

Schedule FOI/2025/006

Record	Date of Record	Brief Description	Number of pages	Decision Grant/Part Grant/Refuse	Sections of Act if Applicable
Part 1 Record 1	12/06/2018	Access Officer Intranet Message	2	Grant	N/A
Part 1 Record 2	19/09/2018	Access Officer Intranet Message	2	Grant	N/A
Part 1 Record 3	10/03/2022	Access Officer Intranet Message	2	Grant	N/A
Part 1 Record 4	20/10/2023	Expressions of Interest for Access Officer	2	Grant	N/A
Part 1 Record 5	10/2023	Application for Role of Disability Access Officer	1	Refused	S 37(1)
Part 1 Record 6	11/2023	Message from the Access Officer	2	Grant	N/A
Part 1 Record 7	27/11/2023	Message from the Access Officer	2	Grant	N/A
Part 2 Record 1	21/03/2024	Inquiry Re: Screen-reader Accessibility	1	Grant	N/A
Part 2 Record 2	16/04/2024	Email Thread (part 1) Inquiry Re OIC Access Officer	2	Part Grant	S.37(1)
Part 2 Record 3	17/04/2024	Email Thread (Part 2) Inquiry Re OIC Access Officer	2	Part Grant	S. 37(1)
Part 2 Record 4	17/04/2024	Attachment to Point 2 Record 2	1	Refused	S.37(1)

Part 2 Record 5	17/04/2024	Attachment to point 2 Record 2	1	Refused	S.37(1)
Part 2 Record 6	11/06/2024	Email Thread Inquiry Re OIC Access Officer	5	Part Granted	S 37(1) and Outside Scope
Part 3 Part 1 Refers					
Part 4	N/A	N/A	N/A	Refused	15(1)(a)
Part 5	N/A	N/A	N/A	Refused	15(1)(a)
Part 6 Record 1	08/2022	Submission of the OIC	36	Refused	S.15(1)(i)
Part 7 Record 1	19/01/2021	Invoice for Disability Awareness Training	2	Part Grant	S.37(1)
Part 7 Record 2	15/01/2024	Invoice for Autism Awareness General Staff Training	1	Part Grant	S.37(1)
Part 7 Record 3	16/07/2024	Email thread Re: Training Course	2	Part Grant	S.37(1) and Outside Scope
Part 7 Record 4	09/10/2024	Invoice for Access Officer Training	1	Part Grant	S.37(1)
Part 8	N/A	N/A	N/A	Refused	S.15(1)(a)

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Access Officer

12 June 2018

All Office

Message from our Access Officer

Colleagues,

As a public body under the Disability Act 2005 ("the Act") each of our offices (referred to hereafter collectively as "the organisation") is required to ensure that it complies with sections 25, 26, 27 and 28 of the Act. In summary:

- Section 25 of the Act requires the organisation to ensure that areas of its building(s) to which the general public has access are accessible to people with disabilities
- Section 26 of the Act requires the organisation to ensure that its mainstream public services are accessible to people with disabilities insofar as this is practical and appropriate. If it considers it necessary, the organisation must provide assistance to persons with disabilities in accessing its services. Where it is appropriate the organisation must have available to it, appropriate expertise and skills to advise the public body in ensuring that its services are accessible
- Section 26(2) of the Act requires the organisation to appoint an "access officer" to provide or arrange for and co-ordinate the provision of assistance and guidance to persons with disabilities in accessing its services
- Section 27 of the Act requires the organisation to ensure that goods or services purchased by it are accessible to persons with disabilities
- Section 28 of the Act requires the organisation to ensure that information imparted by it, is provided in an accessible format to persons with disabilities

Access Officer

I was appointed as "access officer" for this organisation. As access officer, I am responsible for providing or arranging for and coordinating assistance and guidance to persons with disabilities accessing services provided by our offices and generally to act as a point of contact for people with disabilities wishing to access our services. Normally where a person with a disability wishes to access our services and requires assistance to do so he/she is referred to me and I liaise with

particular unit or with Corporate Services if appropriate re putting the necessary facilities in place to allow the person access our services. As access officer I also advise the organisation generally in terms of compliance with the Disability Act.

I would be grateful if you could keep me informed/notify me when a request for accessible services is received from a member of the public or where an accessible service is provided to a member of the public without my input.

As Access Officer I am not responsible for providing advice either to members of the public or to other public bodies regarding other public bodies' compliance with the Disability Act. I do not take or examine complaints relating to other public bodies' failure to comply with the Disability Act.

Each of the organisation's websites has an "accessibility section" which provides further information regarding the requirements of the Disability Act and the steps this organisation has taken to meet its requirements. Below is a link to the relevant section on the Ombudsman site.

<http://www.ombudsman.ie/en/About-Us/Policies-and-Strategies/Accessible-Services/>

If anybody has any queries in relation to my role or the organisation's requirements under the Act they can contact me (5711) for further information.

Aidan Moore

Access Officer

If you have a question or a comment on this page, send us a message
(intranetfeedback@ombudsman.ie ([mailto:intranetfeedback@ombudsman.ie?subject=Intranet feedback](mailto:intranetfeedback@ombudsman.ie?subject=Intranet%20feedback)))

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Access Officer

19 September 2018

All Office

Colleagues,

I was recently appointed as "Access Officer" for this organisation, taking over from Aidan Moore in the role.

As access officer, I am responsible for providing or arranging for and coordinating assistance and guidance to persons with disabilities accessing services provided by our offices and generally to act as a point of contact for people with disabilities wishing to access our services.

Normally where a person with a disability wishes to access our services and requires assistance to do so he/she is referred to me and I liaise with particular unit or with Corporate Services if appropriate re putting the necessary facilities in place to allow the person access our services. As access officer I also advise the organisation generally in terms of compliance with the Disability Act.

I would be grateful if you could keep me informed/notify me when a request for accessible services is received from a member of the public or where an accessible service is provided to a member of the public without my input.

As Access Officer I am not responsible for providing advice either to members of the public or to other public bodies regarding other public bodies' compliance with the Disability Act. I do not take or examine complaints relating to other public bodies' failure to comply with the Disability Act.

Each of the organisation's websites has an "accessibility section" which provides further information regarding the requirements of the Disability Act and the steps this organisation has taken to meet its requirements. Below is a link to the relevant section on the Ombudsman site.

[Accessibility_\(https://www.ombudsman.ie/accessibility/\)](https://www.ombudsman.ie/accessibility/)

If anybody has any queries in relation to my role or the organisation's requirements under the Act they can contact me (5625) for further information.

Peter Mahony

Access Officer

If you have a question or a comment on this page, send us a message
(intranetfeedback@ombudsman.ie (mailto:[intranetfeedback@ombudsman.ie?subject=Intranet
feedback](mailto:intranetfeedback@ombudsman.ie?subject=Intranet%20feedback))))

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Message from the Access Officer

10 March 2022

All Office

Hi everyone,

I would like to remind you all that I am the Access Officer for the organisation.

As Access Officer, I am responsible for

- providing or arranging for and coordinating assistance and guidance to persons with disabilities accessing services provided by our offices
- a point of contact for people with disabilities wishing to access our services

Normally where a person with a disability wishes to access our services and requires assistance to do so he/she is referred to me and I liaise with particular unit or with Corporate Services if appropriate re putting the necessary facilities in place to allow the person access our services. As access officer I also advise the organisation generally in terms of compliance with the Disability Act.

Please notify me when a request for accessible services is received from a member of the public.

As Access Officer I am **not responsible** for providing advice either to members of the public or to other public bodies regarding other public bodies' compliance with the Disability Act.

I do **not** take or examine complaints relating to other public bodies' failure to comply with the Disability Act.

Each of our websites has an "accessibility section" which provides further information regarding the requirements of the Disability Act and the steps this organisation has taken to meet its requirements. [Here is the section on the Ombudsman site](http://ombudsman.ie/accessibility/index.xml) (<http://ombudsman.ie/accessibility/index.xml>).

Accessibility

If anybody has any queries in relation to my role or the organisation's requirements under the Act they can contact me (5625) or at accessofficer@ombudsman.ie (<mailto:accessofficer@ombudsman.ie>) for further information.

Peter Mahony

Access Officer

If you have a question or a comment on this page, send us a message
(intranetfeedback@ombudsman.ie (mailto:[intranetfeedback@ombudsman.ie?subject=Intranet
feedback](mailto:intranetfeedback@ombudsman.ie?subject=Intranet%20feedback))))

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Expressions of Interest - Access Officer

20 October 2023

HR news

Expressions of interest are being sought from staff for the role of Access Officer in the Office. The successful staff member will be required to carry out this role in addition to their current role for the:

- Office of the Ombudsman
- Office of the Information Commissioner
- Office for the Commissioner for Environmental Information
- Standards in Public Office Commission
- Commission for Public Service Appointments
- Office of the Protected Disclosures Commissioner

Section 26 of the Disability Act 2005 provides that the Office should appoint an access officer to provide or arrange for and coordinate the provision of assistance and guidance to persons with disabilities accessing its services. Generally, the role will involve acting as a point of contact for people with disabilities accessing our services. Each of the offices websites has an accessibility section and interested staff should review these areas in advance of applying.

The role of Access Officer in this Office has been carried out by Peter Mahony over the last number of years. Peter has kindly agreed to speak to anyone who would like to discuss the role or has any queries in relation to it.

Staff interested in this position should submit a Statement of Suitability (1-page maximum) highlighting why they consider that they are suitable for the role.

Applicants should be emailed to hrunitshared@ombudsman.ie (<mailto:hrunitshared@ombudsman.ie>) no later than 5.30pm on Friday, 27 October 2023

If you have a question or a comment on this page, send us a message
(intranetfeedback@ombudsman.ie (mailto:[intranetfeedback@ombudsman.ie?subject=Intranet
feedback](mailto:intranetfeedback@ombudsman.ie?subject=Intranet%20feedback))))

Home (/) > About us (/about-us/) > Public Sector Duty Committee (/about-us/public-sector-duty-commit/) > Message from the Access Officer

Message from the Access Officer

Hi everyone,

I would like to let you know that I have taken over as Access Officer for the organisation.

As Access Officer, I am responsible for

- providing or arranging for and coordinating assistance and guidance to persons with disabilities accessing services provided by our offices
- a point of contact for people with disabilities wishing to access our services

Normally where a person with a disability wishes to access our services and requires assistance to do so s/he is referred to me and I liaise with particular unit, or with Corporate Services if appropriate, to put in place the necessary facilities to allow the person access our services. As access officer I also advise the organisation generally in terms of compliance with the Disability Act.

Please notify me when a request for accessible services is received from a member of the public.

As Access Officer I am **not responsible** for providing advice either to members of the public or to other public bodies regarding other public bodies' compliance with the Disability Act. In addition, I do **not** take or examine complaints relating to other public bodies' failure to comply with the Disability Act.

Each of our websites has an "Accessibility section" which provides further information regarding the requirements of the Disability Act and the steps this organisation has taken to meet its requirements. [Here is the section on the Ombudsman site](https://www.ombudsman.ie/accessibility/index.xml) (<https://www.ombudsman.ie/accessibility/index.xml>).

If anybody has any queries in relation to my role or the organisation's requirements under the Act they can contact me (01 6395635) or at accessofficer@ombudsman.ie (<mailto:accessofficer@ombudsman.ie>) for further information.

Mary Connery

Access Officer

If you have a question or a comment on this page, send us a message
(intranetfeedback@ombudsman.ie (mailto:[intranetfeedback@ombudsman.ie?subject=Intranet
feedback](mailto:intranetfeedback@ombudsman.ie?subject=Intranet%20feedback))))

Home (/) > About us (/about-us/) > Public Sector Duty Committee (/about-us/public-sector-duty-commit/)
> Message from the Access Officer

Message from the Access Officer

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I would like to remind you all that I am the Access Officer for the organisation.

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- providing or arranging for and coordinating assistance and guidance to persons with disabilities accessing services provided by our offices
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Normally where a person with a disability wishes to access our services and requires assistance to do so he/she is referred to me and I liaise with particular unit, or with Corporate Services if appropriate, to put the necessary facilities in place to allow the person access our services. As Access Officer I also advise the organisation generally in terms of compliance with the Disability Act.

Please notify me when a request for accessible services is received from a member of the public.

As Access Officer I am **not responsible** for providing advice either to members of the public or to other public bodies regarding other public bodies' compliance with the Disability Act.

I do **not** take or examine complaints relating to other public bodies' failure to comply with the Disability Act.

Each of our websites has an "Accessibility section" which provides further information regarding the requirements of the Disability Act and the steps this organisation has taken to meet its requirements. [Here is the section on the Ombudsman site.](#)

[\(https://www.ombudsman.ie/en/collection/1af45-accessibility/\)](https://www.ombudsman.ie/en/collection/1af45-accessibility/).

If anybody has any queries in relation to my role or the organisation's requirements under the Act please don't hesitate to contact me (6395635) or at accessofficer@ombudsman.ie (<mailto:accessofficer@ombudsman.ie>) for further information.

Mary Connery

Access Officer

If you have a question or a comment on this page, send us a message
(intranetfeedback@ombudsman.ie (mailto:[intranetfeedback@ombudsman.ie?subject=Intranet
feedback](mailto:intranetfeedback@ombudsman.ie?subject=Intranet%20feedback))))

From: Mary Connery (OIC) <mary.connery@oic.ie>
Sent: Thursday 21 March 2024 11:59
To: OMB Access Officer <accessofficer@ombudsman.ie>
Subject: Screen Reader Accessibility

Hi Tara

Further to our conversation this morning, I have been looking into the issue of screen-readers for a visually-impaired applicant.

From an initial look it would appear that screen-reader software generally copes better with Word as opposed to pdfs made from a document which was originally in Word. In addition, it would appear that a pdf which was originally a Word document is easier for a screen reader to read than a pdf which is based on a scanned document. Essentially, there is a hierarchy: Word > pdf created from Word document > pdf created from scanned document. Therefore, from our perspective, it would seem that to ensure that a screen reader can properly read the text aloud for the applicant we should if at all possible send it in Microsoft Word.

However, as indicated, it is generally good practice to ask an applicant their specific access requirements so as to ensure we are fully meeting them. Therefore, I would suggest contacting the individual applicant to say that you will be shortly sending them correspondence regarding their application to this Office and as part of that you will be attaching a document in Microsoft Word for which you will be asking for their comments. However, before you do so, you would like to check that this will be fully accessible to them as, if not, we can make any necessary adjustments.

I hope this is of assistance but if you have any further queries just let me know

Kind regards

Mary

Mary Connery | Access Officer | Office of the Ombudsman, 6 Earlsfort Terrace, Dublin 2. D02 W773
Oifig an Ombudsman, 6 Ardán Phort an Iarla, Baile Átha Cliath 2, D02 W773
Email: accessofficer@ombudsman.ie | Phone: (+353 1) 6395635

From: OIC Info Mailbox <info@oic.ie>
Date: Tue, Apr 16, 2024 at 12:24 PM
Subject: RE: Foi access and Disability officer
To: [REDACTED]

Dear [REDACTED],

I acknowledge with thanks your e-mail.

Our disability Access Officer can be contacted by e-mail on:
accessofficer@ombudsman.ie or by calling 01-6395600.

I hope this is of assistance.

Yours sincerely,
Gregory Higgins

Office of the Information Commissioner
01-6395624

----- Original Message -----

From: [REDACTED];
Received: Tue Apr 16 2024 10:55:45 GMT+0100 (Irish Standard Time)
To: applications@oic.ie; OIC Applications;
Subject: Foi access and Disability officer

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Dear Sir Or madam

██████████ Is requesting Foi access and Disability officer to help ████████ deal with ██████
correspondence that ██████ has sent to F,O,I, Commissioner .
This request was sent previous to your office ██████████ also needs comunication by phone or in
person to deal with ██████████ ██████ has failed to Get any advocate service, ██████████ has
██████████ and is finding it difficult to manage ██████████ Thank You ██████████

-----Original Message-----

From: [REDACTED]
Sent: Wednesday 17 April 2024 16:03
To: OMB Access Officer <accessofficer@ombudsman.ie>
Subject: Fwd: Access Officer - Office of the Ombudsman

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Mary Thanks For Contacting

i just sending my [REDACTED] and a [REDACTED] Thank You [REDACTED]

From: OMB Access Officer <accessofficer@ombudsman.ie>
Date: Wed, Apr 17, 2024 at 12:22 PM
Subject: Access Officer - Office of the Ombudsman
To: [REDACTED]

Dear [REDACTED]

My name is Mary Connery and I am the Access Officer for the Office of the Ombudsman

I hope it is ok to contact you directly but I have been given your name by colleagues of mine working in the Office of the Information Commissioner. I understand that you have made a [REDACTED]

I therefore wish to inform you that as Access Officer for the Office of the Ombudsman I am responsible for assisting individuals who may need assistance to access the services of the following offices:

- Office of the Ombudsman
- Office of the Information Commissioner
- Office of the Commissioner for Environmental Information
- Standards in Public Office Commission
- Commission for Public Service Appointments
- Office of the Protected Disclosures Commissioner

As indicated, while I do not have any role in dealing with complaints, I assist people with disabilities access the Ombudsman services outlined above insofar as this is practical and appropriate.

I hope this information assists in resolving the matter.

As indicated, if I can be of any assistance to you in accessing the services of this Office please do not hesitate to contact me

Kind regards

Mary

Mary Connery | Access Officer | Office of the Ombudsman, 6 Earlsfort Terrace, Dublin 2. D02 W773
Oifig an Ombudsman, 6 Ardán Phort an Iarla, Baile Átha Cliath 2, D02 W773
Email: accessofficer@ombudsman.ie | Phone: (+353 1) 6395635

From: OMB Access Officer <accessofficer@ombudsman.ie>

Sent: Wednesday 12 June 2024 15:23

To: [REDACTED]

Subject: RE: OIC Access Officer

Dear [REDACTED]

[REDACTED]. I had understood that you were inquiring about a potential matter falling within the scope of the Information Commissioner.

That said, my response remains the same. As Access Officer I can assist you to access the services provided by each of these Offices. What I cannot do is to provide advice as to the likely outcome of [REDACTED] or an appeal to the Information Commissioner under the FOI Act

I apologise that I cannot be more helpful

Kind regards

Mary

From: [REDACTED]

Sent: Wednesday 12 June 2024 12:19

To: OMB Access Officer <accessofficer@ombudsman.ie>

Subject: Re: OIC Access Officer

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Ms Conneryl

This shouldn't be so difficult. It shouldn't matter who the body is.

I outlined my experience in requesting [REDACTED], which I have determined [REDACTED]. When I asked for a senior person I was denied that.

If no request is accepted from what I understand you are saying the Ombudsman has no role?

[REDACTED] to do to actually have rights in this country.

[REDACTED]

On Wed, Jun 12, 2024 at 12:14 PM OMB Access Officer <accessofficer@ombudsman.ie> wrote:

Dear [REDACTED]

As I am unaware of the specifics of the case you are referring to I cannot comment on it. Indeed, I do not even know which FOI body you are interacting with.

What I can say is that if you have made an FOI request to a public body and you are unhappy with the outcome you can submit an appeal to the OIC, assuming you have first sought an internal review of the decision with the public body. Again as previously indicated, if you require assistance to submit an appeal to the OIC I have very happy to help you. However, I cannot comment on the specificities of the matter

I hope this is of assistance

Kind regards

Mary

From: [REDACTED]

Sent: Tuesday 11 June 2024 17:00

To: OMB Access Officer <accessofficer@ombudsman.ie>

Subject: Re: OIC Access Officer

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Dear Ms Conneryl,

I have been [REDACTED] to [REDACTED] records.

Are you saying the OIC has no role then?

Regards,

[REDACTED]

On Tue, Jun 11, 2024 at 4:54 PM OMB Access Officer <accessofficer@ombudsman.ie> wrote:

Dear [REDACTED]

I wish to acknowledge receipt of your further correspondence

The Office of the Information Commissioner is tasked with reviewing decisions made by FOI bodies under the FOI Act. As Access Officer I assist people with disabilities to access the service provided by this Office. However, the OIC does not provide general advice in relation to the operation of the FOI Act.

If I understand your query correctly, you are seeking advice in relation to certain provisions of the FOI Act. If I am correct, I believe that the Central Policy Unit in the Department of Public Expenditure & Reform is the more appropriate body to assist you as they have central responsibility for the FOI Act. Their website is as follows: <https://foi.gov.ie/> and the contact number is (01) 604 5245

I hope this is of assistance

Kind regards

Mary

Mary Connery| Access Officer| Office of the Ombudsman, 6 Earlsfort Terrace, Dublin 2. D02 W773

Oifig an Ombudsman, 6 Ardán Phort an Iarla, Baile Átha Cliath 2, D02 W773

Email: accessofficer@ombudsman.ie | Phone: (+353 1) 6395635

From: [REDACTED]
Sent: Tuesday 11 June 2024 15:10
To: OMB Access Officer <accessofficer@ombudsman.ie>
Subject: Re: OIC Access Officer

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Dear Ms Connery,

I wish people in your position wouldn't do this constantly to people with [REDACTED]

The Access officer role is to provide assistance and guidance as defined in the act.

I am asking what steps can I take under the legislation when I receive a response to an FOI request that [REDACTED].

Can the OIC interject, can the OIC investigate?

[REDACTED]

I am looking for information from someone who has been appointed into that role for people [REDACTED] to provide guidance and assistance and [REDACTED].

I gave the background and asked the OIC's access officer what the OIC can do for me.

FYI under the Freedom of Information Act 2014 it specifically mentions access for people with disabilities, so I shouldn't have to beg for access to the bodies access officer when the information officer should know this.

Regards,
[REDACTED]

On Tue, Jun 11, 2024 at 3:01 PM OMB Access Officer <accessofficer@ombudsman.ie> wrote:

Dear [REDACTED]

I wish to acknowledge receipt of your email.

You are indeed correct that I am also the Access Office for the Office of the Information Commissioner. As such I assist people with disabilities to access the services of that Office, however, I cannot provide assistance or advice on individual appeals to that Office.

It is unclear to me if your correspondence below relates to an appeal to the OIC or perhaps relates to another FOI body. As set out above, if you require assistance in interacting with the OIC I can assist you, bearing in mind that I cannot provide any advice on the substance of your query. If your query relates to an FOI body, they will have an Access Officer who may be able to assist you

If you require assistance within the remit of what I can provide please do not hesitate to contact me

Kind regards

Mary

Mary Connery| Access Officer| Office of the Ombudsman, 6 Earlsfort Terrace, Dublin 2. D02 W773

Oifig an Ombudsman, 6 Ardán Phort an Iarla, Baile Átha Cliath 2, D02 W773

Email: accessofficer@ombudsman.ie | Phone: (+353 1) 6395635

From: [REDACTED]

Sent: Tuesday 11 June 2024 12:50

To: OMB Access Officer <accessofficer@ombudsman.ie>

Subject: OIC Access Officer

CAUTION: This eMail originated from outside your organisation and the BTS Managed Desktop service. Do not click on any links or open any attachments unless you recognise the sender or are expecting the email and know that the content is safe. If you are in any doubt, please contact the OGCIO IT Service Desk.

Hello

You are the same access officer for the OIC and Ombudsman.

I have a query about accessing [REDACTED] after sending an FOI request.

I was responded to with a quote of legislation that was wrong.

I asked for [REDACTED] and was told my request had to be specific.
[REDACTED] is a specific request, is it not?

Two, I was told [REDACTED]

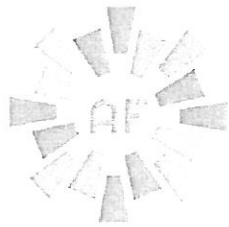
When I questioned it, I was told [REDACTED]

Well it does matter, as this way of communicating is a deterrent to people with disabilities
[REDACTED]

I informed them in the request that I was making it under the Freedom of Information Act 2014 Chapter 2 S.11 Subsection (2) (b)

What am I to do in this situation?

Regards,
[REDACTED]



Ability Focus
Disability Employment Specialists

Invoice
2143

Invoice To:
Office of the Ombudsman
6 Earlsfort Terrace
Dublin 2
Dublin
D02 W773
Ireland

Ability Focus
71 Lower Baggot Street
Dublin 2
Dublin-D02 P593

Tel: 01 699 1150
Web address: www.abilityfocus.ie

Invoice Date	Ref. No.	Account Manager	VAT No.	Payment Due	Reference No.
19/01/2021	150582	[REDACTED]	IE3667759QH	19/01/2021	

Code	Description	Price	VAT Rate	Quantity	Total
DAT08	Disability Awareness Training - Monthly Sessions	85.00	21.00%	1	85.00

Maire Ní Fhiachain

19/1/2021

VAT Rate %	Net	VAT	Gross
21.00%	85.00	17.85	102.85
	€85.00	€17.85	€102.85

Total Net 85.00

Total VAT 17.85

Total Gross €102.85

Notes: If participants are unable to attend training, Ability Focus are happy to facilitate attendance at a later date. Alternatively, participants who are unable to attend training can nominate another colleague/friend to attend in their place. Vat is charged at 21% as this training is person centered and not vocational. Ability Focus is not an Educational Inst or in receipt of exchequer funds.

Payment Terms: This is a non-refundable payment. Payment is requested to be made in advance of the first date of training.

Payment Advice

Account Name: Ability Focus Ltd.
Bank Name: [REDACTED]
Account Number: [REDACTED]
Sort Code: [REDACTED]
BIC/SWIFT: [REDACTED]
IBAN: [REDACTED]

Customer Name: Office of the Ombudsman
Customer Code: OFF002
Invoice No.: 2143
Amount Due: €102.85

Terms & Conditions

Unless otherwise specified all invoices are due net 30 days from date of submission. Prices invoiced will be those in effect at time of submission. All prices are f.o.b. point of sale. Ability Focus reserves the right to place a service charge on past due accounts.



AsIAm

17-21 Temple Road
BLACKROCK, Co. DUBLIN, A94 DN40
Ireland

Website Telephone Mobile
www.asiam.ie 01 4453203 087 2746525
Email
accounts@asiam.ie

Part 7, Record 2

IRELAND'S AUTISM CHARITY

Invoice To
Office of the Ombudsman
6 Earlsfort Terrace
Dublin 2
D02 W773

Deliver To
Office of the Ombudsman
6 Earlsfort Terrace
Dublin 2
D02 W773

Customer Office of the Ombudsman () Reference PO 1320200001127

Invoice Number SI-792 Invoice Date 15/01/2024 Due Date 22/01/2024

Description	Amount
AsIAm Autism Awareness General Staff Training delivered in-person by [REDACTED]	800.00

Notes	Total	€ 800.00
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Bank Account Name: Autism Spectrum Information Advice and Meeting Point
CLG
Bank: [REDACTED]
Account Number: [REDACTED]
Sort Code: [REDACTED]
IBAN: [REDACTED]
BIC: [REDACTED]

Please add the Invoice Number to the bank transaction reference

Registered Charity No. 20144838
CHY 21201
Co Reg 553241

We are not VAT registered
Tax Reference Number: [REDACTED]
Access Number: [REDACTED]

approved for payment

22/01/2024

Ray Butler

Terms and Conditions

AsIAm reserve the right to charge interest on overdue non disputed invoices.

From: OMB Access Officer <accessofficer@ombudsman.ie>
Sent: Tuesday 16 July 2024 17:08
To: Ray Butler (SIPO) <raymond.butler@sipo.ie>
Subject: FW: Disability Access Officer Training - September & October 2024

Hi Ray

Hope all is well

I have received the attached correspondence in relation to training for Access Officers in September/October this year. The training is run by a private company and is a 3-hour session over zoom at a cost of €125.

While the overview provided of the course is pretty limited, I think on balance it might be useful for me to consider doing this. [REDACTED]

Therefore, I was wondering if there is any budget for this course and if so how would I go about getting sanction for this. The proposed dates for the course are both Fridays which is [REDACTED] but I'm very happy to make arrangements so I can do this course if sanctioned

Let me know what you think

Many thanks

Mary

From: [REDACTED] | Ability Focus <[REDACTED]@abilityfocus.ie>
Sent: Tuesday 16 July 2024 13:28
To: Ability Focus <info@abilityfocus.ie>
Subject: Disability Access Officer Training - September & October 2024

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Good afternoon,

I hope this email finds you well today.

I am emailing to let you know that Ability Focus www.abilityfocus.ie has developed Ireland's first Access Officer Training Programme which is delivered via a live online format, and I wanted to let you know, should you or any colleagues within your organisation have an interest in this type of training.

Ability Focus is Ireland's leading provider of disability awareness training, delivering CPD accredited training to HR professionals, Disability Liaison Officers, managers and general public sector colleagues through our many training programmes. Our client list includes An Post, Dept of Social Protection, The Revenue Commissioners, Central Statistics Office, UCD, Sport Ireland and many government departments and state bodies.

This Access Officer Training Programme is 3-hours in duration and focuses on core aspects of disability and service provision requirements, thus giving Access Officers greater confidence when engaging customers and service users with disabilities under their public sector duty. We focus on the roles and responsibilities of the Access Officer under Section 26 (2) of The Disability Act 2005 while also looking at the importance of reasonable accommodation in service provision.

Our next CPD accredited Access Officer Training Programmes will be delivered on the following times and dates:

Date: Friday September 6th
Time: 09:30 – 12:30

Date: Friday October 4th
Time: 09:30 – 12:30

The per person cost is €125.

I have attached some Training Support Information with this email. This contains information on programme content, delivery format and company details.

Do not hesitate to let me know if you or anyone within your organisation is interested in Access Officer Training and if so, I will add their name to the participants list. If interested, please note your preferred date for training (September programme or October programme).

I have also attached our Main Training Brochure which contains information al all other programmes offered by Ability Focus. This may be handy to have on file should your department or organisation have an interest in disability awareness or reasonable accommodation training delivered internally at any stage.

Thanks for taking the time to read this email.

Kind regards,

[Redacted signature]

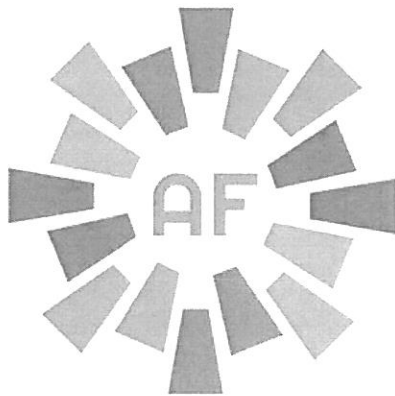
[Redacted contact information]

Ability Focus
71 Lower Baggot Street,
Dublin 2
D02 P593

01 699 1150
[REDACTED]

www.abilityfocus.ie

Please let us know if you need attachments made available in an alternative format



Ability Focus
Disability Employment Specialists

Disclaimer:

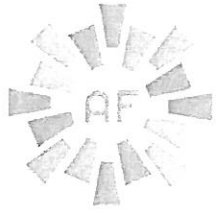
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Ability Focus
Disability Inclusion Specialists

Invoice
2465

Invoice To:
Office of the Ombudsman
6 Earlsfort Terrace
Dublin 2
Dublin
D02 W773
Ireland

Ability Focus
71 Lower Baggot Street
Dublin 2
Dublin-D02 P593
Tel: 01 699 1150
Web address: www.abilityfocus.ie

Invoice Date	Ref. No.	Account Manager	VAT No.	Payment Due	Reference No.
09/10/2024	1320200002559.x	[REDACTED]	IE3667759QH	08/11/2024	

Code	Description	Price	VAT Rate	Quantity	Total
ACCESS	Access Officer Training	125.00		1	125.00

VAT Rate %	Net	VAT	Gross
0.00%	125.00	0.00	125.00
	€125.00		€125.00

Total Net	125.00
Total VAT	
Total Gross	€125.00

Notes: Participant name: Mary Connery
Training Date: Friday 4th October 2024
Payment Terms: Access Officer Training is VAT exempt

Payment Advice

Account Name: Ability Focus Ltd.
Bank Name: [REDACTED]
Account Number: [REDACTED]
Sort Code: [REDACTED]
BIC/SWIFT: [REDACTED]
IBAN: [REDACTED]

Customer Name: Office of the Ombudsman
Customer Code: OFF002
Invoice No.: 2465
Amount Due: €125.00

Terms & Conditions
Unless clearly specified all invoices are due max 30 days from date of invoice submission. Please ensure payment is made within the 30 day timeframe. Ability Focus reserves the right to place a service charge on past due accounts.

