



An Roinn Dlí agus Cirt  
Department of Justice



**Department of Justice**

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**Forensic Science Ireland**

**Performance Delivery Agreement 2022**

## 1. Background and context

### 1.1 Objectives of this Agreement

The purpose of this Agreement is to define, in the context of the resource inputs provided, the targets by which the performance of Forensic Science Ireland (FSI) will be measured in 2022. The ongoing supports that the Department of Justice will provide to FSI in this regard, and the mechanisms for monitoring and appraising performance, form part of the overall governance arrangements between the two parties and as such are set out in the separate but complementary Oversight Agreement 2020-22.

### 1.2 Inputs

#### 1.2.1 Financial Inputs:

The following table summarises FSI's budget allocation for 2022:

<b>Expenditure area</b>	<b>Allocation</b>
Pay	€14,458m
Non-Pay	€11,541m
Capital	€25,383m
Deferred Capital	€5,122m
<b>TOTAL</b>	<b>€51,382</b>

#### 1.2.2 Staffing Resources

The following table sets out the FSI's (a) authorised and (b) actual (whole-time equivalent) staffing levels as at 1<sup>st</sup> March 2022.

<b>Grade</b>	<b>Authorised</b>	<b>Actual</b>
Director-General	1	1
Deputy Director	5	5
AP / Forensic Scientist Grade 1	17	16.2
Forensic Scientist Grade 2	60	41.5
Forensic Scientist Grade 3	60	47
Analyst/ Senior Lab Analyst	29	23
Higher Executive Officer	6	3.6
Executive Officer	32	25.8
Clerical Officer	11	10.6
D/Inspector (seconded)	2	2
D/Sergeant (seconded)	8	7.6
D/Gardaí (seconded)	6	6
Gardaí (seconded)	1	1
<b>Total</b>	<b>238</b>	<b>190.3</b>

## 2. Performance Targets and Indicators

The following are the principal targets that will be referenced in 2022 to assess FSI's efficiency and productivity in using the resources allocated to it.

### 2.1 Quantitative targets

Output area or initiative	Metric	Associated strategic objective*	2022 Target <sup>1</sup>	2021 Target	2021 Outturn	2020 Target	2020 Outturn
Integration of GNTB Services	Technical Bureau cases or Match Requests assisted by FSI staff <sup>2</sup>	<sup>3</sup> 6.1	5,500	4000	4624	≥ 1000	2,342
Chemical analysis	Complex drugs/ toxicology cases reported	<sup>4</sup> 1.2	5,250	6000	5000 <sup>5</sup>	5,500	5,264
DNA - Identifications	Missing person case investigations or body identifications	1.2	80	80	102	50	80
DNA – Information sharing	Member States with active Prüm connectivity & exchange	<sup>6</sup> 1.5	14	10	11	6	8
Case reports under Service Level Agreement between FSI and An Garda Síochána	Total FSI cases reported	<sup>7</sup> 1.3	21,000	20,000	23,854	20,000	22,042

\* FSI Strategic Plan 2019-22

<sup>1</sup> The agreed targets for 2022 have been calibrated to take account of particular operational factors arising this year including the anticipated transitional impacts of the FSI's relocation to Backweston.

<sup>2</sup> FVL, AFIS, Documents and Handwriting Cases and Fingerprint QC checks conducted by FSI scientists

<sup>3</sup> Strategic Plan 6.1: Effectively integrate the laboratory-based disciplines of the Garda National Technical Bureau into FSI.

<sup>4</sup> Strategic Plan 1.2: Increase the capacity of services offered today, through a focus on instrumentation, automation, process improvement, productivity and staffing.

<sup>5</sup> Includes 150 Toxicology cases; 4850 Section 15/15A/17 Drugs cases

<sup>6</sup> Strategic Plan 1.5: Expand number of member states with active Prüm connectivity and exchange to all participating countries.

<sup>7</sup> Strategic Goal 1.3: Maximise the impact and effectiveness of resources to the Justice System and to society.

## 2.2 Other targets

Output area or initiative	Target	Associated strategic objective
Transition to new facility at the Backweston Science Campus.	<p>1st staff transition (subject to substantial completion on 28th July 2022) by end Q3.</p> <p>1<sup>st</sup> Accreditation assessment at new location by end Q4.</p> <p>Accreditation awarded for at least one forensic service by end Q4.</p> <p>FSI produces first accredited reports from new facility by end Q4.<sup>8</sup></p>	Fit-for-purpose environment
Enabling successful start-up and robust operational performance in new location	<p>Successfully complete the following targets prior to Backweston transition in Q3-2022.</p> <ul style="list-style-type: none"> <li>➤ AFIS Stabilisation</li> <li>➤ New Hamilton App</li> <li>➤ FSI Domain Collapse</li> </ul>	Science Technology and Innovation
Accreditation	Maintain accreditation to ISO:2017 17025 Quality Standard in multiple current locations while securing accreditation for the new building.	Quality Systems

## 2.3 Main risks to achievement of targets

The main potential risks to achievement of the targets set out in this Agreement, and the corresponding mitigation measures in place, are as follows:

Risk	Mitigation measures
Staffing plan insufficient to maintain case targets, transition work and other commitments (due to delays in recruitment and not attracting sufficient candidates).	<ol style="list-style-type: none"> <li>1. Prioritisation of critical work within FSI based on available resources.</li> <li>2. Clarity of priorities in SLA with An Garda Síochána</li> <li>3. Acceleration of recruitment efforts and detailed monitoring of process.</li> <li>4. Agreement reached with Department to utilise DOJ license for external competitions.</li> </ol>

<sup>8</sup> Note: FSI will start-up services in Backweston on a phased basis while also providing services from current facilities. Transition phase will not conclude in 2022.

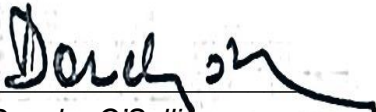
Critical ICT Project delays impacting on transition to Backweston facility	<p>1. Alignment across FSI and DOJ Management on critical scope, timeframes and resources for projects to be successful.</p> <p>2. Active and frequent review to identify and respond to issues.</p>
Covid-19 pandemic creates a risk to Health & Safety of Staff and constrains service delivery	<p>Phased increase in occupancy following easing of Covid restrictions (announced Jan'22).</p> <p>Phase 1 to maintain most control measures (16/22). CO<sub>2</sub> monitoring plan during Phase 1 to assess impact of increased occupancy.</p> <p>Phase 2 to be implemented from April after assessment period in March.</p>
Service Disruption or suspension due to facilities fault or issue	<p>Ensure development of new laboratory facility maintains schedule (2022)</p> <p>Escalated response from facilities management (interim)</p> <p>Response plan for outages (use of UPS etc.)</p>
AFIS stability issues leading to disruption to fingerprint service	<p>Influence progression of Stabilisation project</p> <p>Support future scoping of long term AFIS system development</p>

## 2.4 Amendment of targets

In exceptional circumstances it may become necessary to amend one or more targets over the course of this PDA. Where either party believes this may be necessary, they shall consult with the other party with a view to agreeing any appropriate changes as soon as practicable.

## 3. Duration and signatories to the Agreement

Doncha O'Sullivan, Assistant Secretary, Department of Justice, and Chris Enright, Director General, Forensic Science Ireland, affirm that this Agreement shall be in effect until 31st December 2022.



*Doncha O'Sullivan*  
*Assistant Secretary*  
*Department of Justice*



*Chris Enright*  
*Director General*  
*Forensic Science Ireland*

**Date: 23<sup>rd</sup> March 2022**