

FREEDOM OF INFORMATION

A Guide for the Public to RTÉ's Structures and Records

Freedom of Information Act 1997

Section 15 and 16 Reference Book

September 2010

Preface

This guide to RTÉ and its policies is published under the requirements of the Freedom of Information Act, 1997, (FOI Act). RTÉ was brought under the Freedom of Information Act in May 2000. Section 15 requires each public body to publish a guide to its **structure, function and services**. Section 16 of the Act stipulates that public bodies must publish the **procedures and practices** which determine their decisions.

RTÉ believes that its policies and operations should be open to public scrutiny and that access to our records by the public will show that it carries out its public service remit scrupulously and honestly.

Please contact us if you require any further assistance.



Peter Feeney
Head of Broadcast Compliance
Freedom of Information Officer
RTÉ
Dublin 4.

Telephone: 01 208 3122
E-mail: foi@rte.ie

Summary

- **Where do I apply?**

The relevant RTÉ Freedom of Information Officers are listed below

- **How far back can I go?**

Generally, only records from April 1998 apply. There is no time limit on personal records.

- **How much does it cost?**

An application usually costs €15 (€10 for medical card holders). There is no charge for access to personal records.

- **What is excluded?**

Commercially sensitive, personal, or confidential journalistic records cannot be released. Reporter's notes or off-the-record quotes, whether broadcast or not, are excluded. RTÉ's internal reviews or analysis of broadcast programmes are also excluded.

Introduction to the Freedom of Information Acts

The Freedom of Information Acts 1997 and 2003

Under the Freedom of Information Act, 1997, members of the public have a legal right of access to information held by Government departments and most public bodies. On extension in May 2000 of the Freedom of Information Act to include RTÉ, members of the public were entitled to request access to documents and records held by RTÉ. The FOI Act allows the greatest possible access to information consistent with the public interest, the right to privacy of individuals and commercial sensitivity.

Information available elsewhere at no cost

RTÉ already makes available to the public considerable information through its annual report and other literature. It is advisable to check the RTÉ website (www.rte.ie) or with the RTÉ Information Office (info@rte.ie, Telephone 01-208 3434). If the information or records sought are not available from any of these sources they may be accessible through the Freedom of Information Office. If you have any doubts, please contact RTÉ's Freedom of Information Officer, before processing a formal request.

Records available under FOI

The regulations extending the FOI Act to RTÉ state that the organisation comes under the Act for records relating to management, administration, finance, commercial, communications and the making of contracts, subject to certain exclusions.

Records excluded under FOI

The FOI Act states that records containing the following may be exempt from FOI.

- Records that contain matter relating to current deliberative processes (Section 20 of FOI Act 1997)
- Records whose release could prejudice the effectiveness of inquiries and audits or that could have an adverse effect on management, including industrial relations and negotiation of contracts (Section 21)
- Records which have legal privilege or if their release could lead to contempt of court (Section 22)
- Records that contain information given in confidence or if the release of the records could lead to a breach of a duty of confidence (Section 26)
- Records that contain commercially sensitive information or if the release of the records could prejudice contractual negotiations (Section 27)
- Records that contain personal information of an individual requested by a third party, unless the individual has provided authorisation. (Section 28)
- Records whose release could cause unwarranted benefit or loss to a person or body or could have an adverse effect on the competitive position or the economic or financial circumstances of a person or body (Section 31)

These exemptions may be subject to a public interest test.

In addition, when the FOI Act was extended to RTÉ, the Government introduced special regulations concerning the exclusion of certain records held by RTÉ. This was in recognition of the need to protect RTÉ's journalistic functions. In summary, these are:

- **The gathering and recording, in any form, of news, information, data, opinions, on or off the record quotes or views from any person or body or source, for journalistic or programme content purposes.**
- **The identification of any potential or actual source of information or material for the purpose of making programmes.**
- **The editing and storing of any material recorded by any means, whether written, aural, visual or otherwise, for the purposes of making programmes.**
- **The process of making editorial decisions concerning programmes.**
- **The process of post transmission internal review and analysis of any programme**

There is no public interest test associated with the special regulations.

The full exemptions are available in a Statutory Instrument (S.I. 115/2000) which can be accessed in the website of the Information Commission (www.oic.ie)

Time frame on getting information

The FOI Act provides the right of access to records created since **21 April 1998**, when the Act came into force. However, if a record is only understandable by reference to an earlier record then the right of access is extended back to the date of the earlier record. (For example if a letter dated June 1998 refers to a previous letter dated October 1997 then that letter would be accessible so as to allow an understanding of the June 1998 letter.)

There is no time limit on an individual getting their personal records.

Cost of application

The current fees, set under the FOI Act, are as follows:

Requests

- Initial request: €15 (€10 for medical card holders)
- Internal review: €75 (€25 for medical card holders)
- Information Commissioner Review: €150 (€50 for medical card holders)

No charge is made for personal records.

Payment is by cheque or money order to FOI Office, RTÉ, Donnybrook, Dublin 4

Search and Retrieval

There may be additional charges for search and retrieval and copying:

- Search and Retrieval: €20.95 per hour
- Photocopy per sheet: 4c
- Computer disc: 51c

Applicants for information will be informed if there are any additional charges before these are incurred. These proposed charges may be appealed to the Information Commission if the applicant considers them excessive.

No charges apply in respect of the time spent by RTÉ in considering requests or in the administration of requests at the initial stage.

Response time

Under the Act, a request for records must be acknowledged within two weeks and responded to within four weeks. If a third party is involved there may be another three

weeks before the response. Requesters must be informed if additional time is required to complete the process.

Designated persons under FOI

You should apply in writing or by e-mail, stating that the request for records is made under the Freedom of Information Act. An email request is not valid until a letter containing any mandatory handling fee is received.

If the record requested relates to any **RTÉ** function other than Raidió na Gaeltachta or lyric fm

Peter Feeney
Freedom of Information Office
RTÉ
Dublin 4.

Telephone: 01 208 3122
E-mail: foi@rte.ie

If the record requested relates to **RTÉ Raidió na Gaeltachta**

Dónall Ó Braonáin
Leascheannaire
RTÉ Raidió na Gaeltachta
Casla
Connemara
Co. na Gaillimhe.

Telephone: 091 506677
E-mail: nag@rte.ie

If the record requested relates to **RTÉ lyric fm**

Julie Knight
RTÉ lyric fm
Cornmarket Square
Limerick.

Telephone: 061 207359
E-mail: julie.knight@rte.ie

Appeal

In the event of a request for records being refused, only partially granted or if the requester is not satisfied with the response, the requester may seek review by an internal reviewer.

The designated RTÉ internal reviewers are:

For **RTÉ** generally

Adrian Moynes
RTÉ Group Secretary
RTÉ
Dublin 4.

For **RTÉ Raidió na Gaeltachta**

Edel Ní Chuireáin
Ceannaire
Raidió na Gaeltachta
Casla
Connemara
Co. na Gaillimhe.

For **RTÉ Lyric fm**

Aodán Ó Dubhghaill
Head of RTÉ lyric fm
Cornmarket Square
Limerick.

External appeal

The process of internal review must be complete within three weeks of the request for review being made. If the requester is not satisfied, there is a right of appeal by writing to the independent office of the Information Commissioner. Its web-site contains further details on the Freedom of Information Acts and provides decisions of the Commissioner.

The Office of the
Information Commissioner
18 Lower Leeson Street
Dublin 2.

LoCall: 1890 22 30 30
Fax: 01 6395676
E-mail: info@oic.ie
Web-site: www.oic.ie.

SECTION 15

Section 15, Freedom of Information Act

Section 15 of the Freedom of Information Act 1997, requires the following of a public body:

- (a) a general description of its structure and organisation, functions, powers and duties, any services it provides for the public and the procedures by which any such services may be availed of by the public,*
- (b) a general description of the classes of records held by it, giving such particulars as are reasonably necessary to facilitate the exercise of the right of access,*
- (c) a general description of the matters referred to in paragraphs (a) and (b) of section 16 (1),*
- (d) the arrangements made by the body*
 - (i) to enable a person to obtain access to records held by the body,*
 - (ii) to enable an individual to apply for the amendment of any such records that relate to personal information in respect of the individual, and*
 - (iii) to enable a person to whom section 18 (1) applies to obtain the information specified therein,*
- (e) the names and designations of the members of the staff of the body responsible for carrying out the arrangements aforesaid (unless the head of the body reasonably believes that publication of that information could threaten the physical safety or well-being of the persons),*
- (f) the address or addresses at which requests under section 7 or applications under section 17 or 18 should be given,*
- (g) appropriate information concerning*
 - (i) any rights of review or appeal in respect of decisions made by the body (including rights of review and appeal under this Act), and*
 - (ii) the procedure governing the exercise of those rights and any time limits governing such exercise,*
- (h) any other information that the head of the body considers relevant for the purpose of facilitating the exercise of the right of access, and*
- (i) information in relation to such other matters (if any) as may be prescribed.*

Introduction to RTÉ

Raidió Teilifís Éireann (RTÉ) is one of two Irish National Public Service Broadcasting organisations, the other is TG4. The Broadcasting Act 2009 defines RTÉ's legal obligations. The organisation provides two national television and four national radio stations as well as a range of digital radio channels, an extensive on line service, RTÉ.ie, which includes the RTÉ Player and a range of other services including two national orchestras along with other performing groups and Aertel, RTÉ's Teletext service. RTÉ broadcasts high quality schedules to serve mainstream audiences as well as minority and special interests. Its programmes are independent

and impartial in accordance with statutory requirements and RTÉ's own internal guidelines. RTÉ is accountable to the licence fee payer and the Oireachtas. The RTÉ Board represents the public interest and publishes its Annual Report, outlining the organisation's annual performance and providing key statistics. As its listeners and viewers are central to RTÉ's concerns, it operates a range of feedback mechanisms including an Audience Council. Comhairle RTÉ Raidió na Gaeltachta provides a similar service to RnaG.

The current television licence fee is €160. The licence fee funds Irish public service broadcasting and provides the audience with a range of programmes and services. The licence fee amount is determined by the Government and is subject to annual review by the Minister for Communications, Energy and Natural Resources. The Department's web-site www.dcenr.ie contains further information about Irish broadcasting policy.

RTÉ's total revenue in 2009 was €374,921,000 (€200,217,000 from licence fees and €174,704,000 from commercial revenue). Further information can be found in the RTÉ Annual Report and Group Financial Statements 2009 available in the "About RTÉ" section of the RTÉ website (www.rte.ie/about)

Broadcasting Act 2009

The Broadcasting Act 2009 consolidated previous broadcasting legislation and established a new single regulator for broadcasters, the Broadcasting Authority of Ireland. The Act defines broadcasters' primary responsibilities and functions.

RTÉ Structure

RTÉ is overseen by the RTÉ Board, which is appointed by the Government, and its day-to-day operations are carried on, managed and controlled by the Director-General. The organisation is structured into a number of Integrated Business Divisions (IBDs) and has a number of wholly owned subsidiary companies

RTÉ Television IBD

RTÉ Radio IBD

RTÉ News and Current Affairs IBD

RTÉ Network IBD

RTÉ Publishing IBD

RTÉ Performing Groups IBD

There is also Centrally Incurred Shared Services and Corporate HQ

A full description of the functions and operations of the IBDs can be found in the RTÉ Annual Report (page 79 of the 2009 report)

RTÉ has the following subsidiary companies

RTÉ Commercial Enterprises Ltd

RTÉ Music Ltd

RTÉ Transmission Network Ltd

RTÉ Licence Collections Ltd

DTT Network Company

Seirbhísí Theilifís na Gaeilge Teo

The RTÉ Board

The RTÉ Board is the governing authority of RTÉ and replaced the former RTÉ Authority following the enactment of the Broadcasting Act in 2009.

Six Board members are appointed on the nomination of the Minister; the Oireachtas Joint Committee on Communications, Energy and Natural Resources proposes four members to the Minister; the Director General of RTÉ is an ex officio member; and one member of staff is appointed following election.

Adrian Moynes, RTÉ Group Secretary

Beverly Hanly, Assistant Secretary

The term of the RTÉ Board extends to 31 August 2014 and the members are as follows:

Tom Savage, Chairman

Patricia Quinn

Karlin Lillington

Alan Gilsenan

Fergus Armstrong
Sean O’Sullivan
Orlaith Carmody
Aileen O’Meara
Eunice O’Raw
Stuart Switzer
Joe Little, Staff Member
Cathal Goan, Director General

RTÉ Executive

Cathal Goan, Director General
Conor Hayes, Chief Financial Officer
Ed Mulhall, Managing Director News & Current Affairs
Clare Duignan, Managing Director Radio
Glen Killane, Managing Director Television
Brian Dalton, Managing Director Corporate Development

There are three Executive Directors of Divisions

Múirne Laffan, RTÉ Publishing
Seamus Crimmins, Performing Groups
Michael Kehoe, Transmission Network, RTÉ NL

RTÉ Corporate

STRUCTURE

The Corporate Division is divided into specialist areas providing financial, legal, human resources, corporate development, communications and technology services. The following sections report to the Director General

Group Secretariat (which includes Compliance, Competitions)

Finance (which includes Publishing, Network, IT, Property & Services, Technology)

Internal Audit

Corporate Development (which includes Human Resources, Communications, Audience Research)

Legal Affairs

Corporate Personnel

Cathal Goan, Director General

Conor Hayes, Chief Finance Officer

Brian Dalton, Managing Director Corporate Development

Eamonn Kennedy, Director of Legal Affairs

Anne O'Connor, Special Advisor to the Director General

Peter Feeney, Head of Broadcast Compliance and FOI Officer

Kevin Dawson, Head of Corporate Communications

Clodagh O'Donnell, Group Head, IT

Richard Smith, Head of Central, IT

Charles Stewart, Manager IT Infrastructure Projects

Peadar Faherty, Head of Internal Audit

Peter Mulholland, Group Head Human Resources

Jean Sheridan, Group Financial Controller

Paul Silke, Head of Property and Services

Corporate Division Operations

Finance

Finance directs the organisation's financial strategy and provides analysis and reports on RTÉ's costs and revenues.

Legal Affairs

Legal Affairs provides legal advice and assistance across the organisation on all aspects of RTÉ's operations

Corporate Development

Corporate Human Resources oversees and develops RTÉ's HR policy and strategy. Communications promotes the organisation and its policies. It manages corporate media relations; liaises with various bodies including political, Government and social organisations; publishes corporate communications and organises public events and corporate sponsorships. Audience Research provides qualitative and quantitative analysis to the organisation and programme makers.

Internal Audit

Internal Audit provides independent and objective assurance on risks and controls to the Authority and management and assists the organisation in fulfilling its corporate governance responsibilities.

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Property Policy Unit

The Property Policy Unit manages corporate property owner responsibilities.

Corporate Property and Services

Corporate Property and Services maintains the existing physical infrastructure, accommodation needs, security, printing, reception and telecoms for all Divisions in RTÉ.

Corporate Technology

Corporate Technology ensures that RTÉ is fully supported by the necessary technological systems and procedures. This includes business systems and infrastructural developments.

RTÉ Television

STRUCTURE

RTÉ Television broadcasts two channels, RTÉ One and RTÉ Two. In addition the Television Division provides programming to TG4. RTÉ Television produces distinctive and relevant Irish programming across a range of genres, aiming to maximise RTÉ's market share and bring publicly and commercially funded programming to the greatest possible number of viewers while still retaining a public service ethos. RTÉ Television provides a comprehensive service across its two complementary channels, RTÉ One and RTÉ Network 2.

Programmes

Home-productions are produced either "in-house", from RTÉ's own programme-making staff, or commissioned from independent producers, via RTÉ Television's Independent Productions Unit (IPU). Almost all Current Affairs, Sport, Irish language and Young Peoples' programmes are made at the RTÉ Studios. Factual, Entertainment and Drama programmes comprise both RTÉ productions and IPU commissions. The IPU commissions programmes from the independent production sector, as required under Irish law and EU directive.

The IPU instigates one or more commissioning rounds per year, where Independent Producers are invited to submit programme proposals under a range of programme categories. Submissions are assessed under agreed criteria and, following contractual agreement on editorial, creative and financial matters, companies are commissioned to produce the programme or series. See www.rte/ipu.ie for full details on the IPU and its commissioning policies and rounds.

RTÉ's team of Commissioning Editors, supported by Assistant Commissioning Editors, is responsible for the development and production of programme content in their respective subject areas, both in-house and independently commissioned programmes. They manage the budgets and staff for their areas and take a key role in shaping the schedules from season to season. The Commissioning Editors also ensure compliance with RTÉ's [Programme-Makers' Guidelines](#), which are designed to assist both in-house staff and independent producers. Issues addressed include standards of taste and decency; broadcasting and violence; children and broadcasting and recognising marginalised groups.

Television Board Members

Glen Killane, Managing Director Television

Steve Carson, Director of Programmes Television

Mary Curtis, Director, Digital Switch-Over

Mairead Ní Nuadháin, Deputy Director of Programmes, Television

Dermot Horan, Director Broadcast and Acquisitions, Television

Andrew Fitzpatrick, Head of Schedule Planning, Television

Ryle Nugent, Group Head, Sport

Geraldine O’Leary, Commercial Director, Television

Breda O’Keeffe, Finance Director, Television

John Hunt, Director of Operations, Television

Commissioning Editors

Grainne McAleer, Lifestyle and Daytime Programming

Jane Gogan, Drama

Eddie Doyle, Entertainment and Music

Niamh O’Connor, Factual

Vacant, Education, Multicultural and Irish Programming

RTÉ Radio

STRUCTURE

RTÉ Radio Division broadcasts 4 National stations; RTÉ Radio 1, RTÉ 2FM, RTÉ lyric fm and RTÉ Raidió na Gaeltachta and a number of digital services. Together these services provide a wide range of quality popular content, in Irish and English, and play a significant role in the formation and promotion of our national conversation and culture.

Radio Board members:

Clare Duignan, Managing Director Radio

Ana Leddy, Head of Radio 1

John McMahon, Head of 2FM

Aodán Ó Dubhghaill, Head of lyric fm

Edel Ní Chuireain, Ceannaire RnaG

Kieran Barry, Finance Director, Radio

Antony Whittall, Commercial Director, Radio

Cyril Ryan, Manager, Regional Operations, Radio

JP Coakley, Director of Operations, Radio

RTÉ Radio 1

RTÉ Radio 1 is Ireland's most popular radio station with a daily audience of approximately 858,000 listeners. It is primarily speech-based and provides a lively and comprehensive schedule across 24 hours with news and current affairs, business, humour and entertainment, arts, documentaries, drama, features, rural affairs, Irish language programming and religion

RTÉ 2FM

RTÉ 2fm is RTÉ's national entertainment and music station, primarily focused on listeners aged 20-44. RTÉ 2fm has a particular commitment to developing Irish musical talent. It broadcasts concerts by major acts and also provides studio time to emerging artists.

RTÉ Raidió na Gaeltachta

RTÉ Raidió na Gaeltachta's mandate is to provide a comprehensive national Irish language radio service. It offers a diverse schedule of news and current affairs, magazine programmes, music, sport, discussion and entertainment. The primary focus of the daily schedule between 7am and 7pm each day is speech programming with a heavy emphasis on national news and regional current affairs

RTÉ lyric fm

RTÉ lyric fm is RTÉ's classical music and arts channel, catering also for opera, jazz, movies, traditional and world music. Its schedule of mainly accessible classical music throughout the day is enhanced with weekly live concerts by the RTÉ performing groups, celebrity recitals and live or recorded major Irish musical festivals.

Digital Stations

RTÉ Radio operates a range of low cost niche services designed to expand our public service offering and to encourage take up of new platforms, particularly digital radio.

RTÉ Radio 1 Extra – an opt out service from RTÉ Radio 1.

RTÉ Choice – a range of spoken word programmes from home and abroad.

RTÉ Gold – an easy listening, uninterrupted music service

RTÉ Pulse – electronic dance station

RTÉ 2xm – an alternative popular music service with an emphasis on new and Irish music.

RTÉ Jr/TRTE – a twin children's service for 0 to 6 years olds and 7 to 12 year olds

RTÉ Chill – an ambient music station. This service shares a channel with RTÉ Jr/TRTE and is on air from 21:00 to 07:00 daily.

The RTÉ Radio Division transmits approximately 36,000 hours of programming per annum on its 4 primary services and a further 50,000 on its digital services. The majority of programmes are produced in-house by RTÉ Radio, with others commissioned by RTÉ Independent Radio Productions (IRP) - consistent with the terms and obligations of the 2009 Broadcast Act. RTÉ Radio 1 and RTÉ 2fm operate from the RTÉ Radio Centre in Dublin while RTÉ lyric fm is based in Limerick and RTÉ Raidió na Gaeltachta primarily in Casla, Co Galway. The Radio Division is also responsible for the RTÉ Regional studios network

Distribution:

RTÉ Radio's primary national transmission platform is FM. This is an analogue platform operated by RTÉNL. However, RTÉ also broadcasts on a range of other platforms such as DAB digital radio, TV cable/satellite systems and online. DAB digital radio is currently available to 52% of the Irish population. The Internet facilitates the worldwide distribution of live transmission and of programmes on-demand; available as both streamed and download (podcast) offerings. In addition, RTÉ Radio 1 is available throughout the island of Ireland and to most of Britain on Longwave 252. Oversight of distribution rests with Radio Operations.

RTÉ News and Current Affairs

The News Division provides news and current affairs services to all RTÉ radio, television and on line channels, as well as providing a news service to TG4. The editorial policy of RTÉ News, as Ireland's public service broadcaster, is to provide trustworthy, balanced, comprehensive and objective reporting of national and international news to an Irish audience.

RTÉ News and Current Affairs provides a range of bulletins and programmes for RTÉ Radio and Television in English and Irish. In 2009, the Division delivered almost 1,000 hours of Television News and Current Affairs programming, as well as a daily half-hour on TG4, and 1,652 hours on RTÉ Radio.

The RTÉ Newsroom has offices in Belfast, London, Brussels and Washington, a Newsroom at TG4's headquarters in Connemara as well as eight regional correspondents based around the country, two regional reporters and six Nuacht regional reporters.. In addition to the Chief News Correspondent and three Political Correspondents (two working for RTÉ News and one for RTÉ Nuacht), it has specialist correspondents in the following areas: Agriculture and Defence, Arts and Media, Business, Crime, Economics, Education and Science, Environment, Health, Industry and Employment, Legal Affairs and Religious and Social Affairs.

Current Affairs: *Prime Time* is RTÉ's flagship current affairs programme. It transmits twice weekly, on Tuesday and Thursday evenings, following the 9 o'clock News. It has an investigative strand, *Prime Time Investigates*, which features hour-long programmes with in-depth research on topics of national interest. Current Affairs Television also includes *The Frontline* programme in which Pat Kenny chairs a debate on topical events

The Newsroom also produces *The Week in Politics* which takes its agenda from happenings in the Oireachtas. The Division is also responsible for coverage of special events, such as General Elections and State occasions.

Some Current Affairs programming on Radio is provided by the Radio Division (see above).

News and Current Affairs Editorial Management

Managing Director	Ed Mulhall
Managing Editors	Michael Good, Cillian de Paor
Editor, Current Affairs Television	Ken O'Shea
Editor, Nuacht TG4	Michael Lally
Chief News Editor	Ray Burke
News Editors	Donal Byrne, Fiona Mitchell
Planning Editor	Mary Campbell
Foreign Editor	Cathy Milner
Television Programme Editors	Morgan O'Kelly, Mary Butler, Pat Brennan, Donagh McGrath Dympna Moroney
Radio Programme Editors	Hilary McGouran, Shane McElhatton, Bernadette O'Sullivan, Brendan Fitzpatrick, Paul Tanney
Editor, RTÉ 2fm News	Vincent Delaney
Current Affairs Executive Producers	John O'Regan (<i>Special Events</i>) Brian Pairceir (<i>Prime Time Investigates</i>) Tara Peterman, Angela Daly (<i>Prime Time</i>), David Nally(Editor, <i>The Frontline</i>)

RTÉ Performing Groups

MANAGEMENT BOARD

Séamus Crimmins	Executive Director, RTÉ Performing Groups
Kieran Dempsey	General Manager, RTÉ Performing Groups
Linda Power	Financial Controller, RTÉ Performing Groups
Christine Lee	General Manager, RTÉ NSO
Anthony Long	General Manager, RTÉ CO
Assumpta Lawless	Marketing and Communications Manager, RTÉ NSO

The RTÉ Performing Groups is responsible for the management of the RTÉ National Symphony Orchestra, RTÉ Concert Orchestra, RTE Vanbrugh Quartet, RTÉ Philharmonic Choir and RTÉ Cór na nÓg – over 350 performers.

RTÉ, through its five performing groups and the employment of **134** full-time professional musicians, is the main concert/broadcasting/on line provider in Ireland of professional orchestral and chamber music performance as well as being a major contributor to professional opera provision and the commissioning of new music. In addition, the RTÉ Performing Groups engages a significant number of free-lance musicians across its orchestral and choral programming.

The RTÉ Performing Groups present over 220 live performances and events annually in Ireland to over 165000 in addition to over 75 education-related activities. RTÉ PGs activities are integrated within the RTÉ broadcast services and are brought free-to-air to audiences all over Ireland and internationally via the European Broadcasting Union and RTÉ's online services. The performing groups' extensive discography includes critically acclaimed commercial recordings by both orchestras on the Naxos and RTÉ Lyric fm labels. The Performing Groups make significant contributions the commissioning, presenting and broadcasting of new music and a five year agreement with The Arts Council (2006/11) sees the release of 10 CDs over a five year period each one dedicated to one leading Irish composer.

RTÉ National Symphony Orchestra

The RTÉ National Symphony employs 89 staff musicians. The orchestra's performing output revolves around regular public performances with leading Irish and international artists, schools concerts through the *Music in the Classroom* series in association with *The Irish Times* and associated radio broadcasts of the standard symphonic repertoire as well as a number of recordings for the Naxos/Marco-Polo and RTÉ Lyric fm labels. Most of the orchestra's activity is in Dublin with occasional regional touring, residencies and international touring. The RTÉ NSO has productive associations with the Dublin International Piano Competition, the National Concert Hall and several leading promoters. The RTÉ NSO broadcasts chiefly on RTÉ Lyric fm.

RTÉ Concert Orchestra

The RTÉ Concert Orchestra employs 45 staff musicians. The orchestra's performing output is wide and diverse and covers a huge range of musical genres from classical to traditional music, from opera to Broadway and West End classics, from multimedia productions to concerts with leading international artists from the entertainment industry. A strong opera relationship exists between the orchestra and Opera Ireland; The RTÉ CO's core output is supplemented with family concerts and schools' concerts through the *Music in the Classroom* series in association with *The Irish Times*. Most of the orchestra's performances are in Dublin with regular regional touring and occasional international touring. The RTE CO broadcasts principally on RTÉ Radio 1 and RTÉ Lyric fm and makes high profile contributions to some leading TV shows.

RTÉ Philharmonic Choir

The RTÉ Philharmonic Choir is an amateur chorus of 150, working principally with the RTÉ Orchestras and leading conductors and soloists in performances of large-scale choral works; occasionally the Choir performs a capella in concerts and broadcasts. It is regarded as the leading symphonic chorus in the state. The RTÉ Philharmonic Choir has recorded on the Naxos and RTÉ Lyric fm labels.

RTÉ Cór na nÓg

RTÉ Cór na nÓg provides choral training and performance opportunities for children from 8 to 14 years. In addition to performances with the RTÉ National Symphony Orchestra and the RTÉ Concert Orchestra, RTÉ Cór na nÓg broadcasts regularly on television and radio and has been involved in several commercial recordings.

RTÉ Vanbrugh Quartet

Based in Cork, the RTÉ Vanbrugh Quartet has a chamber music services contract with RTÉ. The Quartet offers on an extensive programme of concerts each year and broadcasts regularly on RTÉ Lyric fm. Outside its RTÉ contract the Quartet enjoys a busy schedule of international touring. The quartet's work in Ireland is focused on regular performance in Dublin and Cork as well as a high level of activity at regional level. The quartet members are founders of, and annual performers in, the acclaimed West Cork Chamber Music Festival. They enjoy a residency at University College Cork and teach at the DIT Conservatory of Music and Drama.

RTÉ Publishing

RTÉ's Publishing Division is a leading digital content provider and publisher, to both the public and the communications industry, across online, teletext, mobile and print platforms. RTÉ Publishing drives digital product and market development, and is responsible for exploiting technological initiatives to reach Irish and international audiences in new and innovative ways.

Publishing Senior Management Team

Múirne Laffan	Executive Director
Conor Mullen	Commercial Director
Paudie O'Sullivan	Financial Controller
Marcus O'Doherty	Technology Manager
Lucy Campbell	Marketing and Circulation Director
Aisling Mc Cabe	Platform Manager
Tom Grealis	Editor Online News and Sport
Aoife Byrne	Managing Editor Entertainment.

Publishing Division Operations

RTÉ Publishing provides the following services:

- Manages five brands, RTÉ Guide, RTÉ Aertel, RTÉ.ie, RTÉ player and RTÉ News Now.
- Publishes the weekly RTÉ Guide
- Working with RTÉ News, Sport, Television & Radio, RTÉ Publishing creates added value packages and distributes content on digital and mobile platforms to extend the reach of these properties in new markets.
- Publishing is responsible for harnessing new and emerging technologies to incubate new products and services.
- RTÉ Publishing is responsible for SMS and IVR activity across RTÉ TV, Radio and Publishing platforms. Managed by the Programme Interaction and Competitions team, it develops, coordinates and manages competitions and voting mechanisms run on premium rate telecommunications services on behalf of RTÉ.

RTÉ Guide

The RTÉ Guide is the biggest selling magazine in Ireland with an ABC weekly circulation for 2009 of 87, 561 average weekly copy sales, and a weekly readership of 588,000. (*ABC Jan – Dec 2009. TGI Ireland 2010.*)

RTÉ.ie

RTÉ.ie has 4.052 million browsers and 75.6 million page impressions per month. Over 4.4 million streams are served off RTÉ.ie per month and the site continues to attract a sizeable monthly overseas audience delivering over 1.2 million unique browsers.

Source ABCe May 2010. RTÉ.ie ranks No 1 among Irish media sites in Ireland with a monthly reach of 51.0% of the adult internet population. (*source comScore media metrix August 2010*)

RTÉ Aertel

RTE Aertel is available to users on Television, online and mobile platforms.

RTÉ Aertel has 749,000 daily analogue users *Source TGI 2010*. Aertel on RTE.ie has an average of 140,000 monthly unique browsers generating over 6 million monthly page impressions. The RTÉ Aertel mobile site generates an average of 485,000 page impressions per month. (*Source internal RTÉ Stats 2010*).

RTÉ player

The RTÉ player, RTÉ's web TV catch-up service was launched in April 2009 and has built a significant audience with monthly unique browsers averaging at 400,000. Programmes are available to view up to 21 days after broadcast date. Usage trends mirror television peak viewing with traffic peaks between 6pm and 11pm, 7 days a week, as online video viewing is set to grow. The Player International service launched in January 2010 and represents 15% of all RTE Player streaming traffic

RTÉ News Now

RTÉ News Now is RTÉ's live and looped 24 hour news service that is currently available live on RTÉ.ie and on RTÉ *player*. RTÉ News Now is also accessible to iPhone, iPod and iPad users both in Ireland and internationally. .

Programme Interaction and Competitions

This area is responsible for generating revenue from commercial mobile/fixed line services for all RTÉ platforms. SMS (text messaging) and IVR (premium phone lines) services are integrated into RTÉ Television and Radio programmes, RTÉ Aertel and the RTÉ Guide. The cost of these services vary and more detail can be found at <http://www.rte.ie/about/interactive.html>.

SMS and IVR services include voting, competition entry, polling, viewer text-to-screen comment lines. In addition, Young Peoples' Programmes employs text services for a range of viewer services such as Text-to-Screen and Polling.

Technology Development

This group is responsible for the incubation of all new technological development across RTÉ. Technology Development is also responsible for the facilitation of content delivery in new commercial formats and for the technology infrastructure for RTÉ.ie, RTÉ Aertel, RTÉ Player and RTÉ News Now.

RTÉ Network

RTÉ NL distributes and transmits the programme services of RTÉ Radio and Television, TV3, TG4, and Today FM. RTÉ NL also provide transmission services to a number of local and regional radio broadcasters as well as site services to mobile telephone and broadband operators, private communications companies and the emergency services. RTÉ NL operates a transmission network that includes approximately 200 transmission sites all around the country

RTÉNL is currently developing a national Digital Terrestrial Television (DTT) transmission system in preparation for the introduction of the new service..

Audience Council

About the Audience Council

RTÉ, as the national public broadcasting service, is dedicated to putting the audience first. It will continue to provide radio and television programmes, in Irish and English, which are of the highest quality, universally available, and which are independent and impartial in accordance with constitutional and statutory obligations.

The idea of an Audience Council was first discussed in RTÉ's application for a licence fee increase in November 2002:

"The relationship between the audience and the broadcaster can be very uneven yet good communications between the two are vital for the ongoing development of a truly relevant service. RTÉ is committed to being open to its audience, welcoming all contact, listening to all views, and responding promptly and appropriately. To facilitate communication, and to enhance accountability, RTÉ has decided to establish an Audience Council."

RTÉ announced the establishment of the first Audience Council in November 2003. It comprised 22 members and was appointed for a four year term commencing in January 2004. Following a one year extension, its term of office ended in December 2008.

The **Broadcasting Act 2009** established the RTÉ Audience Council on a statutory basis. The 15 members are selected by the members of the RTÉ Board taking into account the requirements of the legislation. The RTÉ Board appoints one of its members as an ex officio member of the Council. The members serve in a voluntary capacity, but may receive such out-of-pocket expenses as may be reasonably incurred in the performance of their functions.

The Council, which is chaired by Professor Gearóid O Tuathaigh. It is intended to provide a voice for the viewers and listeners with regard to RTÉ's output and delivery on its public remit.

The 15 members of the Council are:

Géaróid Ó Tuathaigh (Chairperson)
Deirdre Carroll
Gerry Ellis
Elaine Gallagher
Gary Hastings
Rachel Holstead
Joe Little (RTÉ Board Representative)
Aoife McLysaght
Donal O'Grady
Robin O'Sullivan
Monica Sapielak
Alan Smith
Mary Stuart
Clare Watson

There is currently one vacancy

The Secretary to the Council is Beverly Hanly, Assistant Secretary to the Board of RTÉ.

RTÉ SUBSIDIARY COMPANIES

RTÉ has six wholly owned subsidiary companies:

1. Seirbhísí Theilifís na Gaeilge Teoranta

This company provides services to TG4. Its directors are
Cathal Goan (Chairman)
Conor Hayes
Adrian Moynes (Company Secretary)

2. RTÉ Transmission Network Limited

This company is responsible for RTÉ's transmission network and associated facilities. It provides RTÉ and third parties with transmission and other telecommunications facilities. Its directors are

Tom Savage (Chairman)

Cathal Goan

Conor Hayes

Mick Kehoe

Adrian Moynes (Company Secretary)

3. DTT Network Company

This unlimited company is a constituent part of the separation of RTÉ's transmission and related facilities from RTÉ. Its directors are

Tom Savage (Chairman)

Cathal Goan

Conor Hayes

Mick Kehoe

Adrian Moynes (Company Secretary)

4. RTÉ Commercial Enterprises Limited

This company is involved in publishing, including RTÉ Guide, and programme sales. Its directors are

Sean O'Sullivan (Chairman)

Cathal Goan

Conor Hayes

Adrian Moynes (Company Secretary)

5. RTÉ Music Limited

This company is a wholly owned subsidiary of RTÉ Commercial Enterprises Limited and is involved in music publishing. Its directors are

Sean O'Sullivan (Chairman)

Cathal Goan

Conor Hayes

Adrian Moynes (Company Secretary)

6. RTÉ Licence Collections Limited

This company was established in relation to the Television Licence Fee collection contract which was to be assigned to RTÉ. This has not happened to date and developments are still awaited. Its directors are

Conor Hayes (Chairman)

Adrian Moynes (Company Secretary)

SECTION 16

Section 16, Freedom of Information Act

Section 16 of the Act states as follows:

16.(1) A public body shall cause to be prepared and published and to be made available in accordance with subsection (5)

- (a) the rules, procedures, practices, guidelines and interpretations used by the body, and an index of any precedents kept by the body, for the purposes of decisions, determinations or recommendations, under or for the purposes of any enactment or scheme administered by the body with respect to rights, privileges, benefits, obligations, penalties or other sanctions to which members of the public are or may be entitled or subject under the enactment or scheme, and*
- (b) appropriate information in relation to the manner or intended manner of administration of any such enactment or scheme.*

Records under Freedom of Information Act

A wide range of records is held in various divisions as follows:

- The offices of the Director-General and Secretariat keep records of correspondence with government, lobby groups, other broadcasting operations and the general public.
- The Radio, Television and News and Current Affairs Divisions keep records involving expenditure, contracts, musical returns, etc.
- The Finance Division holds full records of all transactions relating to Payroll, Artists' Fees, Expenses, Travel, Creditors and Debtors, Purchasing, Management Budgeting and Accounting
- The Network Division keeps records relating to the maintenance and development of the network and third party services on the network.
- The Human Resources areas in each division keep records on all employees and contract staff.

RTÉ Documents, Policies and Procedures

The following are amongst the documents available on the RTÉ website

1. RTÉ's Vision, Mission and Values
2. Public Service Broadcasting Charter
3. RTÉ's Guiding Principles
4. Annual Reports
5. RTÉ Corporate Responsibility
6. RTÉ Statement of Strategy

7. RTÉ's Performance Commitments
8. RTÉ's Public Service Statement
9. RTÉ Corporate Responsibility
10. BCC/BAI Complaints and RTÉ
11. Report on Future Options for RTÉ in Chamber Music Provision
12. RTÉ Programme Standards and Guidelines
13. RTÉ Privacy Statement
14. Charter for RTÉ Internal Audit
15. RTÉ Complaints Process
16. A Guide to RTÉ and the Application of the Freedom of Information Act
17. RTÉ Purchasing Policy
18. RTÉ Code of Business Conduct
19. RTÉ Staff Usage of Social Media
20. Digital Television and Radio in Ireland
21. RTÉ Data Protection Policy
22. RTÉ Code of Fair Trading Practice
23. Advertising with RTÉ
24. RTÉ Airtime sales; Terms & Conditions
25. RTÉ Sponsorship Guidelines
26. RTÉ Supporting the Arts Scheme
27. RTÉ IT Projects General Terms & Conditions
28. RTÉ Competitions Terms & Conditions
29. Official Languages Act, RTÉ's Plan
30. Interactive Services on RTÉ
31. RTÉ Subtitling
32. RTÉ Privacy Statement

These documents are available on the RTE website in the "About RTÉ". For some documents hard copies may be available on request.

RTÉ Records which have been released on foot of FOI Requests

Below is a sample of some of records which have been released under FOI by RTÉ in recent years

Information on RTÉ's coverage of Ard Fheiseanna and party conferences

Information on RTÉ's coverage of the Olympic Games in Beijing

RTÉ's use of external PR Companies

RTÉ Salary Scales of its employees

The use of taxis by RTÉ staff

RTÉ's access to Dublin City Council CCTV traffic cameras

The cost of RTÉ's Foreign News operations

RTÉ Concert Orchestra travel arrangements

Expenses claimed by RTÉ Executive Board members

Expenses claimed by RTÉ Board members

Information on the provision of water coolers in RTÉ offices.

Information on RTÉ pension schemes

Information on RTÉ's coverage of the World Cup in South Africa

Information on RTÉ's involvement in the Eurovision Song Contest

Information on RTÉ's coverage of the President Obama inauguration

Information on RTÉ's coverage of the Rose of Tralee

