



30 June 2025
TRA-FOI-2025-0121
Gareth O'Brien

Re: Request for Records under the Freedom of Information Act 2014

Dear Mr O'Brien,

I refer to your request dated 02/05/2025 made under the Freedom of Information Act 2014, for records held by the Department. I refer also to the acknowledgement of your request which was sent to you on 16/05/2025. Finally, I refer to the request for clarification of scope sent to you on 19/05/25 and your response received on 11/06/2025.

Your initial request was as follows:

I am seeking information under the Freedom of Information Act 2014. I request access to the following records held by the Department of Transport relating to its Aviation section:

- 1. Documents outlining the required qualifications, technical competencies, and/or professional standards for personnel employed in the Aviation section;*
- 2. Any internal or external documents, policies, or guidelines detailing the recruitment criteria or training requirements for oversight roles within the Aviation function;*
- 3. An up-to-date organizational chart of the Aviation section, including job titles and grade levels.*

I am seeking access to non-personal information only and do not wish to receive any personal data about identifiable staff members.

Following the request to clarify the scope of the above request and our conversation, you identified the following:

1 & 2: These requests relate to information relating to the required qualifications, technical competencies, and/or professional standards for staff dealing with provision of oversight in the areas of air navigation, DAA and infrastructure development.



3. Details of the roles of those within the oversight of aviation bodies.

I have made a final decision to partially grant your request.

The purpose of this letter is to explain that decision. This explanation has the following parts:

- A. an explanation of the relevant findings concerning the records, and
- B. a statement of how you can apply for a review of this decision should you wish to do so.

A. Findings, particulars & reasons for decision

- 1. *Documents outlining the required qualifications, technical competencies, and/or professional standards for personnel employed in the Aviation section; (information relating to the required qualifications, technical competencies, and/or professional standards for staff dealing with provision of oversight in the areas of air navigation, DAA and infrastructure development.)*
- 2. *Any internal or external documents, policies, or guidelines detailing the recruitment criteria or training requirements for oversight roles within the Aviation function; (information relating to staff currently in place in roles such as those laid out in request 1, above.*

The records you have requested above do not exist, and so I must refuse these requests. This decision is made under Section 15(1)(a) of the FOI Act 2014 which states:-

“A head to whom an FOI request is made may refuse to grant the request where (a) the record concerned does not exist or cannot be found after all reasonable steps to ascertain its whereabouts have been taken”

The capability framework for generalist grades in the Civil Service are available [here](https://publicjobs.ie) on publicjobs.ie.



3. *An up-to-date organizational chart of the Aviation section, including job titles and grade levels (details of the roles of those within the oversight of aviation bodies.)*

I have attached a record as a response to this request.

As per section 17 (4) of the Act

4) Where an FOI request relates to data contained in more than one record held on an electronic device by the FOI body concerned—

- (a) subject to paragraph (b), the FOI body shall take reasonable steps to search for and extract the records to which the request relates, being steps that involve the use of any facility for electronic search or extraction that existed on the date of the request and was used by the FOI body in the ordinary course, and*
- (b) if the reasonable steps referred to in paragraph (a) result in the creation of a new record, that record shall, for the purposes of considering whether or not such new record should be disclosed in response to the request, be deemed to have been created on the date of receipt of the FOI request.*

The Department's organisational chart is in an electronic format. Due to the nature of the electronic resource, it is not possible to provide a copy of this information in the organisational chart format. However, I have provided a copy of the staff breakdown by grade in the attached file.

B. Rights of Review

If you are unhappy with this decision you may apply for a review of it by writing to the Freedom of Information Unit, Leeson Lane, Dublin 2, or by e-mail to freedominformation@transport.gov.ie. You should make your application within 4 weeks from the date of this notification, where a day is defined as a working day excluding the weekend and public holidays. However, the making of a late application may be permitted in appropriate circumstances. Such a review involves a complete reconsideration of the matter by a more senior member of the staff of the Department. There is no fee for this review.



C. Publication

All non-personal FOI requests will be recorded on an FOI disclosure log which will be published on the Department website in due course.

Should you wish to discuss the above, please contact me via email:

niamh.dolan@transport.gov.ie.

Yours sincerely,

Niamh Dolan

Niamh Dolan,
Higher Executive Officer,
HR Division