

Policy name: RIAM Access to Information on the Environment

Incorporating Procedures:

**Procedure for Applying for Access to Information on the Environment
Procedure for Processing Applications for Access to Information on the Environment**

**Approved: 25th November 2016
Revision 1 approved 10th March 2017**

1. Context

The Royal Irish Academy of Music, herein referred to as RIAM or the Academy, complies with the (European Communities) Access to Information on the Environment Regulations, which states that individuals have the legal right to obtain environmental information from public organisations.

2. Purpose

This document sets out the procedure for an individual wishing to request information on the environment from the RIAM, as well as the procedure for processing a request.

3. Benefits

- 3.1 This policy clarifies the process of applying for access for information on the environment for members of the public.
- 3.2 This policy ensures that any requests are met with a transparent and consistent response from the RIAM.

4. Scope

- 4.1 This policy applies to any individuals who wish to make an application for Access to Information on the Environment

5. Principles

- 5.1 RIAM complies with all Irish and EU law including the (European Communities) Access to Information on the Environment Regulations.

6. Policy

6.1 Applying for Access to Information on the Environment

- 6.1.1 All applications for Access to Information on the Environment Regulations should follow the Procedure for Applying for Access to Information on the Environment (7.1)

6.2 Processing and Application for Access to Information on the Environment

- 6.2.1 When an application for Access to Information on the Environment is made, RIAM must follow its Procedure for Processing Applications for Access to Information on the Environment (7.2)

7. Procedures

7.1 Procedure for Applying for Access to Information on the Environment

- 7.1.1 When making a request for information to the Royal Irish Academy of Music (RIAM) under the Access to Information on the Environment Regulations you are required to:

- (i) state that the application is being made under the AIE Regulations and submit it in writing or electronic form to email: Secretary@riam.ie
- (ii) provide your contact details
- (iii) state the precise environmental information required, and specify the form and manner of access desired.

- 7.1.2 Should you consider that your original request for environmental information was refused wholly or partially, or was otherwise not properly dealt with in accordance with the provisions of the AIE Regulations, you may request that the RIAM carry out an internal review of the decision in part or in whole, not later than one month following the receipt of the decision from the RIAM. There will be no fee charged for this internal review process.

- 7.1.3 As provided for in the AIE Regulations, there is no initial fee required when lodging a request for information under AIE to the RIAM. However, the following charges will apply for supplying environmental information in accordance with the Regulations:

- (i) If an applicant requires hard copies there will be a fee of €0.04 per sheet
- (ii) If information is requested on CD-ROM a fee of €10.16 will be charged

7.2 Procedure for Processing Applications for Access to Information on the Environment

- 7.2.1 When information is requested, RIAM should make a decision and notify the applicant about the decision within one month of receiving the request
- 7.2.2 If an applicant considers that their application was refused wholly or partially, or was otherwise not properly dealt with in accordance with the provisions of the AIE Regulations, the RIAM must carry out an internal review of the decision in part or in whole. A written report of which must be issued to the applicant, informing them of the decision made, within one month of the request. This report will include the reason for the decision and advising you of your right of appeal to the Commissioner for Environmental Information, including the time limits and fees associated with such an appeal.

8. Responsibility

- 8.1 The Secretary of RIAM is responsible for overseeing this policy and its operational procedures.

9. Legislation and Regulation

- 9.1 European Communities (Access to Information on the Environment) Regulations 2007 to 2014
- 9.2 Qualifications and Quality Assurance (Education and Training) Act 2012
- 9.3 Freedom of Information Act 2014
- 9.4 National Framework of Qualifications (NFQ)
URL: [http://www.qqi.ie/Articles/Pages/National-Framework-of-Qualifications-\(NFQ\).aspx](http://www.qqi.ie/Articles/Pages/National-Framework-of-Qualifications-(NFQ).aspx)

10. Related Documents

Further general information on the European Communities (Access to Information on the Environment) Regulations 2007 - 2011 including background information on the legislation, useful publications and links to other relevant bodies is available at

- 10.1 Department of Communications, Climate Action & Environment
URL: [https://www.dccae.gov.ie/en-ie/about-us/compliance/access-to-information-on-the-environment-\(aie\)/Pages/Access-to-Information-on-the-Environment%20\(AIE\).aspx](https://www.dccae.gov.ie/en-ie/about-us/compliance/access-to-information-on-the-environment-(aie)/Pages/Access-to-Information-on-the-Environment%20(AIE).aspx)
- 10.2 Trinity Waste Management and Recycling on Campus Policy
URL: <https://www.tcd.ie/provost/sustainability/>

11. Document Control

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