which arise on a day-to-day and often very urgent basis. Due to the participation of the Legal Counsellor in important EU negotiations, including Treaty reform and other significant legislative developments, the Attorney General is now involved from an early stage in advising on significant EU legal issues. The role involves furnishing oral and written advices, opinions and briefings on matters of EU law, domestic legal and constitutional issues which arise in the context of Ireland's membership of the Union. This service facilitates the seeking and provision of legal advice in respect of community initiatives and seeks to ensure that Departments are aware of, and as up-to-date as possible with, their obligations under European law. The diplomatic aspect of the role includes extensive consultation, briefing and negotiations within the Council for the protection and promotion of the State's legal interests.

## **3. Parliamentary Counsel to the Government**

The mission of the Office of the Parliamentary Counsel to the Government (OPC) is to draft Bills on behalf of the Government, and statutory instruments on behalf of the Government and Ministers of the Government, to a consistently high standard.

The Office of the Parliamentary Counsel to the Government ("OPC") comprises a team of specialist lawyers trained to a high level in the discipline of drafting legislation. The Office is a constituent part of the Office of the Attorney General which is located in

Merrion Street, Dublin 2. The goal of the OPC is to provide a high quality professional, specialist and efficient legislative drafting service to Government.

### **3.1 Functions of the OPC**

The functions of the OPC are to -

- draft Government Bills (including Bills containing proposals to amend the Constitution)
- draft Government amendments to Bills during the Parliamentary process
- draft, or settle the drafts of, statutory instruments to be made by Government
- draft, or settle the drafts of, statutory instruments to be made by a Minister of the Government, a Minister of State or the Revenue Commissioners
- draft, or settle the drafts of, statutory instruments to be made by a person (other than a Minister of the Government) or body authorised in that behalf by statute, if requested to do so by a Minister of the Government or a Minister of State where the Minister has the statutory function of approving the draft concerned
- provide information to the Government Legislation Committee on the progress of the drafting of Bills
- provide information to the European Union Division, Department of Taoiseach, on the progress of the drafting of European Union statutory instruments
- provide drafting advice to client Departments on achieving their aims in proposed legislation
- liaise with client Departments during the drafting process.

### **3.2 Organisation and Structure**

The head of the OPC is the Chief Parliamentary Counsel who has overall responsibility for the legislative drafting services provided by the OPC. The OPC is divided into 4 groups, each headed by a Group Manager who is not lower than Parliamentary Counsel (Assistant Secretary) rank. The Group Managers report to the Chief Parliamentary Counsel. Each group has responsibility for providing drafting services to specific

Government Departments. Each Group Manager is responsible for managing the provision of drafting services to Government Departments by the group of which he or she is head. The Chief Parliamentary Counsel is responsible for the allocation of personnel to each drafting group. The work of the OPC Groups is supported by a Legislative Editor.

Administrative support for the OPC is provided by a Higher Executive Officer and 7 clerical officers. Each group has dedicated clerical support staff familiar with the business of the Group. In addition, a clerical officer acts as Private Secretary to the Chief Parliamentary Counsel.

Details of the Groups and their areas of responsibility are set out in *Part 2* of this *Appendix*.

### **3.3 Government Legislation Committee**

The Government Legislation Committee (GLC) is chaired by the Government Chief Whip and its members include the Attorney General, the Chief Parliamentary Counsel, the Programme Managers of the main parties in Government, the Leader of Seanad Éireann (Upper House of the Irish Parliament) and representatives of the Department of the Taoiseach and the OPC.

The OPC works closely with the GLC in ensuring that the Government Legislation Programme is implemented. The function of the GLC is to assist the Government in fixing legislative priorities for the forthcoming Parliamentary session and to oversee the implementation of the Government legislation programme. It does this by making recommendations to the Government in relation to the level of priority that should be accorded to the drafting of each Bill (the drafting of which has been authorised by Government) and by anticipating blockages that might occur in the system and recommending appropriate action to avoid delays in the drafting process.

Before the commencement of each Dáil session the Government publishes a press release which sets out its legislative priorities for that session. The GLC is involved in preparing the draft press release. The draft press release is circulated among Ministers before the Chairperson of the GLC seeks Government approval for its publication. At this stage Ministers may indicate their legislative priorities for the forthcoming Dáil session. The legislative priorities set out in the press release determine the work programme for the OPC for the Dáil session concerned.

The GLC provides a vital mechanism of mediation in respect of the competing claims of Departments for the services of Parliamentary Counsel.

### **3.4 Business Support Services**

This division of the Office is headed by the Head of Administration (Principal Officer). Details and contact information are set out in *Part 3* of this *Appendix* in respect of the following-

- Library and Know-how Unit
- IT Unit
- Registry
- Finance Unit
- Human Resources Unit
- Internal Audit Unit (function retained through a contract agreement with a professional auditing company)
- Change Management Unit
- Corporate Services Unit
- Attorney General's Private Office
- Director General's Private Office
- Chief Parliamentary Counsel's Private Office.

## **Part 1**

### **Advisory Counsel**

The Director General has responsibility in the areas of Council of Europe, EU Horizontal Issues, EU Institutional Issues, Northern Ireland Working Groups, COREPER and Council of Ministers.

The Legal Counsellor to the Permanent Representation to the European Union in Brussels also works within this group.

**Group A** has responsibility in the areas of Attorney General's criminal law Functions, Article 40s, Censorship, Civil aspects of the Criminal Law, Criminal Assets, Criminal Law, EU Accession to the ECHR, EU Criminal FSJ Measures – Title V, Extradition, Garda, Garda Vetting, Legacy issues arising from the NI troubles, Interception of Telecoms & Postal Packages and Data Retention, Licensing, Mutual Legal Assistance in criminal matters, Prisons, Private Security Authority and Road Traffic Acts.

The group is comprised of the Group Manager and 7<sup>5</sup> other Advisory Counsel.

**Group B** has responsibility in the areas of Abortion, Adoption, Arbitration/Mediation, Assisted Human Reproduction, Blood, Casual and Occasional Trading, Childhood Abuse and Redress, Child Law, Civil Legal Aid, Civil Registration and status, Education, Environmental Law, Family Law, Gender Recognition, Health, Local Government Reform, National Monuments, Nuclear, Ombudsman (general issues), Personal Injury, Planning Acts, Private International Law, Solicitors/Barristers, Statistics, Statutory Instruments, Tobacco and Alcohol Control and Wardship.

The group is comprised of the Group Manager and 6 other Advisory Counsel.

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<sup>5</sup> All legal Groups and business units, their areas of work and staffing levels in Appendix 3 reflect the position as at the date of publication of this Client Service Guide. These may be altered during the period of application of this Client Service Guide.

**Group C** has responsibility in the areas of asylum, immigration and citizenship, Agriculture, Air Transport, Electricity, Garda Compensation Acts, Gas, Government Contracts and Public Procurement, Health and Safety Authority, Law Reform, Legal Aid, Metrology, Mining and Quarrying, petroleum, Postal Law, Probate, Succession, Charities and Escheated Estates, Taxation and Title V.

The group is comprised of the Group Manager and 6 other Advisory Counsel.

**Group D** has responsibility in the areas of Appropriation and Public Expenditure, Aquaculture, Foreshore, Fisheries, Seabed Exploration, Continental Shelf and Law of the Sea, Shipping Law, Harbours, Irish Coastguard Service, Commissioners of Irish Lights, Marinas, Bankruptcy/Insolvency/Liquidation, Company Law, Competition Law, Consumer Protection, Coroners, Courts and Judges, Cultural, Defence, eCommerce, Financial Services, Gaeltacht, Gaming, Lotteries and Betting Acts, Insurance, International Trade Law, Irish Language, Mergers and Monopolies, Other State Authorities, Semi-State Bodies, State Aids and Grants and Telecommunications.

The group is comprised of the Group Manager and 6 other Advisory Counsel.

**Group E** has responsibility in the areas of Intellectual Property, Official Secrets Act, Data Protection Act, Freedom of Information, Social Welfare Law, Labour Law, Industrial Relations Acts, Pensions and Superannuation, Public Service, Garda, Prison Officers, Road Haulage, Buses and Taxis, Rail Transport, State Property Act, Property, Land Registration, Landlord and Tenant, Relator Actions, Tourism, Public International Law and Human Rights horizontal Issues.

The group is comprised of the Group Manager and 6 other Advisory Counsel.

The Deputy Director General has responsibility in the areas of Electoral Law, Ethics, Oireachtas and Oireachtas Commission and Protected Disclosures Act (general).

## **Part 2**

### **Parliamentary Counsel**

**Group 1** has responsibility for drafting legislation for the following Departments and Offices-

- Agriculture, Food and the Marine
- Arts, Heritage, Regional, Rural and Gaeltacht Affairs
- Communications, Climate Action and Environment
- Housing, Planning, Community and Local Government
- Transport, Tourism and Sport

The group is comprised of the Group Manager at Assistant Secretary level and five other Parliamentary Counsel.

**Group 2** has responsibility for drafting legislation for the following Departments-

- Defence
- Education and Skills
- Finance
- Public Expenditure and Reform

The group is comprised of the Group Manager at Assistant Secretary level and seven other Parliamentary Counsel.

**Group 3** has responsibility for drafting legislation for the following Departments-

- Justice and Equality

- Children and Youth Affairs
- Taoiseach

The group is comprised of the Group Manager at Assistant Secretary level and six other Parliamentary Counsel.

**Group 4** has responsibility for drafting legislation for the following Departments-

- Jobs, Enterprise and Innovation
- Health
- Social Protection
- Foreign Affairs and Trade

The group is comprised of the Group Manager at Assistant Secretary level and six other Parliamentary Counsel.

### Part 3

#### Business Support Services to the Office of the Attorney General

##### **Head of Administration**

**Padraig McMahon**

Contact details

Tel. 6314016  
Fax. 6314190  
Email: Padraig\_mcmahon@ag.irlgov.ie

##### **Unit**

**Human Resources Unit**

Unit Head

David Donnelly

Contact details

Tel. 631 4063  
Fax. 631 4190  
E-Mail: david\_donnelly@ag.irlgov.ie

Service provided

To facilitate the recruitment of staff to the Office  
To ensure that payroll details are kept up to date and all changes are implemented in good time  
To create, maintain and monitor records relating to staffing levels and staff attendance  
To organise internal competitions and to assist in the holding of external competitions  
To provide an information resource for all staff concerning their conditions of service and to ensure enforcement of all relevant Civil Service Regulations  
To liase with staff and with other Departments as required in the provision of and sharing of information

Client

Dept of Public Expenditure and Reform, Public Appointments Commission, Public Appointments Service, Dept of the Taoiseach, Dept of SocialProtection, Office of the Revenue Commissioners, staff of the Office.

##### **Sub-Unit**

**Training Unit**

Section Head

Collette Maguire

Contact Details	Tel. 6314003 Fax. 6314031 E-Mail: <a href="mailto:collette_maguire@ag.irlgov.ie">collette_maguire@ag.irlgov.ie</a>
Service provided	To ascertain, prioritise and address the training needs of all staff in the Office.
Client	All staff of the Office, course organisers
<b>Unit</b>	<b>IT Unit</b>
Unit Head	Brian Scannell
Contact details	Tel. 631 4069 Fax. 6761806 E-Mail: <a href="mailto:brian_scannell@ag.irlgov.ie">brian_scannell@ag.irlgov.ie</a>
Service provided	IT Strategy development and implementation IT systems development/procurement, implementation and on-going management and development IT infrastructure procurement, implementation and on-going management and development End-user support
Client	Staff of the Office
<b>Unit</b>	<b>Registry Unit</b>
Unit Head	Michael Kirwan
Contact Details	Tel. 6314062 Fax. 6761806 E-Mail: <a href="mailto:michael_kirwan@ag.irlgov.ie">michael_kirwan@ag.irlgov.ie</a>
Services provided	Registering of all post including electronic e-mails where appropriate and maintaining an efficient filing system Annual check of files to identify files for transmission to National Archives. When files are identified same are checked and entered on to appropriate database and subsequently forwarded to the National Archives. Assisting in the implementation of the new Case and Records Management System
Client	All Office Staff, Staff in the CSSO and other Government Departments, and the National Archives

<b>Unit</b>	<b>Change Management Unit</b>
Unit Head	Paul Gibney
Contact details	Tel. 631 4103 Fax. 676 1806 E-Mail: <a href="mailto:paul_gibney@ag.irlgov.ie">paul_gibney@ag.irlgov.ie</a>
Service provided	To implement the Programme of Change arising from initiatives such as the Civil Service Renewal Plan, Public Service Management Act 1997(PSMA), Quality Customer Service (QCS), Irish Language including obligations under the Official Languages Act 2003 (OLA), acting as Deputy Head of Administration with other responsibilities
Client	Staff of Office of the Attorney General and Office of the Chief State Solicitor, Department of the Taoiseach, Department of Public Expenditure and Reform.

<b>Unit</b>	<b>Finance Unit</b>
Unit Head	David Donnelly
Contact details	Tel. 631 4063 Fax. 631 4050 E-Mail: <a href="mailto:david_donnelly@ag.irlgov.ie">david_donnelly@ag.irlgov.ie</a>
Service provided	Preparation of the Appropriation Account for signature by the Accounting Officer Liaison with and facilitation of needs of auditors including Internal Audit and the C&AG. Processing Counsel Fees and recording fees movement between the CSSO and the AGO. Development, implementation and roll-out of the requirements of the Management Information Framework as it pertains to finance. Preparation of Annual Estimates and Multi-Annual Budgets Negotiate Administrative Budget Monitor Expenditure on a monthly basis

Processing the payment of all invoices promptly  
Travel Service – To ensure travel arrangements are made for staff and processing of travel claims  
Preparation of Brief for the Director General, as Accounting Officer, for appearance before the Public Accounts Committee

Client Payment of fees to barristers and solicitors, Department of Finance, Law Reform Commission, suppliers

**Unit Corporate Services Unit**

Unit Head Niall Kelly

Contact details Tel. 6314042  
Fax. 6761806  
E-Mail: niall\_kelly@ag.irlgov.ie

Service provided Dealing with the maintenance and upkeep of the building and co-ordinating accommodation works.  
Ordering all non IT supplies.  
Maintaining the Office PABX system and dealing with all mobile phone issues.  
Arranging various office functions, both internally and externally  
Assisting with the implementation of the new Financial Management System.  
Keeping track of all office equipment and maintaining an up to date office inventory.  
Liaising with Gardaí, Military Police and other users of the Government Buildings complex on all security issues.  
Ordering of all taxis and couriers on behalf of the Office.  
Providing cover for telephonists when required

Client Office Staff, Office of Public Works, Outside suppliers

**Unit Attorney General's Private Office**

Unit Head Martin Clasby

Contact details Tel. 631 4088  
Fax. 662 3969  
Email: martin\_clasby@ag.irlgov.ie

Service provided To provide support services to the Attorney General so as to ensure an effective interface between the Attorney and the Office

Client All Departments and Offices, judiciary, members of Bar Council and Law Library

**Unit Director General's Private Office**

Unit Head Fiona Gibbons

Contact details Tel. 631 4070  
Fax. 662 1079  
Email: fiona\_gibbons@ag.irlgov.ie

Service provided To provide administrative secretarial support to the Director General, Deputy Director General and Head of Administration

**Unit Chief Parliamentary Counsel's Private Office**

Unit Head Gillian O'Farrell

Contact details 631 4061  
Fax. 6611287  
Email: gillian\_ofarrell@ag.irlgov.ie

Service provided To provide administrative secretarial support to the Chief Parliamentary Counsel to the Government

**Requests under the Freedom of Information Act 1997 as amended**

Freedom of Information Liaison Officer Pdraig McMahon

Contact details Tel. 6314016  
Fax. 6761806  
Email: padraig\_mcmahon@ag.irlgov.ie

Requests for information under the Freedom of Information Act 1997 as amended must be made in writing addressed to:\*

Pdraig McMahon  
Freedom of Information Liaison Officer  
Office of the Attorney General

Government Buildings  
Upper Merrion Street  
Dublin 2

\*Replies will be made by post only and not email.

## ***APPENDIX 4***

### **COMMITTEES AND COMMISSIONS**

Advisory Committee on Garda Interviewing of Suspects  
Anti-Money Laundering Steering Committee (Official side)  
Article 40 Stakeholders Group  
Assistant Secretaries Network  
Circuit Court Rules Committee  
Civil Service Training Officers Network  
Commission for Democracy through Law  
Company Law Review Group  
Consultative Committee on Law Reform  
Corporate and Public Lawyers Association  
Council of Europe Committee of Experts in Family Law  
Courts Service Forum  
Courts Service User Group  
Courts Martial Rules Committee  
Cross-Departmental Committee on International Sanctions (CDISC)  
Data Sharing Clearing House Working Group  
Disability Liaison Officer's Network  
District Court Rules Committee  
EU Group of Legal Experts on Climate Change  
Eurojust Oversight Board  
EU Working Group on e-Law (e-Law)  
EU Working Group on Social Questions  
EU Working Party on International Environmental Issues  
Extradition/EAW Management Group  
Finance Officers Network

Government Legislation Committee  
Government Library Managers Network  
Greco Evaluation Team  
Information Society Legal Working Group  
Implementation Group on Compensation Issues  
Implementation Group of Secretaries General  
Interdepartmental Group on EU/UK Relations  
Interdepartmental eLegislation Group  
Interdepartmental Group on Special Education Needs Litigation  
Interdepartmental Working Group on Nursing Homes Charges  
Interdepartmental Committee on Nuclear Issues  
Interdepartmental Committee on Data-related Issues  
Interdepartmental Committee on Human Rights  
Interdepartmental Co-ordination Meeting on the Council of Europe  
Interdepartmental Group on Childhood Abuse Litigation  
Interdepartmental Marine Co-ordination Group  
Interdepartmental Working Groups on Disability  
Interdepartmental Committee on Infrastructure  
Interdepartmental Group on Legislative Issues for the Information Society  
Interdepartmental Group on Oireachtas Scrutiny of EU legislation  
Interdepartmental Group on Property Asset Reform  
Interdepartmental Project Board: Oberstown National Childrens Detention Facility  
Development Project  
Interdepartmental Project Board: Contracting of Private Sector Employment Services  
Interdepartmental Project Board and Project Team: Contracting of Private Sector Medical  
Services  
In House & Public Sector Committee of the Law Society  
Internal Audit Network  
International Expert Group on Nuclear Liability (INLEX)  
Justice Group at the Institute of International and European Affairs  
Litigation Committee of the Law Society

Management Group for Judicial Reviews in Asylum Cases  
National Committee on International Humanitarian Law  
Ministers and Secretaries Group on European Matters  
National ESCO/EPC Action Group  
Nuclear Law Committee (Nuclear Energy Agency, a branch of the OECD)  
Personnel Officers Network  
PMDS Network  
Processing Criminal Cases in the Dublin Metropolitan District  
Quality Customer Service Officer's Network  
Review Group on Administrative aspects of International Criminal Justice Co-operation  
Secretaries General and Heads of Offices Group  
Senior Officials Compliance Committee (OECD Corruption)  
Senior Officials Group on a Constitutional Amendment on Children's Rights  
Senior Officials Group on Climate Change and the Green Economy  
State Claims Agency (SCA) Risk Management Network  
State Legal Costs Committee  
Steering Group on Systems Review of Department of Agriculture and Food  
Superior Courts Rules Committee  
Tax Strategy Group  
Training Officer Network  
Working Group on Efficiencies in the Criminal Justice System of the Circuit and District Courts  
Working Group re Litigation arising from Malaria Chemoprophylaxis in the Defence Forces

## *APPENDIX 5*

### Stakeholders

The stakeholders of the Office of the Attorney General including the Office of the Parliamentary Counsel to the Government and the Chief State Solicitor's Office are:-

Government

Departments and Offices including Departments with Advisory Counsel on secondment

Courts

Government Legislation Committee

Bills Office of the Houses of the Oireachtas

Chief Whip's Office

Comptroller and Auditor General

Dáil Public Accounts Committee

Oireachtas Committees

Courts Service

Panels of Counsel

Asylum Agencies

Department of the Taoiseach

Department of Finance

Law Reform Commission

Director of Public Prosecutions

Office of the Revenue Solicitor

Office of Public Works

State Claims Agency

Legal Profession

Tribunals of Inquiry

EU Institutions

European Court of Justice

European Court of Human Rights

Recruitment Agencies

External Professional Support

Independent Agencies

Garda Síochána

Companies Registration Office