

Policy name: Policy on Access to Information on the Environment

Approved: 25th November 2016

Revision 1 approved 10th March 2017

Revision 2 approved

Revision 3 approved by Trinity Academic Council 13th May 2020

1. Context

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

2. Purpose

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

3. Benefits

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

4. Scope

- 4.1 This policy applies to all individuals who wish to make an application to RIAM for access to information on the environment.

5. Principles

- 5.1 RIAM complies with all Irish and EU legislation, including the AIE Regulations.

6. Policy and procedures

- 6.1 All applications for environmental Information made under the AIE Regulations should follow the procedures set out at below. [*Note: applicants are advised to consult the detailed provisions of the AIE Regulations prior to making application – see section 9 below.*]

- 6.2 When making a request to RIAM for the provision of information in accordance with the AIE Regulations, an individual is 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 his/her contact details;
 - (iii) state the precise environmental information required, and specify the form and manner of access desired.
- 6.3 As provided for in the AIE Regulations, there is no initial fee required when lodging a request for information to RIAM. However, the following charges will apply for supplying environmental information in accordance with the AIE 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.
- 6.4 Subject to the detailed provisions of the AIE Regulations, in response to requests for information RIAM shall normally make a decision on the request and, if it is accepted, make the information available to the applicant as soon as possible and, at the latest, not later than one month from the date on which such request is received by RIAM.
- 6.5 Where a decision is made to refuse, in whole or in part, the request for information, RIAM shall notify the applicant of the decision not later than one month following receipt of the request, specifying the reasons for the refusal, and informing the applicant of his/her right to lodge an appeal in accordance with the AIE Regulations, including the time limit within which such right may be exercised.
- 6.6 Pursuant to 6.5 above, if an applicant considers that his/her application has been refused wholly or partially, or has otherwise not been properly dealt with in accordance with the provisions of the AIE Regulations, RIAM shall carry out an internal review of the decision in part or in whole. No fee will be charged for this internal review process. A written report of the process shall be issued to the applicant, informing them of the outcome, within one month of the request. Where the outcome affirms the original decision, or varies it in a way that results in the request continuing to be refused in whole or in part, RIAM shall specify the reasons for the outcome and inform the applicant of his/her right of appeal to the Commissioner for Environmental Information, including the time limits and fees associated with such an appeal.

7. Responsibility

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

8. Legislation and Regulation

- 8.1 [European Communities \(Access to Information on the Environment\) Regulations 2007 to 2014.](#)
- 8.2 [Qualifications and Quality Assurance \(Education and Training\) Act 2012.](#)

8.3 [Freedom of Information Act 2014](#).

8.4 [National Framework of Qualifications \(NFQ\)](#).

9. Related Documents

9.1 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 the [Department of Housing, Planning and Local Government](#).

10. Document Control

Approved by Board of Studies 25th November 2016.

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Revision 2 approved.

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Next review: Academic year 2020/21.