	Information	Link/Document
A	Establishment of organisation Roles, responsibilities and functions Governance/Management arrangements	The Marine Institute was formed under the Marine Institute Act 1991 • http://www.irishstatutebook.ie/eli/1991/act/2/enacted/en/html The Irish Maritime Development Office was formed under the Fisheries Amendment Act 1999 • http://www.irishstatutebook.ie/eli/1999/act/35/enacted/en/html And the • http://www.irishstatutebook.ie/eli/2009/act/26/enacted/en/html
	Corporate Plans and Strategies	• http://www.marine.ie/Home/site-area/about-us/corporate-strategy?language=en
	Annual Report from 2008	• http://www.marine.ie/Home/site-area/publications/annual-reports-0
	Organisation and Pay/Grading Structures	Details of the Marine Institute's Organisational Structure can be found at • http://www.marine.ie/Home/site-area/about-us/organisational-structure Details of Pay/Grading Structures are available on: INSERT LINK
	Locations and contact details for the organisation	• http://www.marine.ie/Home/site-area/contact-us/contact-us
	Details of Service Level Agreements/Memoranda of Understanding	The Marine Institute have a number of SLA's and MOU's with a range of organisations. INSERT LINK
	Customer Charters	• http://www.marine.ie/Home/site-area/online-policies/customer-service
	Codes of Practice or Guidelines	• https://www.housing.ie/Regulation/Publications-and-Useful-Links/Code-of-governance-for-state-bodies-Oct-01(1).pdf
B	Services provided for public and access to these including administration and costs where	The Marine Institute provides a wide range of services across the following key areas: Aquaculture Fisheries & Ecosystems Fish Health

	appropriate	Seafood Safety Marine Environment Oceanography Education & Outreach Research & Funding Data Services Shipping, Maritime & Ports Seabed Mapping Further information of these areas can be found at the following links: • http://www.marine.ie/Home/site-area/areas-activity/areas-activity • http://www.marine.ie/Home/site-area/research-funding/research-funding • http://www.marine.ie/Home/site-area/data-services/marine-data-centre • http://www.marine.ie/Home/site-area/infrastructure-facilities/infrastructure-facilities Details on research funding can be found at the following link: • http://www.marine.ie/Home/site-area/research-funding/marine-research-ireland/research-database
	Research Funding	A summary of research funding provided can be found in the Marine Institute Annual Report – Appendix 1. • http://www.marine.ie/Home/site-area/publications/annual-reports-0

C	Decision making processes and records of decisions	Schedule of Marine Institute Board Meetings and Agendas for meetings in 2016 can be found at the link below: • http://www.marine.ie/Home/site-area/about-us/marine-institute-board-meeting-schedule-and-agendas?language=en
	Major policy proposals including any public consultation exercises and decisions	Information to be provided here when major policy proposal, public consultation exercises and decisions will be provided here
	Reports on the operation of public services by the Marine Institute including expenditure reviews and policy assessments	Marine Institute Strategic Business Plan: • http://www.marine.ie/Home/site-area/about-us/corporate-strategy
D	Financial statements	These can be found in the Marine Institute Annual Report • http://www.marine.ie/Home/site-area/publications/annual-reports-0
	Major plans for Capital Expenditure	Details will be provided here for any major Capital Expenditure projects as they arise.
	Payments or Purchase Orders for goods and services	Details of all purchase orders issued by the Marine Institute can be found at • http://www.marine.ie/Home/site-area/about-us/purchase-orders
	Board Member remuneration	Details of Board Member Remuneration is contained in the Marine Institute Annual Report • http://www.marine.ie/Home/site-area/publications/annual-reports-0
	Funding/Sponsorship of non-public bodies	Details will be provided here for any funding/sponsorship of non-public bodies as it arises.
E	Procurement policies A link to all current tender	• http://www.marine.ie/Home/site-area/about-us/tenders

	competitions on the eTenders website Public contracts awarded including - - contract type, contractor, value, award date, duration and brief description (tabular format) over €10k for ICT and over €25k for other contracts	Details of all public contracts awarded to date in 2016 can be found at the link below. This information will be updated quarterly. • http://www.marine.ie/Home/site-area/about-us/tenders?language=en
F	FOI Disclosure Log Scientific Reports, Other Publications Scientific Data	FOI requests processed in 2016 can be found at the link below: http://www.marine.ie/Home/sites/default/files/MIFiles/Docs_Comms/Disclosure%20Log%202016150816.pdf Further information on MI publications can be found at: • http://www.marine.ie/Home/publications And specific publications are available from the Open Access Repository • http://www.marine.ie/Home/site-area/publications/marine-institute-open-access-repository Data can be accessed or requested via • http://www.marine.ie/Home/site-area/data-services/marine-data-centre