

International Protection Office FOI Publication Scheme

Section 8 of the Freedom of Information Act 2014 requires FOI bodies to prepare and publish as much information as possible in an open and accessible manner on a routine basis outside of FOI, having regard to the principles of openness, transparency and accountability as set out in Sections 8(5) and 11(3) of the Act. This allows for the publication or giving of records outside of FOI provided that such publication or giving of access is not prohibited by law. The Act commits FOI bodies to make information available as part of their normal business activities in accordance with this scheme.

It should be noted that confidentiality provisions are contained in the International Protection Act, 2015 in relation to information in respect of an application for international protection and permission to remain.

Section 8 of the Freedom of Information Act 2014 requires the Department of Justice and Equality to prepare and publish a scheme concerning the publication of information by the Department. This scheme has been prepared in accordance with the [guidance](#) provided by the Department of Public Expenditure and Reform.

For more comprehensive information on Freedom of Information including the text of the [FOI Act 2014](#), please visit the [FOI Central Policy Unit website](#) in the [Department of Public Expenditure & Reform](#).

Read the [Department of Justice and Equality's FOI Publication Scheme here](#).

Please find below the FOI Publication Scheme of the International Protection Office (IPO) the staff of which are independent in law in the exercise of their international protection functions. Each link in the table leads to a page comprising relevant information in the category as well as links to relevant information on this website: www.ipo.gov.ie

[The Publication Scheme can be found here.](#)

If the information you require cannot be found here, you may wish to conduct a search on our website or contact us at:

International Protection Office
Irish Naturalisation and Immigration Service
79-83 Lower Mount St
Dublin 2, DOC ND99
Ireland

Tel: +353 1 602 8000
Fax: +353 1 602 8122

email: info@ipo.gov.ie

Public Office [for telephone queries] 01 602 8008
09:30 to 13.00 and 14.00 to 14.30 Monday - Friday

If the information is not currently made publicly available by the IPO, you may consider making a Freedom of Information Request to: ipofoi@ipo.gov.ie

International Protection Office

Freedom of Information Publication Scheme

Who we are and what we do

International Protection Office
Irish Naturalisation and Immigration Service
79-83 Lower Mount Street
Dublin 2 DOC ND99
Phone: 602 8000
Fax: 602 8122
info@ipo.gov.ie

The International Protection Office (IPO) is an office within the Irish Naturalisation and Immigration Service (INIS) responsible for processing applications for international protection under the International Protection Act 2015. It also considers, as part of a single procedure process, whether applicants should be given permission to remain.

Roles, responsibilities and functions

The IPO comprises, inter alia, a Chief International Protection Officer and International Protection Officers who are independent in the performance of their international protection functions under the International Protection Act 2015.

Corporate Plans and Strategies

[All Corporate Plans and Strategies are available here including:](#)

1. [Department of Justice and Equality OnePlan 2018](#)
2. [Department of Justice and Equality Strategy Statement 2016-2019](#)

For International Protection Office statistics and publications:

[International Protection Office Statistics](#)

[International Protection Office Publications](#)

Organisation and Pay/Grading Structures

The International Protection Act 2015 provides, inter alia, that the Minister may authorise in writing such and so many persons as he or she considers appropriate to perform the functions conferred on an International Protection Officer by or under the Act (Section 74 (1)).

International Protection Office Management Staffing Structure

Chief International Protection Officer				
Principal Officer/Head of Operations				
Assistant Principal Officer	Assistant Principal Officer x2	Assistant Principal Officer	Assistant Principal Officer	Assistant Principal Officer
Coordination Unit Judicial Review and Legal Support, Information Access/CP-COI/LA/Staff Support	Case Processing – International Protection Case Processing – Permission to Remain (including Review and Investigations)	Case Processing - Dublin Unit Case Processing - Reception and Fingerprinting Unit	Case Processing (Protection and PTR)/ Procedures and Training Unit/CP Non-Cooperation Unit	Case Processing Support – Interview Scheduling and Arrangements Case Processing Support – Recommendations and Decisions Case Processing - Presenting Unit Case Processing Support Customer Service Queries and Correspondence

Locations and contact details for the organisation

The International Protection Office has staff based in 2 locations:

- | | |
|--|------------------------|
| 1. 79-83 Lower Mount Street, Dublin 2 DOC ND99 | email: info@ipo.gov.ie |
| 2. 6/7 Hanover Street East, Dublin 2 DO2 W320 | email: info@ipo.gov.ie |

Services provided or to be provided to the Public

The services we offer

The statutory functions of the International Protection Office (IPO) - are set out in the [International Protection Act 2015](#) and relevant secondary legislation [Secondary Legislation - Statutory Instruments](#)

[Information Booklet for applications for International Protection is here](#)

Further details are available on the [IPO Home Page](#)

Decision making process for major policy proposals

How we make decisions on policies

- All applications for International Protection (and Permission to Remain matters) are processed in accordance with the International Protection Act 2015.
- Appropriate internal and external financial controls are applied by the organisation to ensure that the International Protection Office is in compliance with relevant Financial Policy Procedures and Public Procurement Guidelines.
- [Monthly statistics are published on the IPO website:](#)

Financial Information

What we spend

- Appropriate internal and external financial controls are applied within the organisation to ensure that the International Protection Office is compliant with relevant Financial Policy Procedures and Public Procurement Guidelines and that expenditure comes within budget.
- The pay figure for the International Protection Office is part of the overall budget for Irish Naturalisation and Immigration Service (INIS) and the Department of Justice and Equality.

Procurement

How we spend

Information relating to how we procure goods and services

- The International Protection Office complies with Public Procurement requirements.
- All procurement for the International Protection Office is arranged through the Irish Naturalisation and Immigration Service (INIS).

FOI Disclosure Log and Other Information Published Routinely

Other information

Reports

The International Protection Office falls under the Strategy Statement of the Department of Justice and Equality. See the links below.

[Department of Justice and Equality OnePlan 2018](#)

[Department of Justice and Equality Strategy Statement 2016-2019](#)

Information relating to how we operate as an organisation is published on our website. This is how we make most of our information available to the public. We publish, for example, [monthly statistics](#).

[Click here for a list of publications.](#)

[**FOI Disclosure Log can be found here.**](#)

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