An Roinn Turasóireachta, Cultúir, Ealaíon, Gaeltachta, Spóirt agus Meán
Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media

**Department of Tourism, Culture, Arts Gaeltacht, Sport and Media**

**Framework of Assignments – March 2023**

**Assignment of responsibility by the Secretary General for the performance of functions under Section 4 (1) of the Public Service Management Act 1997**

## PART ONE

### Mission

The Department's mission is:

To lead the sustainable development of Tourism, Media and the Gaeltacht and promote participation in the Culture, Arts, Sports and the Irish language, supporting social progress, and enhancing cultural and economic growth across Irish society.

### Governance

Under the Public Service Management Act 1997, the Secretary General of the Department has the following responsibilities:

- Implementing Government policies appropriate to the Department;
- Providing policy advice to the Minister on all matters within the remit of the Department;
- Monitoring Government policies that affect the Department;
- Preparing Statements of Strategy for submission to the Minister;
- Providing progress reports to the Minister on the implementation of the Statement of Strategy;

- Delivering outputs as determined by the Minister;
- Managing the business of the Department;
- Ensuring proper use of resources and the provision of cost-effective public services;
- Managing matters relating to appointments, performance, discipline and dismissal of civil servants below the grade of Principal or its equivalent;
- Preparing an outline of how specific responsibilities are to be assigned to other officers down through the Department.

## Assignment of Responsibilities

Section 4(1)(c) of the 1997 Act empowers the Secretary General to assign to other officers of the Department (or grade or grades of officer) responsibility for the performance of his or her functions. The revised framework, as set out in this document, constitutes a consolidated statement as at March 2023 of all assignments under the Act by the Secretary General of the Department of Tourism, Culture, Arts Gaeltacht, Sport and Media.

Assignments under section 4(1)(c) of the Public Service Management Act, as specified in this framework document, will continue to be amended from time to time, in writing, by the Secretary General and the framework will be deemed to have been updated accordingly.

## Management Board

The role of the Management Board is to provide the link between the responsibilities of the Secretary General, as set out in section 4 of the 1997 Act and the assignment of responsibilities to named officers of the Department, as provided for in section 4(1)(C) and detailed in section 9.

In the Department of Tourism, Culture, Arts Gaeltacht, Sport and Media, the Management Board shall be comprised of:

- Secretary General (Chair)
- All Assistant Secretaries and Directors

- Head of Finance & IT

**Part 2** of this framework document sets out how the Department is structured, while **Part 3** shows the assignment of responsibility for the performance of functions to each individual officer down to and including Head of Business Unit level. The responsibilities so assigned shall be articulated through the Department's system of business plans to reflect the priorities and objectives of the Department, as set out in its Statement of Strategy.

The assignment of responsibility for the performance of functions by individual officers, or grades of officers, below Head of Business Unit level shall be handled administratively on the basis of the personal (or team) work objectives identified under or associated with the Department's business plans. The latter, which are revised on an annual basis to keep pace with changing needs and priorities, are informed both by the Department's Statement of Strategy and by its Performance Management and Development System and provide a practical means of prioritising and managing the day-to-day work of the Department at division, team and individual level.

Subject to overarching budgetary provisions, officers to whom responsibilities have been assigned under this framework will receive resources and infrastructural support to enable them to fulfil their obligations under the Act.

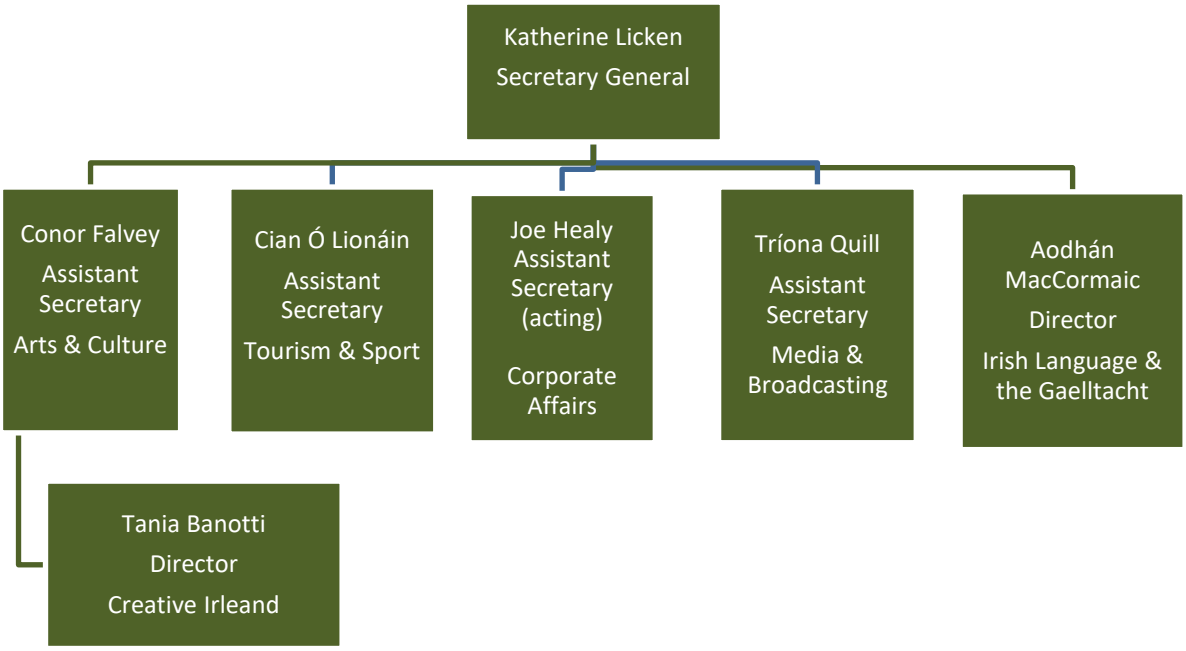
Interpretation of this document and the assignments herein should have due regard to the factors which from time to time affect the distribution and discharge of responsibilities across the Department, such as the exigencies of work in a particular area, the alignment of activities spanning or involving more than one area, and the co-ordination of shared or adjoining responsibilities. It should also have regard to the assignment of functions in respect of appointments, performance and discipline of personnel under the Civil Service Regulation Acts 1956-2005, which are made from time to time by the Secretary General under separate regulations.

## PART TWO

### Structure of the Department

The Department comprises the Office of the Minister, the Office of the Ministers of State, the Management Board and five Divisions:

1. Arts & Culture Division;
2. Irish Language and Gaeltacht Division;
3. Tourism and Sport Division;
4. Media and Broadcasting Division; and
5. Corporate Affairs.




These five Divisions are organised into Business Units, usually headed by a Principal Officer. Many of the Department's activities are carried out on a co-operative basis across Units and Divisions.

## Culture Division

The Culture Division comprises seven units:

- Arts, Film, Music and Investment
- Commemorations/Night Time Economy;
- Creative Ireland Programme Office
- Culture Ireland/ Cultural Supports
- Cultural Policy & Cultural Institutions
- Cultural Schemes
- The National Archives of Ireland

### Arts, Film and Investment

This Unit is responsible for the following:

- Developing policy in relation to arts, culture and music.
- Funding and oversight of certain National Cultural Institutions/Bodies, including the Arts Council, Screen Ireland, National Archives and National Library;
- Provision of appropriate support to the Screen Ireland in the development of an indigenous film industry, including training initiatives.
- Oversight of the implementation of the Audiovisual Action Plan.
- Developing, monitoring and evaluating an integrated policy for the sustainable development of the Irish film industry including the tax-based incentives
- Policy and oversight of arts and cultural capital grant schemes,
- Responsibility for National Genealogy Policy
- Implementation of EU and Council of Europe obligations on matters relating to culture, film and television production.
- Participation at European and Member State Expert Group on Digitisation.

**Commemorations and Night Time Economy**

- Leading and co-ordinating the planning of commemorative events connected with the Decade of Centenaries 2012 to 2023.
- Organising commemoration events in the cultural sector relating to other relevant anniversaries.
- Delivery of measures and co-ordination of implementation of the Night Time Economy Taskforce

**Creative Ireland Programme Office**

This Unit is responsible for the following:

- Developing, co-ordinating and delivery of the Creative Ireland Programme which is an all-of-government initiative to place creativity at the heart public policy.
- Co-ordinating a range of initiatives across the Creative Ireland Programme working with key partners across Government, with Government agencies such as the Arts Council and with local government.

**Culture Ireland & Cultural Supports**

This Unit is responsible for the following:

- Promoting Irish arts worldwide.
- Creating and supporting opportunities for Irish artists and companies to present and promote their work at strategic international festivals and venues and through showcases at key global arts events, including the Edinburgh Festival and Venice Biennale, as well as through special initiatives.
- Leading on the delivery of the cultural aspects of Global Ireland 2025
- Fulfilling Ireland's obligations at EU level, including Council of Culture Ministers, Cultural Affairs Committee and OMC groups.
- Matters relating to UNESCO, including Intangible Cultural Heritage, City of Literature and City of Film.
- Oversight of the Basic Income for the Arts Pilot Scheme.

**Cultural Policy and Cultural Institutions**

This Unit is responsible for the following:

- Funding and oversight of certain National Cultural Institutions, including the National Concert Hall, National Gallery, National Museum, Chester Beatty Library, IMMA and the Crawford Gallery
- Transferring National Symphony Orchestra from RTÉ to NCH
- Monitoring progress on the implementation of the National Cultural Policy "Culture 2025"
- Developing and improving the quality and effectiveness of the mechanisms to assist in the growth and development of the cultural sector.

**Cultural Schemes**

This Unit is responsible for the following:

- Funding and oversight of the National Gallery
- Development of Philanthropy
- Funding for specialist regional and local museums.
- Responsibility for the development of projects which enhance Ireland's cultural patrimony.
- Provision of annual subvention to certain cultural organisations, including the James Joyce Centre, National Print Museum, Irish Manuscripts Commission, Hunt Museum, Archbishop Marsh's Library, Foynes Flying Boat Museum, Science Gallery and Cork Butter Museum and related matters.

**National Archives of Ireland (NAI)**

Under the terms of the National Archives Act, 1986 the NAI is responsible for the preservation of, and access to, archives and the transfer and destruction of records.

## Tourism & Sport Division

The Tourism & Sport Division comprises six units:

- Tourism Policy Unit
- Tourism Development Unit
- Tourism Marketing Unit
- Sports Policy and National Sports Campus Unit
- Major Sports Events Unit; and
- Sports Capital Programmes Unit.

## Tourism Policy Unit

This Unit is responsible for the Tourism Policy Framework including inter-departmental, EU and International engagement on tourism policy

## Tourism Development Unit

This Unit is responsible for Tourism Industry Development and Tourism Product Development, industry supports and oversight of Fáilte Ireland.

## Tourism Marketing Unit

This Unit is responsible for management of the overseas Tourism Marketing Fund, North-South relations and oversight of Tourism Ireland.

## Sports Policy and National Sports Campus Unit

This Unit is responsible for:

- The National Sports Policy 2018 – 2027;
- Oversight of Sport Ireland;

- Promotion of increased participation in sport, improved levels of performance at competitive/elite levels and strong governance at all levels in sport.

### Major Events Unit

This Unit is responsible for:

- Developing a Major Events policy and an assessment strategy for events.
- Managing and coordinating State support and input into Major Event bidding and hosting
- Protecting and promoting the State's interests as part of this process.

### Sports Capital Programmes Unit

This Unit is responsible for:

- Administration of the Sports Capital Programme which is part funded from the proceeds of the National Lottery
- Administration of the Large Scale Sport Infrastructure Fund (LSSIF)
- The processing of applications from certified sports bodies seeking approval of sports capital projects, under Section 41 of the Finance Act 2002, and
- Designation of national stadia for the purposes of the 2003 Intoxicating Liquor Act.

## Irish Language and Gaeltacht Division

The Irish Language and Gaeltacht Division is comprised of the following four units, all of which function bilingually in both Irish and English:

- 20-Year Strategy, Údarás na Gaeltachta, Language Planning and Gaeltacht Community and Language Supports;
- Official Languages and Public Service Support;
- Language Support Schemes outside the Gaeltacht, Irish in the EU and Internationally and Placenames; and
- North-South Co-operation, the Languages Body and the British-Irish Council. .

### 20-Year Strategy, Language Planning and Gaeltacht Community and Language Supports

This Unit is responsible for the following:

- Overseeing the implementation of the 20-Year Strategy for the Irish Language 2010-2030, with particular regard to its 5-Year Implementation Plan 2018-2022.
- Developing and implementing various schemes, initiatives and measures under the Gaeltacht Community and Language Supports Programme which support the 20-Year Strategy and the strengthening of the Irish language in the Gaeltacht.
- Ensuring delivery of relevant commitments included in Project Ireland 2040 relating to the provision of new Gaeltacht-based infrastructure.
- Administering the Irish Language Learners' Scheme (Scéim na bhfoghlaimeoirí Gaeilge) under which some 26,000 students visit the Gaeltacht each year.
- Promoting best practice as regards child protection in Irish Summer Colleges and among Gaeltacht households providing accommodation for students.
- Implementing, in conjunction with Údarás na Gaeltachta and Foras na Gaeilge, the provisions of the Gaeltacht Act 2012 relating to language planning in Gaeltacht Language Planning Areas, Gaeltacht Service Towns and Irish Language Networks.

- Making Statutory Orders relating to the language planning process, as provided for in the Gaeltacht Act 2012.
- Funding and oversight of Údarás na Gaeltachta, including compliance with financial and corporate governance requirements.
- Formulating an Inter-Agency Plan for the Development of Gaeltacht and Irish Language Arts.

**Official Languages Legislation, Digital Plan for the Irish Language, Language Support Schemes and Irish in the EU and Internationally.**

This Unit is responsible for:

- Developing and implementing various schemes, initiatives and measures which support the 20-Year Strategy and the strengthening of the Irish language outside the Gaeltacht.
- Ensuring delivery of relevant commitments included in Project Ireland 2040 relating to the development of Irish Language and Cultural Centres nationwide and of an Irish Language Hub in Dublin City.
- Implementing the Official Languages Act 2003, including the agreement of language schemes with public bodies and related matters.
- Making of Statutory Instruments updating the First Schedule to the Official Languages Act specifying the public bodies to which the Act applies.
- Co-ordinating the process to amend the Official Languages Act 2003 *via* the Official Languages (Amendment) Bill 2017.
- Supporting the work of An Coimisinéir Teanga and funding the administration of his office.
- Overseeing developments in regard to the Irish language in the EU, with particular emphasis on the ending of the derogation on the use of Irish in its institutions by January 2022.
- Devising and implementing appropriate arrangements for the provision of Irish language training and accreditation for the Civil Service.

- Funding and promoting the teaching of Irish in 3rd level institutions abroad.
- Developing and implementing, in consultation with the 3rd level sector, a Digital Plan for the Irish Language.

**North-South Co-operation and Placenames**

This Unit is responsible for:

- Provision of funding together with appropriate oversight and engagement with the two agencies of an An Foras Teanga (Foras na Gaeilge and the Ulster-Scots Agency), including in relation to compliance with financial and corporate governance requirements.
- Promoting North-South co-operation across the full range of departmental activities and liaising with other Departments.
- Researching the placenames of Ireland and providing authoritative Irish language forms of those placenames.
- Providing administrative support to the expert Placenames Committee.

## Media and Broadcasting Division

The Media and Broadcasting Division comprises three units:

1. **Broadcasting Policy and Governance**
2. **Online Safety and Digital Policy**
3. **Media Policy and Development**

**The Broadcasting Policy and Governance Unit is responsible for:**

- Supporting the provision of commercial, community and public service broadcasting services that meet the needs of Irish audiences.
- A regulatory environment that supports a free, plural and diverse broadcasting sector in Ireland.
- Implementation of the Future of Media Commission Report as agreed by Government.
- Oversight of the Service Level Agreement with An Post in relation to collection of the TV licence fee.
- Policy and funding relating to RTÉ and TG4.
- Corporate Governance oversight of RTE, TG4 and the Broadcasting Authority of Ireland (BAI).
- Statutory Review of free to air events under the Broadcasting Act.
- Policy and oversight of the Broadcasting fund, including exchequer funding and state aid.
- Policy and legislation relating to commercial and community radio.
- Oversight of exchequer funding provided to the Irish Language Broadcasting Fund in Northern Ireland.

**The Online Safety and Digital Policy Unit is responsible for:**

- The provision of a robust policy and legislative framework for online safety, including through the enactment of the Online Safety and Media Regulation Bill.

- Management of the infringement proceedings related to the revised Audiovisual Media Services Directive.
- Provision of secretariat to the National Advisory Council for Online Safety.
- Horizon scanning for emerging digital policy matters and liaison with other Government Departments and EU institutions on whole-of-Government digital media policy.
- Ensuring, with the Department of Enterprise, Trade and Employment, an appropriate legislative framework for the implementation of the EU Digital Services Act.
- Liaising with the Department of Justice regarding the implementation of the EU Terrorism Content Regulation and negotiation of the Child Sexual Abuse Material Regulation.
- The development of policy regarding disinformation and misinformation, including preparation of the National Counter Disinformation Strategy.

**The Media Policy and Development Unit is responsible for:**

- The establishment and resourcing of Coimisiún na Meán, including:
    - the recruitment and appointment of Commissioner-level posts,
    - the preparation of business cases and seeking of sanction relating to all posts and resources required by Coimisiún na Meán,
    - establishing and engaging with the project planning structures set up to implement Coimisiún na Meán, incorporating the necessary steps and actions to recruit the necessary staff and complete the corporate and regulatory transitions.
- The provision of a robust policy and legislative framework for the regulation of broadcasting and video-on-demand services.
- Policy regarding media freedom and media mergers, including the administration of 'Phase 1' examinations of proposed media mergers under Part 3A of the

Competition Act 2002, review of the operation of the media mergers regime, and negotiation of the European Media Freedom Act.

- Policy towards and funding of the non-AV media sector, including the establishment and oversight of a Media Fund and policy related to the content production levy and schemes.
- The oversight and monitoring of European Union (EU) restrictive measures (sanctions).
- EU and Council of Europe co-ordination on matters relating to media policy.
- Oversight of the implementation of Equality, Diversity and Inclusion (EDI), environmental sustainability and media literacy initiatives by Coimisiún na Meán.

## Corporate Affairs

The Corporate Affairs Division comprises five units:

1. Accounts, Finance, ICT & Governance of State Bodies
2. Human Resources;
3. Communications;
4. Strategic Policy, Project Services; and
5. Corporate Governance and Services.

### Accounts, Finance, ICT & Governance of State Bodies

This Unit is responsible for the following:

- Management of the Department's financial resources and upgrading of financial systems.
- Preparation of the Annual Estimates for the Department's Vote and monitoring of Departmental expenditure.
- Preparation of annual Appropriation Accounts.
- Issuing guidance on procurement and preparation of the Department's return under Circular 40/02.
- Management and maintenance of the Department's IT infrastructure, systems and services, including matters relating to the Department’s corporate web presence and developmental support in relation to other Departmental websites.
- Development and implementation of governance arrangements for IT shared service services as necessary.
- Promoting enhanced corporate governance arrangements among those bodies funded from the Department's Vote.
- Promoting the implementation of the Public Service Reform Programme among those bodies under the aegis of the Department.

**Human Resources**

This Unit is responsible for the following:

- Management of the Department's personnel functions, including matters pertaining to appointments, performance, discipline and dismissals of staff below the grade of Principal or its equivalent and provision of support for line managers with regard to personnel issues.
- Supporting staff training and development arising from identified departmental objectives and the implementation of PMDS.
- Implementation of programme of change and renewal as outlined in Civil Service Renewal Plan, including workforce planning.
- Implementation of procedures in relation to Ministerial appointments to state boards.
- Implementation of procedures for bodies under the aegis of the Department under new Staffing Resource Management Framework/Delegated Sanction arrangements.

**Communications**

This Unit is responsible for the following:

- Designing and delivering a comprehensive communications strategy to support the delivery of the Department’s strategic objectives, encompassing stakeholder management, media relations, staff communications, social media and branding.

**Strategic Policy, Project Services**

This Unit is responsible for the following:

- Delivering strategic policy and policy analysis supports as part of the Department’s policy development and delivery process;
- Coordination of cross-Departmental policy activities including in respect of Climate Action, the National Development Plan and other cross-Government initiatives; and

- Technical support and coordination of the NDP capital investment programme and IGEES activities.
- Managing Value for Money Reviews and Focussed Policy Assessments.
- Coordination of the Department's Quality Assurance process in line with the requirements of the Public Spending Code.

**Corporate Governance and Services**

This Unit is responsible for the following:

- Implementing enhanced corporate governance structures within the Department.
- Co-ordinating the Department’s response to Government in relation to the Department's obligations in respect of the Public Service Management Act and other Inter-Departmental policy areas.
- Supporting the work of the National Famine Commemoration Committee including the organising of the annual National and International Famine Commemorations.
- Provision of staff accommodation and management of the buildings occupied by Department staff.
- Supply and delivery of the Department’s needs in terms of office supplies and services.
- Maintenance of the Department's asset register.
- Development and co-ordination of the Department's policies in respect of corporate issues including Risk Management, FOI, AIE, Customer Service, Data Protection, Protected Disclosures, Child Protection, the Irish Language Scheme, Gender Equality, and Records Management.
- Developing and overseeing implementation of the Department's workplace health and safety policies in line with relevant legislation.

## PART THREE

### Assignments

Under the powers vested in me as Secretary General, under section 4 (1) of the Public Service Management Act 1997, I hereby make the following assignments:

### Heads of Division

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| Overall management of the Culture Division and of policy and operational matters arising | Conor Falvey<br>Assistant Secretary |
| Overall management of the Corporate and Affairs Division of policy and operational matters arising | Joe Healy<br>Acting Assistant Secretary |
| Overall management of the Tourism and Sport Division and of policy and operational matters arising | Cian Ó Lionáin<br>Assistant Secretary |
| Overall management of the Media and Broadcasting Division and of policy and operational matters arising | Tríona Quill<br>Assistant Secretary |
| Overall management of the Irish Language, Gaeltacht Division and of policy and operational matters arising | Aodhán Mac Cormaic<br>Director |

### Heads of Division

Responsibility at Head of Division Level (Assistant Secretary or Director) shall comprise:

- supporting the Secretary General and others members of the management team to ensure that the Department meets its overall objectives and aims;
- advising the Secretary General, the Ministers and Government, as appropriate, on strategic direction, the formulation of policy and the implementation of relevant Government policies;
- preparing the relevant elements of the Statement of Strategy and associated progress reports for approval by the Secretary General, the Minister and the Minister(s) of State;
- the achievement of objectives relevant to the Division (as specified in the Department's *Statement of Strategy*) and managing work to that end, ensuring delivery (within the limits of resources provided) of the outputs determined by the Minister, Minister(s) of State and the Secretary General;
- overseeing preparation of Business Plans within the Division and providing quarterly status updates in relation to Business Plans to the Management Board through the Corporate Governance Section;
- managing the overall performance of the Division, including overseeing the assignment of specific responsibilities to individual officers or groups of officers within the area, ensuring the Performance Management and Development System is implemented in the area and that the day-to-day business of the area is managed effectively;
- ensuring the proper use of resources in the Division, including effective financial management, and the provision of cost-effective public services appropriate to the area;
- ensuring the maintenance of appropriate systems and structures to support the work of the Division;

- taking appropriate steps to ensure the effective management of risk in the Division;
- ensuring the co-ordination and alignment of the Division's activities with those of other Divisions within the Department and between areas within the Division, as appropriate;
- participation on the Management Board and other internal management groups, as arranged and required from time to time;
- communicating effectively to relevant stakeholders, both internally and externally, including appearing at relevant speaking engagements and contributing to dialogue with other Departments, representative bodies and interested organisations, as well as at EU and international forums, on departmental matters and strategic developments.

### Heads of Business Unit

Responsibility at Head of Business Unit level (Director or Principal Officer) shall comprise:

- supporting the wider management team to achieve the overall objectives of the Department;
- strategic planning for the Unit in line with the relevant Departmental strategic objectives;
- the provision of policy advice to senior managers, the Minister and Ministers of State, as appropriate;
- implementation by the Unit of relevant policies in accordance with Government/ Ministerial guidelines and directives;
- acting to achieve, as far as possible, objectives relevant to the Unit (in accordance with business plans and the Department's revised *Statement of Strategy*) and monitoring progress to that end;

- managing the day-to-day business of the Unit and overseeing the assignment of specific responsibilities to individual officers or groups of officers within the Unit;
- promoting the effective performance of staff up to and including Assistant Principal and equivalent, including implementation of the Performance Management and Development System in the Unit and ensuring the proper development of staff in the Unit through formal training, coaching, etc;
- maintaining appropriate systems and structures to support the work of the Unit;
- taking appropriate steps to ensure the effective management of risk in the Unit;
- ensuring the proper use of resources, including effective financial management, and the provision of cost-effective public services appropriate to the Unit;
- co-ordinating the Unit's activities with those of other Units and Departments;
- participating in relevant internal management groups and sub-committees, where required**.**

The specific responsibilities assigned to each Assistant Secretary, Director or Principal Officer are set out in the following pages.

## Culture Division

| Function | Officer |
|---|---|
| Responsibility at Head of Division level for promoting and developing Ireland's artistic and creative strengths at home and abroad and to maximise their societal, economic and reputational value for the country. | Conor Falvey<br>Assistant Secretary |
| **Arts, Film, Music and Investment**<br>Responsibility at Head of Business Unit level for Arts, Film and Music policy, including funding and taxation measures, the promotion and development of access to, and participation in, the Arts and oversight of relevant Cultural Institutions, including capital projects. | Mary Nash<br>Principal Officer |
| **Commemorations and Night Time Economy**<br>Responsibility at Head of Business Unit level for the Decade of Centenaries Commemorations Programme and oversight of the implementation of the Night Time Economy Taskforce Report. | Sinead Copeland<br>Principal Officer |
| **Creative Ireland Programme**<br>Responsibility at Head of Business Unit level for overall management of the marketing, public engagement and communication elements of the Creative Ireland Programme. | Tania Banotti<br>Director |
| **Creative Ireland**<br>Responsibility for development and implementation of the Creative Ireland Programme. | Eamonn Kelly<br>Principal Officer |
| **Culture Ireland/Cultural Supports**<br>Responsibility at Head of Business Unit level for the operation of Culture Ireland in promoting Irish arts worldwide, and creating and supporting opportunities for Irish artists and companies to present and promote their work at strategic international festivals and venues. Also responsibility at Head of Business Unit level for the Basic Income for Artists pilot scheme. | Sharon Barry<br>Principal Officer |

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| **Cultural Policy & Cultural Institutions**<br>Responsibility at Head of Business Unit level for development of Cultural Policy, including funding and reforms and oversight of relevant Cultural Institutions, including capital projects, and Cultural Policy. Also responsibility at Head of Business Unit level for engagement with live entertainment sector. | Deirdre Mahony<br>Principal Officer |
| **Cultural Schemes**<br>Responsibility at Head of Business Unit level for a range of supports for cultural activities including festivals and mobility of collections, regional museums, Section 1003, Percent for Arts, and oversight of the National Gallery of Ireland, including capital projects, | John Kennedy<br>Principal Officer |
| **National Archives**<br>The Director of the National Archives is responsible for the strategic development and operational management of the National Archives.<br>The Director also has statutory duties under the terms of the National Archives Act, 1986 with regard to the preservation of, and access to, archives and the transfer and destruction of records. The Director is a member of the board of the Irish Manuscripts Commission and the Council of National Cultural Institutions, and represents Ireland at European and International events. | Orlaith McBride<br>Director, National Archives of Ireland |

## Tourism & Sport Division

| Function | Officer |
|---|---|
| Responsibility at Head of Division level for the provision of policy, legislative and financial supports to further the recovery and sustainable development of the tourism and sports sectors. | Cian Ó Lionáin<br>Assistant Secretary |
| **Tourism Marketing Unit**<br>Responsibility at Head of Business Unit level for the overall policy framework for tourism marketing abroad, managment of the overseas Tourism Marketing Fund, and governance of Tourism Ireland | Maria Melia<br>Principal Officer |
| **Tourism Policy Unit**<br>Responsibility at Head of Business Unit level for Tourism Policy Framework including inter-departmental, EU and International engagement on tourism policy, and wider legislation. | Bernard O'Shea<br>Principal Officer |
| **Tourism Development Unit**<br>Responsibility at Head of Business Unit level for tourism industry and product development including Fáilte Ireland governance, and industry supports. | Orlaith Gleeson<br>Principal Officer |
| **Sports Policy and National Sports Campus Unit**<br>Responsibility at Head of Business Unit level for the National Sports Policy 2018 – 2027; the oversight of Sport Ireland and the National Sports Campus Masterplan; promotion of increased participation in sport, improved levels of performance at competitive/elite levels and strong governance at all levels in sport. | Mícheál Ó Conaire<br>Principal Officer |

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|---|---|
| **Sports Capital Programmes**<br><br>Responsibility at Head of Business Unit level for administration of the Sports Capital Programme which is part funded from the proceeds of the National Lottery and the Large Scale Sport Infrastructure Fund (LSSIF) and the processing of applications from certified sports bodies seeking approval of sports capital projects, under Section 41 of the Finance Act 2002, and designation of national stadia for the purposes of the 2003 Intoxicating Liquor Act. | Noel Sheahan<br><br>Principal Officer |
| **Major Events Unit**<br><br>Responsibility at Head of Business Unit level for developing a Major Events policy and an assessment strategy for events and Managing and coordinating State support and input into Major Event bidding and hosting (including bidding for the co-hosting of the EURO 2028 football tournament and the Ryder Cup in 2027 in Adare) and to protect and promote the State's interests as part of this process. | Donal Hannigan<br><br>Principal Officer |

## Gaeltacht Division

| Function | Officer |
|---|---|
| Responsibility at Head of Division level for the delivery of the 20-Year Strategy for the Irish Language 2010-2030, for language planning, policy and legislation and language programmes both within and outside of designated Gaeltacht areas. Also responsible for funding and governance arrangements in Údarás na Gaeltachta, for the Irish language at EU-level and internationally, for Placenames, for North-South and East-West co-operation which includes the work of An Foras Teanga and the British-Irish Council. | Aodhán Mac Cormaic<br>Director |
| **Gaeltacht Development**<br>Responsibility at Principal Officer level for co-ordinating the delivery of the cross-Government 20-Year Strategy for the Irish Language and its associated 5-Year Action Plan gor 2018-22. Also responsible for overseeing the administration of the Gaeltacht language planning process, for the administration of the Gaeltacht Community and Language Supports Programme, including supports for the Irish summer colleges sector and for the monitoring of governance arrangements within Údarás na Gaeltachta. | Seán Mac Eoin<br>Principal Officer |
| **North-South Co-operation**<br>Responsibility at Principal Officer level for monitoring governance arrangements in the Languages Body (incorporating Foras na Gaeilge and the Ulster-Scots Agency) established following the Good Friday Agreement, for the delivery of funding packages agreed in tandem with the New | Aodán Mac an Mhíle<br>Principal Officer |

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|---|---|
| Decade, New Approach Agreement, for the Department‘s input into the work of the British-Irish Council and for North-South co-operation in the languages sector in general. Also heads up the Islands Division under a Service Level Agreement with the Department of Rural and Community Development. | |
| **Irish Language Supports and Placenames**<br>Responsibility at Principal Officer level for overseeing the administration of the Departments Irish Language (Current) Support Schemes outside the Gaeltacht, for the delivery of a Digital Plan for the Irish Language, for Placenames and for the development of the language in the business, arts and third level sectors both internationally and at home. This brief also includes the delivery of programs aimed at embedding the use of Irish in the institutions of the European Union. | Eoin Ó Droighneáin<br>Principal Officer |
| **Official Languages and Public Service Support**<br>Responsibility at Principal Officer level for the Official Languages and Public Service Support Division in which she leads on the implementation of the Official Languages (Amendment) Act 2021 across the public service and on language awareness in the media, among the general public and in the public service. Also acts as lead liaison with the Office of the Language Commissioner and oversees the administration of the Department's Capital Programme aimed at developing a network of Irish language and cultural centres nationwide. | Laoise Ní Thuairisc<br>Principal Officer |

## Media and Broadcasting Division

| Function | Officer |
|---|---|
| Responsibility at Head of Division level for Broadcasting and Media policy | Tríona Quill<br>Assistant Secretary |
| **Broadcasting Policy and Governance**<br>Responsibility at Head of Business Unit level for supporting the provision of commercial, community and public service broadcasting services that meet the needs of Irish audiences and the co-ordination of the implementation of recommendations arising out of the Future of Media Commission. | Stephen Ryan<br>Principal Officer |
| **Online Safety and Digital Policy Unit**<br>Responsibility at Head of Business Unit level for the development of a robust policy and legislative framework for the regulation of online media platforms and liaison with other Government Departments and EU institutions on whole-of-Government digital media policy. | Seamus Hempenstall<br>Principal Officer |
| **Media Policy and Development Unit**<br>Responsibility at Head of Business Unit level for the development of a robust policy and legislative framework for the regulation of broadcasting and video-on-demand services, the establishment and resourcing of Coimisiún na Meán, the establishment and oversight of a Media Fund and policy related to the content production levy and schemes, and the operation of the media mergers regime. | Adam Larragy<br>Principal Officer |

## Corporate Affairs Division

| Function | Officer |
|---|---|
| Responsibility at Head of Division level for the overall management of human resources in the Department including; matters pertaining to appointments, performance, discipline and dismissals of staff below the grade of Principal or its equivalent; training and development; corporate governance; the Department's overall Reform Programme; overall management of financial resources; IT; VFM and Facilities Management. | Joe Healy<br>Assistant Secretary |
| **Corporate Governance & Services**<br>Responsibility at Head of Business Unit level for developing and supporting corporate governance structures within the Department. Coordination of the Department's policies in respect of corporate issues including management of the Department's accommodation and office service needs. | Mary Mooney<br>Principal Officer |
| **Accounts, Finance, ICT & Governance of State Bodies**<br>Responsibility at Head of Business Unit level for management of internal finance and budget management activities for the Department, promoting corporate governance arrangements among those bodies funded from the Department's Vote and management and maintenance of the Department's IT infrastructure. | Breda Moynihan<br>Principal Officer<br>(Acting) |
| **Human Resources**<br>Responsibility at Head of Business Unit level for the management of the Department's personnel functions, including matters pertaining to appointments, performance, discipline and dismissals of staff below the grade of Principal or its equivalent, as well as provision of support for line managers with regard to personnel and supporting staff training and development. | Donal Crowley<br>Principal Officer |

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|---|---|
| **Corporate Communications** | Sara Morris |
| Responsibility for designing and delivering a comprehensive communications strategy to support the delivery of the Department's strategic objectives, encompassing stakeholder management, media relations, staff communications, social media and branding. | Principal Officer |
| **Strategic Policy and Project Services Unit** | Colm O'Connor |
| Responsibility for delivering strategic policy and policy analysis supports as part of the Department's policy development and delivery process; coordination of cross-Departmental policy activities including in respect of Climate Action, the National Development Plan and other cross-Government initiatives; NDP capital investment programme and IGEES activities. | Principal Officer |

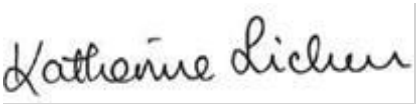
## Internal Audit and Data Protection

| Function | Officer |
|---|---|
| Responsibility for management of the Internal Audit Unit, and implementation of its work programme, in accordance with the written Internal Audit charter as approved by the Secretary General and the Audit Committee. | Richard McElligott<br>Internal Auditor |
| Responsibility as Data Protection Officer in accordance with Article 37 of the General Data Protection Regulation (GDPR). | Keith Ashmore<br>Data Protection Officer |

## Offices of the Minister and Ministers of State

| Function | Officer |
|---|---|
| Responsibility for management of the Minister's Office, coordinating and managing interaction with the senior management team and monitoring correspondence and interaction with Government. | Helen Francis<br>Private Secretary[1] |
| Responsibility for management of the office of the Minister of State with responsibility for the Gaeltacht, coordinating and managing interaction with the senior management team and monitoring correspondence and interaction with Government. | Noeleen Fagan<br>Private Secretary[2] |
| Responsibility for management of the office of the Minister of State for Sport, coordinating and managing interaction with the senior management team and monitoring correspondence and interaction with Government. | Andrew Boyle<br>Private Secretary[3] |

**SIGNED:**



**Katherine Licken**
**Secretary General**
**Department of Tourism, Culture, Arts Gaeltacht, Sport and Media**
**Date: 30 March 2023**

[1] Reporting to Corporate Governance
[2] Reporting to Corporate Governance
[3] Reporting to Corporate Governance