



Seirbhís Thithe  
an Oireachtais  
Houses of the  
Oireachtas Service

Oifig Chléireach na Dála agus Ard Runaí  
Teach Laighean

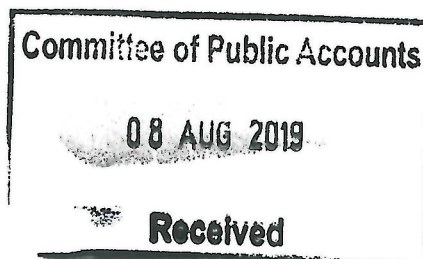
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Ms. Éilis Fallon  
Committee Secretariat  
Committee of Public Accounts

Ref: PAC32-I-1531

01 August 2019



Dear Éilis,

I refer my attendance before the Committee of Public Accounts on Thursday 11<sup>th</sup> July 2019 and your follow up letter of 18<sup>th</sup> July 2019.

Please find attached response to the issues raised which I undertook to supply to the Committee. If further information or clarification is required, please do not hesitate to contact my office.

Yours sincerely,

Peter Finnegan  
Clerk of the Dáil and Secretary General

## 1. Note providing a breakdown of expenditure on ICT in 2018 (p28);

### 1(e) Office Equipment and external IT Services

This subhead predominantly provides for costs related to our ICT services. These include ICT equipment, maintenance, support costs and license fees. This also includes project spend under the Digital Transformation programme. In addition, it provides for costs related to the sound recording contract for the Chambers and the Print facility.

Estimate 2018 - €14,632,000

Outturn 2018 - €22,737,000

The variation relates to approved (Q1 2018 by Management Board and Commission) additional expenditure for the digital transformation and modernisation projects and renewal of software licenses for three years.

### ICT Project Expenditure - Digital Transformation Programme (€'000)

Estimate 2018 - €4,130

Approved allocation - €7,966

Outturn 2018 - €12,096

Programme	Outturn 2018 €'000	Projects completed and at varying stages of development
Digital Modernisation	€2,060	MS Outlook 2010, Windows 10, Cloud, Citrix/MAM, Desktop virtualisation, MAS, Member Expansion
Digital Parliament- Procedural Systems	€3,461	Motions, Submissions, Committees, Rannóg, Amendments, Statements, Docs Laid, Messages, Order paper, Mobile Portal, Order of business
Informing the Citizen	€820	Oireachtas.ie Website, Media Services, Dail 100
Informing the Debate	€626	Library Services Platform, Legal case management system, Documents Laid App, Automatic speech recognition
Technology in the Chambers	€1,799	Committee rooms CR3, CR4 and Seanad
Corporate Organisation	€733	Integrated Corporate Services system, Plinth redesign, Financial systems upgrade, Interparliamentary T&S systems, IT Call mgt. system
Data Integration and Analytics	€45	Data Programme – Discovery, Warehousing, Integration of External Data with Oireachtas Data, Open, APIs, Modelling Bills for legislative editor.
Live support and maintenance	€780	Security & enhancement projects on existing systems
Project Support	€767	Change Management, Portfolio Management
Digital Transformation – Strategy and Methodology	€273	Digital Transformation Road map, Project Delivery methodology

Operational and ongoing services support

Estimate 2018 - €10,502

Outturn 2018 - €10,641

Service	Estimate 2018 €'000	Outturn 2018 €'000	Services included
Software Maintenance	€2,276	€3,306	3 year and other Microsoft licences, E-voting, Virtual desktop, Double take data backup systems licenses
ICT support	€1,660	€1,461	Managed IT services support
ICT equipment	€400	€970	Hardware refresh – PC's and Laptops
Network Expansion	€1,100	€619	WIFI project
Website	€608	€446	Maintenance and development, design, translation
Servers & Backups	€450	€427	New Servers (15)
Managed Print Services	€480	€418	Service cost for multifunctional printing devices (Print, Scan and Copy) throughout the Oireachtas campus
Consumables & Stationery	€631	€531	Stationery, Paper, consumables for all services
Office Equipment & maintenance	€641	€312	Varying smaller office equipment incl. maintenance
Other Miscellaneous costs	€371	€95	Postal collection services,
Sound Services	€685	€678	Sound Recording services for Chambers
Print Facility	€1,200	€1,378	Print equipment

## 2. Note on the costs of disseminating output from the Houses of the Oireachtas to local media, including regional newspapers and local radio stations (p36);

The local media and radio contracts set up in 2009 were not fully achieving the objective of bringing members contributions to a wide enough audience. The reporting service for local newspapers and radio was, therefore, allowed to terminate naturally in March 2019. On foot of this the Commission agreed to examine alternative solutions based on the principles of

1. Equality of access for all members i.e. only 27% of members were covered by the previous contract,
2. Nationwide access for all local media platforms i.e. only 4 out of 19 local radio stations were covered,
3. Making it easier for the media to access our content in relation to members speaking in proceedings, and
4. Cost effectiveness and value for money.

The Commission considered the proposals and approved the following for implementation:

- (a) Provide access to Houses of the Oireachtas broadcast files (separate to archive files) on a trial basis;
- (b) Introduce a dedicated training package to facilitate local media in using parliamentary information resources;
- (c) Enhance the Houses of the Oireachtas Press Officer engagement with local media;
- (d) Implement a strategy to optimise social media engagement.

Local radio and newspaper contract fees expenditure since 2009.

	Newspapers	Radio	Tech services radio	Temporary cover	Temporary cover	TOTAL PER YEAR
2009	€49,364.27	n/a	n/a	n/a	n/a	<b>€49,364.27</b>
2010	€51,331.19	€10,500.00	€3,872.00	n/a	n/a	<b>€65,703.19</b>
2011 election	€9,058.66	€6,750.00	€4,247.10	n/a	n/a	<b>€20,055.76</b>
2012	€57,708.35	€39,052.50	€4,840.05	n/a	n/a	<b>€101,600.90</b>
2013	€69,134.35	€16,297.50	€6,457.50	€34,363.23	n/a	<b>€126,252.58</b>
2014	€66,108.45	€12,177.00	€4,649.00	€12,807.42	€18,450.00	<b>€114,191.87</b>
2015	€70,339.95	€34,090.00	€5,381.25	n/a	n/a	<b>€109,811.20</b>
2016 election	€12,049.80	€3,000.00	€4,870.00	n/a	n/a	<b>€19,919.80</b>
2017	€33,386.20	€17,395.00	€5,202.00	n/a	n/a	<b>€55,983.20</b>
2018	€57,218.00	€26,705.00	€5,092.20	n/a	n/a	<b>€89,015.20</b>

2019 to April	€21,541.20	€8,085.00	€1,881.90	n/a	n/a	<b>€31,508.10</b>
<b>TOTALS</b>	<b>€497,240.42</b>	<b>€174,052.00</b>	<b>€46,493.00</b>	<b>€47,170.65</b>	<b>€18,450.00</b>	
<b>OVERALL TOTAL</b>	<b>€783,406.07</b>					

The figures show that expenditure varies depending on circumstances i.e. 2011 and 2016 were election years and the service was automatically suspended. 2019 is a partial year figure as the service ended in April.

### 3. Breakdown of the costs associated with the High Court and Supreme Court cases involving Mr. O'Brien (p40);

**A breakdown of the costs associated with the High Court and Supreme Court cases involving Mr. O'Brien:**

The Supreme Court determined that the Oireachtas was entitled to the costs of the High Court and that both sides were to bear their own costs re the Supreme Court appeal. The OPLA is engaging with a Costs Accountant regarding the recoupment of the legal fees paid to our Counsel in relation to the High Court proceedings.

To date, we have paid €341,097.45 to our three Counsel for the proceedings in the High Court and Supreme Courts. A breakdown of Counsels' fees is detailed below:

- Sara Moorhead S.C.      €136,948.20    High Court & Supreme Court
- Michael M. Collins S.C.    €118,824.15    High Court & Supreme Court
- David Fennelly B.L.      € 85,325.10    High Court & Supreme Court

#### 4. Note on the range of issues regarding the six cases involving staff of the Houses of the Oireachtas Service and three cases by members of the public (p42);

##### **Categorisation of issues regarding employee cases in 2018:**

The Oireachtas Service successfully defended all claims. No legal compensation was issued in relation to any of the claims. A breakdown of the claims is outlined below:

- A former political staff employee made a claim to the WRC regarding pay issues, hours of work, redundancy and unfair dismissal. The Oireachtas Service was initially part of proceedings (as a defendant) but the WRC issued a decision that the Oireachtas be released from proceedings as they were not the employer.
- WRC claim by employees of the Oireachtas Service regarding penalisation under three Acts: Schedule 3 of the Employees (Provision of Information & Consultation) Act 2006 (re protection of employee representatives); section 9 of the Industrial Relations (Miscellaneous Provisions) Act 2004 (victimisation) and Schedule 2 of the Protected Disclosures Act (penalisation for having made protected disclosure). Claimants subsequently withdrew their claims.

NOTE: Of the three claimants involved in the above instance, two of these filed further claims separately – these were as follows:

- WRC claim by employee of the Oireachtas Service pursuant to section 77 of the Employment Equality Act, 1998. Claim dismissed for being out of time.
- WRC claim by employee of the Oireachtas Service pursuant to s.9 of the Industrial Relations (Miscellaneous Provisions) Act 2004 which relates to victimisation claims. Claim dismissed.
- Claim by former employee following dismissal at end of unsatisfactory probationary period. The Rights Commissioner found in favour of the Oireachtas Service in that the employee was treated fairly throughout the probationary process. This decision was appealed to the Labour court, who upheld the Rights Commissioner's decision.
- Complaint to the Equality Authority (taken over by the WRC) relating to discrimination on the grounds of disability in relation to an internal promotion competition. WRC found in favour of the claimant in 2018 but this decision was appealed to the Labour Court. A decision overturning the WRC determination was issued in 2019 which found that the complainant had not established a prima facie case of disability within the meaning of the Act.

##### **Categorisation of issues regarding cases by members of the public 2018:**

Cases included under this heading were:

- a) Kerins v. Dáil Éireann, Ireland and the Attorney General
- b) O'Brien v. Clerk of Dáil Éireann & Ors.
- c) Costello v. Houses of the Oireachtas Commission

Kerins and O'Brien cases concerned constitutional law issues.

Costello v. Houses of the Oireachtas Commission:

- Constituency Commission Report June 2017 – recommended increase in Dáil seats to 160.
- By December 2017 Government hadn't legislated to change the constituency boundaries.
- The Oireachtas was included as a defendant in a previous case (Murphy v Minister for the Environment & Ors. (2007)) Clark J. said that the obligation to determine constituencies is one which requires the constituencies to be determined by law and is a matter for the Oireachtas.
- The Government moved the Electoral (Amendment)(Constituencies) Bill and this made the case moot. The Bill passed all stages in both Houses on 12.12.2017 and was signed by the President on 23.12.2017.
- The proceedings were struck out with no Order made (18.12.2017) – each party paid own costs.

## 5. Note on the work of Rannóg an Aistriúcháin, including information regarding the backlog, in relation to translation of Acts (p46);

### Rannóg an Aistriúcháin agus an Riaráiste sna Tionuithe Oifigiúla ar Achtanna

#### *Cúlra*

Soláthraíonn Rannóg an Aistriúcháin seirbhísí aistriúcháin do Thithe an Oireachtais. Cuireann sí tionuithe oifigiúla ar Achtanna an Oireachtais agus ábhar aistrithe le haghaidh pháipéir Riar na hOibre an dá Theach ar fáil. Soláthraíonn sí freisin seirbhís aistriúcháin chomhuainigh don Dáil, don Seanad agus do choistí agus seirbhís aistriúcháin le haghaidh chomhfhreagras na gComhaltaí. Déanann an Rannóg ionstraimí reachtúla, Buan-Orduithe na dTithe, pleananna straitéiseacha agus tuarascálacha bliantúla Choimisiún Thithe an Oireachtais agus doiciméid eile i gcomhair Thithe an Oireachtais a aistriú chomh maith.

Is í Rannóg an Aistriúcháin atá freagrach as graiméar oifigiúil caighdeánach na Gaeilge – An Caighdeán Oifigiúil – agus déanann sí gluaiseanna den téarmaíocht oifigiúil a úsáidtear sna hAchtanna a chothabháil. Faoi threoir an Phríomh-Aistritheora, soláthraíonn sí na tionuithe oifigiúla ar ainmneacha Gaeilge comhlachtaí agus scéimeanna Stáit a luaitear sa reachtaíocht agus is údarás náisiúnta an Stáit í maidir le leaganacha Gaeilge de chonarthaí AE.

Is cuid den Oireachtas í Rannóg an Aistriúcháin ó bunaíodh an Chéad Dháil Éireann in Eanáir 1919. Cé gur tháinig athrú agus forbairt i gcaitheamh na mblianta ar an réimse seirbhísí a sholáthraíonn sí, is cuid lárnach de ról Rannóg an Aistriúcháin í fós seirbhísí a chur ar fáil do shuíonna na Dála agus tionuithe oifigiúla ar fhoilseacháin de chuid an dá Theach – an phríomh-reachtaíocht go háirithe – a sholáthar.

Le blianta beaga anuas, tá forbairt agus leathnú tagtha ar ról Rannóg an Aistriúcháin i Seirbhís Thithe an Oireachtais. Tá riaráiste suntasach ann freisin sna tionuithe oifigiúla ar Achtanna an Oireachtais, is riaráiste a théann siar go dtí 1992. Chun aghaidh a thabhairt ar na saincheisteanna sin agus chun na hacmhainní is fearr a thabhairt do Rannóg an Aistriúcháin ionas go mbeidh sí in ann an riaráiste a ghlanadh agus an réimse seirbhísí a bhfuil an Rannóg freagrach as a sholáthar, cinneadh sa bhliain 2017 go ndéanfaí tríú páirtí a fhrúiliú chun Athbhreithniú Acmhainne a dhéanamh ar Rannóg an Aistriúcháin.

#### ***An tAthbhreithniú Acmhainne***

Cuireadh tús leis an Athbhreithniú Acmhainne go déanach sa bhliain 2017 agus is é Price Waterhouse Coopers (PwC) a rinne é. Caitheadh beagnach bliain ar an Athbhreithniú Acmhainne agus rinneadh scrúdú ó bhonn aníos ar Rannóg an Aistriúcháin. Is é toradh na hoibre sin Tuarascáil PwC ar an Athbhreithniú Acmhainne ina gcuirtear réimse leathan tátal agus moltaí i láthair. Is féidir achoimre a thabhairt orthu faoi na trí shnáithe seo a leanas:



Snáithe 1: Foireann agus Feidhmíocht	Snáithe 2: Daoine agus Cultúr	Snáithe 3: Riaráiste a Ghlanadh agus a Fhoilsiú
<p><i>Moltaí i dtaobh na nithe seo a leanas:</i></p> <ul style="list-style-type: none"> <li>• Earcaíocht</li> <li>• Táirgiúlacht agus feabhsuithe san áit oibre</li> <li>• An t-aistriúchán comhuaineach a imfhálú</li> </ul>	<p><i>Moltaí i dtaobh na nithe seo a leanas:</i></p> <ul style="list-style-type: none"> <li>• Tacú le daoine, le beartais agus le nósanna imeachta</li> <li>• Cumarsáid</li> <li>• Róil agus freagrachtaí</li> <li>• Oiliúint, CBFF agus cóitseáil</li> </ul>	<p><i>Moltaí i dtaobh na nithe seo a leanas:</i></p> <ul style="list-style-type: none"> <li>• Riaráiste oidhreachta a ghlanadh le tionscadal eisfhoinsithe cúig bliana</li> <li>• Riaráiste reatha a ghlanadh thar thréimhse trí bliana</li> </ul>
<p><i>Toradh:</i></p> <p>Seirbhísí aistriúcháin á soláthar ar ardchaighdeán agus go tráthúil</p>	<p><i>Toradh:</i></p> <p>Foireann daoine ardfheidhmiúla atá bródúil as a gcuid oibre atá sa Rannóg</p>	<p><i>Toradh:</i></p> <p>An riaráiste go léir i dtionuithe oifigiúla ar na hAchtanna a bheith glanta faoin mbliain 2024.</p>

### ***Imeachtaí Ard-Chúirte***

Le linn an Athbhreithniú Acmhainne a dhéanamh, tionscnaíodh imeachtaí san Ard-Chúirt i ndáil le tionuithe oifigiúla ar na hAchtanna gan a bheith ar fáil nuair a rinne aturnae agra i leith Choimisiún Thithe an Oireachtais, Éireann agus an Ard-Aighne as mainneachtain líomhnaithe Achtanna an Oireachtais a aistriú go Gaeilge ar mhodh tráthúil. Ba é cinneadh na Cúirte Uachtaraí i gcásanna roimhe sin nach raibh aon oibleagáid ar an Stát Achtanna a achtú sa dá theanga ná Achtanna a aistriú go comhuaineach ach go raibh sé d’oibleagáid air gan tionuithe ar na hAchtanna a choimeád siar ar feadh tréimhse mhíreasúnach. Mar atá luaite cheana, bhí Seirbhís Thithe an Oireachtais ar an eolas go raibh tionuithe oifigiúla ar na hAchtanna a chuaigh chomh fada siar leis an mbliain 1992 nach raibh foilsithe. Tá thart ar **500 Acht<sup>1</sup>**, nó **22,000 leathanach**, sa riaráiste. Tá gach ceann acu aistrithe ach is gá eagarthóireacht agus profléitheoireacht a dhéanamh orthu sula bhfoilseofar iad.

Ba é comhréiteach an cháis gur léadh amach dearbhú os comhair na Cúirte á rá go bhfuil sárú déanta ag na Freagróirí (i.e. Coimisiún Thithe an Oireachtais, Éire agus an tArd-Aighne) ar a ndualgas bunreachtúil i ndáil leis an oibleagáid atá orthu na hAchtanna a aistriú go dtí an chéad teanga oifigiúil a luaithe is féidir i ndiaidh dlí a bheith déanta díobh trí lámh a bheith curtha leo ag an Uachtarán. Mar chuid den chomhréiteach, tá gealltanais tugtha ag an Oireachtas freisin go soláthróidh sé liosta de na hAchtanna nár aistríodh go fóill. Bhí an liosta sin le cur ar fáil faoin 14 Feabhra 2019. Lena chois sin, tá an tOireachtas tar éis gealltanais a thabhairt, i bhfianaise an athbhreithnithe acmhainne, go mbeidh an riaráiste ar fad glanta faoin 31 Iúil 2024 agus go mbeidh tionuithe á gcur ar fáil ar bhonn reatha faoin dáta sin.

<sup>1</sup> Tabhairt do d’aire gurb é an figiúr 620 Acht a chuir Elaine Gunn, Rúnaí Cúnta Rannán na Seirbhísí Parlaiminteacha, ar thaifead CCP an 11 Iúil – is trí bhotún a tugadh an figiúr sin agus tugtar an figiúr ceart sa nóta seo.

Ar deireadh, chomhaontaigh an Freagróir costais an Iarratasóra a íoc. Beidh leath na gcostas íoctha ag an Stát agus an leath eile ag an Oireachtas. Urscaoileadh costais an Iarratasóra i mí na Nollag 2018. Ba é €36,207 an méid iomlán a íocadh (agus 50% de le bheith aisíoctha ag an Stát).

Rinne an Coimisiún téarmaí na socraíochta a cheadú i mí na Nollag 2018 agus ceadaíodh Plean Forfheidhmithe Rannóg an Aistriúcháin – Rannóg 2024 – an 16 Aibreán 2019.

### ***Príomhchuspóirí an Phlean Forfheidhmithe***

Is iad seo a leanas na príomhchuspóirí atá leagtha amach do thréimhse cúig bliana an Phlean Forfheidhmithe.

1. **An riaráiste ar fad a bhaineann le tiontuíthe oifigiúla ar na hAchtanna a ghlanadh laistigh de thréimhse cúig bliana dar tús an 31 Iúil 2019.** Is éard atá i gceist leis sin 500 Acht a bheag nó a mhór a ghlanadh laistigh de 5 bliana.
2. **Córas a bhunú chun tiontuíthe oifigiúla a sholáthar “ar bhonn reatha” i rith Bhliain 1 (2019) agus an soláthar seirbhíse sin a chothabháil amach sa todhchaí.** Is éard atá i gceist leis sin tiontuíthe oifigiúla ar na hAchtanna ar fad a bhaineann leis an mbliain 2019 a sholáthar roimh dheireadh Ráithe 2 2020 agus tiontuíthe oifigiúla ar Achtanna na mblianta ar fad ina dhiaidh sin a sholáthar roimh dheireadh Ráithe 2 na bliana dar gcionn.
3. **Struchtúr foirne nua a bhunú chun seirbhísí uile na Rannóige a chur ar fáil go héifeachtach.** Is éard atá i gceist leis sin príomhcholuín soláthair seirbhíse na Rannóige a aithint (Achtanna Reatha / Seirbhís a Sholáthar le haghaidh Suíonna; Achtanna Riaráiste; Seirbhísí Corparáideacha agus Straitéiseacha; agus Ateangaireacht) agus acmhainní a chur ar fáil le haghaidh na gcolún sin agus na hacmhainní a imfhalú dá réir sin.
4. **Na hacmhainní is gá a earcú agus a chothabháil chun a chinntiú go mbainfear gach cuspóir straitéiseach amach ar bhealach éifeachtach.** Is éard atá i gceist leis sin an leibhéal foirne foriomlán sa Rannóg a mhéadú go 39 nduine, agus béim á leagan ar eagarthóireacht agus foilsitheoireacht.

### ***Bearta Forfheidhmithe go dtí seo***

Tá na bearta seo a leanas déanta cheana féin chun na príomhchuspóirí a bhaint amach:

#### **1. Creat eagarthóireachta reachtaíochta le haghaidh Achtanna riaráiste**

Moladh sa tuarascáil ar an athbhreithniú acmhainne ó PwC seirbhísí eagarthóireachta seachtracha a fhruiú le linn thréimhse 5 bliana an phlean chun a chinntiú go mbainfear gach sprioc amach. Tá an obair ullmhúcháin don phróiseas um Iarraidh ar Thairiscintí chun creat eagarthóireachta reachtaíochta a bhunú críochnaithe agus eiseofar í an tseachtain seo.

#### **2. Comhaltáí foirne breise**

Is éard atá i gceist leis sin an leibhéal foirne foriomlán a mhéadú ón líon foirne bunaithe de 23 dhuine a bhí ann roimh an Athbhreithniú Acmhainne go dtí 39 nduine bunaithe ar thuarascáil PwC ar an athbhreithniú acmhainne. Tá sé thar a bheith dúshlánach an acmhainn is gá a bhaint amach mar gheall ar an tacar sainscileanna a bhíonn á lorg ag Rannóg an

Aistriúcháin agus mar gheall ar mhargadh fostaíochta aistriúcháin Gaeilge atá an-iomaíoch. Cruthaíodh ról nua de **Phríomhoifigeach Cúnta - Bainisteoir Tionscadail/Táirgeachta** freisin agus tá an ról sin ina chuid dhílis de chur i ngníomh na straitéise glanta riaráiste.

Reáchtáladh 4 chomórtas ar leibhéal Ghrád I, II agus III le 12 mhí anuas. Tá i gceist le gach ceann de na comórtais sin scrúdú aistriúcháin, scrúdú eagarthóireachta agus próiseas agallaimh iomaíoch. Tá an tréimhse feithimh le haghaidh iarrthóirí seachtracha an-fhada – mar shampla, ba é an 20 Nollaig 2018 an dáta deiridh le haghaidh iarratas a bhí ag an gcomórtas le haghaidh Ghrád III. Thosaigh an chéad duine ón bpainéal de bheith ar dualgas i lár mhí an Mheithimh, 2019, tá dátaí tosaigh ag beirt eile i Meán Fómhair 2019 agus tá imréiteach ar bun fós maidir leis an triúr eile atá ar an bpainéal.

Tá scrúdú gníomhach á dhéanamh anois ar dhá chur chuige nua maidir le foireann a earcú. Baineann an chéad cheann acu sin le **foireann réigiúnach** a bhunú chun feabhas a chur ar thorthaí earcaíochta trí chomhaltaí foirne a fhostú a bhfuil na scileanna cuí acu agus a bhfuil cónaí orthu lasmuigh de mhórcheantar Bhaile Átha Cliath. Baineann an dara cur chuige le **foireann ateangaireachta ar leith** a bhunú chun an tseirbhís aistriúcháin chomhuainigh a chur ar fáil do na Títhe, rud a chuirfidh ar chumas na gcomhaltaí foirne is aistritheoirí díriú isteach go hiomlán ar obair aistriúcháin. Féadfar aghaidh a thabhairt ar easnaimh earcaíochta freisin trí **shocruithe eisfhoinsithe a bhunú le haghaidh aistriúchán neamhreachtaíochta agus le haghaidh profléitheoireachta**, mar shampla.

### 3. Acmhainn sa Todhchaí – intéirneachtaí

D'fhonn acmhainn na Rannóige a neartú sa todhchaí, tá an tSeirbhís ag fiosrú an féidir scéim intéirneachta i gcomhair céimithe agus fochéimithe a bhunú le haghaidh Rannóg an Aistriúcháin.

### 4. Uirlis Aistriúcháin

Fuarthas uirlis aistriúcháin nua – SDL Studio – don Rannóg agus tá an uirlis seo in úsáid sa Rannóg anois.

### 5. Foilsiú Ar Líne

De réir mar a gealladh i bplean forfheidhmithe Rannóg 2024, tá obair scóipe ar bun faoi láthair chun **córas ar líne a fhorbairt lena bhfoilseofar gach tiontú oifigiúil ar Achtanna an Oireachtais** in áit lárnach a mbeidh rochtain éasca ag saoránaigh agus comhaltaí uirthi. Tá bogearraí SDL Trados atá bunaithe ar chuimhne, agus atá ríthábhachtach ó thaobh cuspóirí Rannóg 2024 a bhaint amach, curtha ar fáil sa Rannóg.

### 6. Struchtúr Foirne

Aithníodh sa tuarascáil ar athbhreithniú acmhainne gur chóir struchtúr foirne nua a chur ar bun. Ní foláir an líon foirne is gá a earcú chun an struchtúr foirne a chur i gcrích ina iomláine. Idir an dá linn, díreofar go príomha ar shnáitheanna 1 agus 2, eadhon Achtanna Reatha / Seirbhís a Sholáthar le haghaidh Suíonna agus Achtanna Riaráiste, chun a chinntiú go soláthrófar tacaíocht aistriúcháin leanúnach don Dáil agus don Seanad, go gcuirfear deireadh le riaráistí agus go gcuirfear tiontuíthe oifigiúla ar fáil bhonn reatha.

## **7. Oiliúint**

De bharr na mórathruithe atá ag tarlú i Rannóg an Aistriúcháin, tá béim ar leith á cur ar fhoireann a oiliúint agus a fhorbairt.

- Tá plean oiliúna agus forbartha don Rannóg á fhorbairt faoi láthair agus cuirfear i bhfeidhm é roimh Ráithe 3 2019.
- Tá iniúchadh déanta ar riachtanais oiliúna ar bhonn an ghráid chun a chumasú do bhainistíocht na Rannóige a chinntiú go gcuirfear acmhainní agus oiliúint chuí ar fáil don fhoireann ar fad.
- Tá oiliúint speisialta curtha ar fáil do gach Grád maidir leis an uirlis aistriúcháin SDL Trados d'fhonn a chinntiú go mbainfear úsáid lántairbheach aisti maidir le spriocanna a bhaint amach.
- Tá freagrachtaí ar fad fhoireann Ghrád II aitheanta chun a chumasú don bhainistíocht shinsearach a chinntiú go sannfar tascanna go cuí. Tabharfar faoin bpróiseas céanna i gcás fhoireann Ghrád III.
- Tá athbhreithniú á dhéanamh ar phróifíllí ról le haghaidh phoist uile Rannóg an Aistriúcháin agus nuashonrófar iad de réir mar is gá i bhfianaise riachtanais Rannóg 2024.

## **Costas**

Is é costas an Phlean Forfheidhmithe **€3.35m thar an tréimhse 5 bliana**. Is iad seo a leanas na príomhréimsí costais:

- earcaíocht (€2.25m), agus
- eisfhoinisí (€1.1m).

## **Faireachán agus Formhaoirseacht**

Déanfaidh Grúpa Stiúrtha Rannóg 2024, a mbeidh an Rúnaí Cúnta ar a bhfuil freagracht speisialta maidir le Rannán na Seirbhísí Parlaiminteacha (Elaine Gunn) ina cathaoirleach air, faireachán ar an bPlean chun a chinntiú go mbainfear cuspóirí Rannóg 2024 amach ar bhealach forchéimnitheach éifeachtach. Tuairisceoidh an Grúpa Stiúrtha don Bhord Bainistíochta go míosúil.

## **Rioscaí**

Tá roinnt rioscaí aitheanta agus déanfaidh an Grúpa Stiúrtha faireachán dlúth orthu. Baineann siad go príomha leis an dúshlán a bhaineann le dóthain acmhainní foirne a earcú agus a chothabháil agus leis na seirbhísí seachtracha is gá a fháil de réir chreat ama an Phlean.

## **Rannóg an Aistriúcháin and Arrears in Official Translations of the Acts**

### ***Background***

Rannóg an Aistriúcháin (the Translation Section) provides translation services for the Houses of the Oireachtas. It produces official translations of the Acts of the Oireachtas and translation material for the Order Papers of both Houses. It also provides a simultaneous interpretation service for the Dáil, Seanad and committees and a Members' correspondence translation service. An Rannóg also translates statutory instruments, the Standing Orders of the Houses, strategic plans and annual reports of the Houses of the Oireachtas Commission and other documents for the Houses of the Oireachtas.

Rannóg an Aistriúcháin is responsible for the official standard grammar of the Irish language – An Caighdeán Oifigiúil – and maintains glossaries of official terminology used in the Acts. Under the guidance of the Chief Translator, it provides the official versions of the Irish language names of State bodies and schemes featuring in legislation and is the national authority of the State as regards the Irish language version of EU treaties.

Rannóg an Aistriúcháin has been a part of the Oireachtas since the establishment of the First Dáil Éireann in January 1919. Over the years, the range of services provided by the section has changed and evolved but servicing sittings of the Houses and providing official translations of the outputs of the Houses – primary legislation, in particular – has always been central to the role of Rannóg an Aistriúcháin.

The role of Rannóg an Aistriúcháin in the Houses of the Oireachtas Service has developed and expanded in recent years. There is also a significant backlog of official translations of the Acts of the Oireachtas stretching back to 1992. In order to address these issues and to best resource Rannóg an Aistriúcháin to clear the backlog and to provide the range of services for which the Rannóg has responsibility, it was decided in 2017 to engage a third party to carry out a Capacity Review of Rannóg an Aistriúcháin.

### ***Capacity Review***

Late 2017, work on the Capacity Review was initiated, carried out by Price Waterhouse Coopers (PwC). This Capacity Review took almost a year and involved a root and branch examination of Rannóg an Aistriúcháin. The resulting PwC Capacity Review Report contained a wide range of conclusions and recommendations, which can be summarised in the following three strands:

Strand 1: Staffing and Performance	Strand 2: People and Culture	Strand 3: Arrears Clearance and Publication
<p><i>Recommendations on:</i></p> <ul style="list-style-type: none"> <li>• Recruitment</li> <li>• Productivity and workplace improvements</li> <li>• Ring-fencing simultaneous translation</li> </ul>	<p><i>Recommendations on:</i></p> <ul style="list-style-type: none"> <li>• Supporting people, policies and procedures</li> <li>• Communication</li> <li>• Roles and responsibilities</li> <li>• Training, PMDS &amp; coaching</li> </ul>	<p><i>Recommendations on:</i></p> <ul style="list-style-type: none"> <li>• Clearing legacy arrears through five year outsourcing project</li> <li>• Clearing current arrears over three years</li> </ul>
<p><i>Outcome:</i></p> <p>Translation services are provided to a high standard of quality and timeliness</p>	<p><i>Outcome:</i></p> <p>Rannóg is a high-performing team of people who take pride in their work</p>	<p><i>Outcome:</i></p> <p>All arrears in official translations of Acts are cleared by 2024.</p>

### **High Court Proceedings**

During the course of the Capacity Review, proceedings were initiated in the High Court relating to the non-availability of official translations of the Acts, when a solicitor sued the Houses of the Oireachtas Commission, Ireland and the Attorney General for an alleged failure to translate Acts of the Oireachtas into Irish in a timely manner. The Supreme Court in previous cases had found that there was no obligation on the State to enact Acts in both languages or to simultaneously translate Acts but that there was an obligation to not withhold the translation of Acts for an unreasonable period of time. As stated above, the Houses of the Oireachtas Service was aware that there were official translations of Acts dating as far back as 1992 that were not published. The arrears consist of approximately **500 Acts<sup>2</sup>, or 22,000 pages**, all of which have been translated but require editing and proofreading before publication.

The compromise of the case involved a declaration being read out in Court to the effect that the Respondents (i.e. the Oireachtas Commission, Ireland and the Attorney General) have breached their constitutional duty in relation to their obligation to translate the Acts into the first official language as soon as possible after they are signed into law by the President.

As part of the compromise the Oireachtas has also undertaken to provide a list of the Acts that require translation. This list was to be provided by 14 February 2019. Also, in light of the recommendations in the capacity review, the Oireachtas has undertaken to have all of the legacy arrears cleared and be current in relation to translations by 31 July 2024.

Lastly, the Respondent agreed to pay the Applicant's costs. The State will share half of the costs with the Oireachtas. The Applicant's costs were discharged in December 2018. The total amount paid was €36,207 (50% to be recouped from the State).

<sup>2</sup> Note that a figure of 620 Acts was put on the record of the PAC on 11 July 2019 by Elaine Gunn, Assistant Secretary Parliamentary Services Division – this figure was given in error and the correct figure is in this note.

The terms of the settlement were approved by the Commission in December 2018 and the Rannóg an Aistriúcháin Implementation Plan – Rannóg 2024 – was also approved on 16 April 2019.

### ***Principal Objectives of Implementation Plan***

The principal objectives over the five-year period of the Implementation Plan are as follows.

5. **Clearance of all arrears of official translations of the Acts within a five-year period beginning on 31 July 2019.** This involves the clearance of approximately 500 Acts within 5 years.
6. **Establishment through Year 1 (2019) of a “current basis” provision of official translations and maintenance of this service provision into the future.** This involves the production of official translations of all 2019 Acts by end Q2 2020 and all subsequent years by end Q2 the following year.
7. **Creation of a new team structure for the effective provision of all Rannóg services.** This involves identifying the main Rannóg service provision pillars (Current Acts / Servicing Sittings; Arrears Acts; Corporate and Strategic Services; and Interpretation) and resourcing and ring-fencing them accordingly.
8. **Recruitment and maintenance of required resources to ensure the effective achievement of all strategic goals.** This involves increasing overall staff levels to 39, with an emphasis on editing and publication.

### ***Implementation Steps to Date***

The following steps have already been taken in order to achieve the principal objectives:

#### **8. Legislative editing framework for arrears Acts**

The PwC capacity review report recommended engaging external editing services during the 5-year period of the plan to ensure that all targets are achieved. The preparatory work for the RFT process to establish a legislative editing framework has been completed and will issue this week.

#### **9. Additional staff**

This involves increasing overall staff levels from the pre-Capacity Review established number of **23 to 39** based on the PwC capacity review report. Getting the required capacity in place is extremely challenging due to the specific skillset required by Rannóg an Aistriúcháin and a very competitive Irish translation job market. A new role of **AP Project/Production Manager** has also been created and is integral to the successful implementation of the arrears clearance strategy.

4 competitions at Grád I, II and III level have been held in the past 12 months. Each of these competitions involves a translation exam, an editing exam and a competitive interview process. The lead time for external candidates is extremely lengthy – for example, the GIII competition had a closing date for applications of 20 December 2018. The first person from the panel took up duty in mid-June 2019, two more have start dates in September 2019 and the remaining three are still in clearance.

Two new approaches to staffing are now under active examination. The first of these is the establishment of a **regional team** in order to improve recruitment outcomes by hiring skilled staff living outside the greater Dublin area. The second is the establishment of a **separate interpreting team** to provide the simultaneous translation service to the Houses and thereby free up translation staff to focus solely on translation work. Shortfalls in recruitment numbers may also be addressed by **outsourcing arrangements for non-legislative translation and proofreading** for example.

#### **10. Future Capacity – internships**

In order to build future capacity, the Service is exploring the possibility of establishing an internship scheme for Rannóg an Aistriúcháin involving graduates and undergraduates.

#### **11. Translation Tool**

A new translation tool has been acquired for the Rannóg – SDL Studio – and this tool is now in use in the section.

#### **12. On-Line Publication**

As committed to in the Rannóg 2024 implementation plan, scoping work is ongoing at present to develop an **online system for the publication of all official translations of Acts of the Oireachtas** in a centralised location, easily accessible by citizens and members. SDL Trados memory-based translation software, which is central to the success of Rannóg 2024, has been rolled out in the Section.

#### **13. Team Structure**

A new team structure was identified as part of the capacity review report. The full realisation of the team structure is dependent on successful recruitment of the required numbers. In the meantime, the primary focus will be on strands 1 and 2, namely Current Acts / Servicing Sittings and Arrears Acts, to ensure continuing translation support for the Dáil and Seanad, elimination of arrears and provision, on a current basis, of official translations.

#### **14. Training**

Due to the major changes taking place in Rannóg an Aistriúcháin, a specific focus is being maintained on staff training and development.

- A Rannóg training and development plan is being developed at present and will be rolled out by Quarter 3 2019.
- An audit of training needs has been carried out on a per grade basis to allow Section management to ensure all staff are appropriately resourced and trained.
- Special training has been delivered to all grades on the translation tool SDL Trados in order to ensure that it is used to its full advantage in achieving goals.
- All responsibilities of Grád II staff have been identified to allow senior management to ensure tasks are appropriately assigned. A similar exercise will be carried out for Grád III staff.
- Role profiles for all Rannóg an Aistriúcháin posts are being reviewed and will be updated as necessary in light of Rannóg 2024 requirements.



### ***Cost***

The cost of the Implementation Plan will be **€3.35m over the 5-year period**. The main cost areas will be:

- recruitment (€2.25m) and
- outsourcing (€1.1m).

### ***Monitoring and Oversight***

A Rannóg 2024 Steering Group, chaired by the Assistant Secretary with responsibility for the Parliamentary Services Division (Elaine Gunn), will monitor the progress of the Plan in order to ensure progressive and effective delivery on the Rannóg 2024 objectives. The Steering Group will report monthly to the Management Board.

### ***Risks***

A number of risks have been identified, which will be closely monitored by the Steering Group. These relate primarily to the challenge of recruiting and maintaining sufficient staff resources and the required external services in accordance with the timeframe of the Plan.

**6. Note on matured liabilities of €1.23 million (as per Note 2.10 to the Appropriation Account) (p47);**

A matured liability is a cost, owed by the Service, for goods or services received in 2018 and the liability had not been discharged at year-end. The matured liabilities for 2018 amounted to €1,230,000 at year-end, which have been paid in 2019, detailed as follows:

Goods/Service	Liability as of 31/12/2018	Goods/Service	Liability as of 31/12/2018
Electricity charges	€240,964.02	Oir Channel - Carriage & Paths	€2,776.39
ICT project expenditure	€142,568.75	Training - other	€2,374.73
ICT support	€141,764.42	General Security	€2,176.09
Software maintenance	€100,822.42	Newspapers	€1,802.55
Gas charges	€68,028.49	Bills CRC	€1,705.77
Hours of Content	€54,983.75	Vellums	€1,654.49
Dáil & Seanad	€52,664.00	Kitchen Waste -Waste Disposal	€1,304.94
Fuel charges - other	€34,935.64	Streaming & Video Archive	€1,245.00
Merchandise	€32,321.94	Hardware maintenance	€1,228.47
Office Fittings	€30,061.20	Envelope supplies	€1,208.32
Managed Print Service	€25,610.27	Records Management	€1,180.80
Printing press consumables	€24,440.82	Intern Programme	€1,155.00
e-Resources - Library	€23,499.74	Laundry, towels	€788.98
Minister SSA Vouched	€19,083.25	Event Content	€731.85
Employee Expense Claims	€17,605.23	Photography	€571.95
Equipment	€16,798.00	FF Fully Formatted	€526.50
Digital Audio Recording System	€16,798.00	Entertainment	€520.15
Committees	€15,322.50	Major account calls	€475.89
Consultancy	€14,406.58	Witness expenses	€465.00
Senator SSA Vouched	€12,915.76	Chairman's entertainment	€411.30
Bilateral groups, parl. delegation	€11,012.71	Recycling - Waste Disposal	€408.60
Legal advice	€10,798.45	Confidential Waste	€381.25
Water Service & Maintenance	€10,751.89	Train fares - foreign vouched	€319.84
Service charges	€10,000.00	Broadband	€282.86
SC Mgt & Admin Fee	€9,874.50	Bank Charges	€227.01
Printing paper supplies	€8,313.56	Amendments CRC	€220.52
Bills as Initiated NFF	€6,036.51	Couriers	€195.39
Recruitment Costs	€5,842.50	Postal Expenses Ceadunas 44	€189.00
Taxis - home vouched	€5,521.52	Dry Cleaning	€183.87
Servers and back-up units	€5,247.87	Flights - foreign travel	€159.98
Stationery	€5,032.62	Network expansion	€150.00
Office Cleaning -Contract Clean	€4,282.60	OirTV Content Production	€126.33
Warranty Contracts	€4,207.11	Outsourcing of Printing	€100.00
Accommodation - foreign vouched	€4,061.46	Handling Fee	€69.42
Printing Maintenance	€3,736.03	Cleaning materials	€65.73
Mobile calls	€3,716.59	PDF	€55.35
ICT training	€3,132.75	Filtered Water -Health &Safety	€49.20
Miscellaneous	€3,123.66	Publications	€31.00
HR Services	€2,969.98	<b>TOTAL</b>	<b>€1,230,776.61</b>

## 7. Note on who pays for the Army personnel who patrol the Oireachtas complex (p54);

The Department of Defence pay all Defence Forces personnel undertaking security duties at Government Buildings as their role encompasses,

Military Police (MP) foot patrol / security(armed) multiple times a day at the:

- Department of Taoiseach.
- Leinster House.
- Department of Finance.

In addition, in the case of fire, MP have access to and would respond to:

- Department of Agriculture.
- Natural History Museum.
- National Gallery.

## 8. Breakdown of the 2,027 staff on the payroll system, including retired Members, retired staff etc. (p54),

There was a total of 2027 employees on the Oireachtas Service payroll at the end of December 2018. The break-down follows:

### Members and Political Personnel - 790

158 - TD's

60 - Senators

484 - Political Personnel who work for TD's, of which 34 are Temporary Vouched Employees

87 - Political Personnel who work for Senators

1 – MEP

### Pensioners – Former MEP's, Members and Political Staff - 653

235 - Political Pensioners and Former M.E.P.'s

418 - Former Member Pensioners

### Oireachtas Staff - 584

340 - Civil Service & Catering Staff, above the level of Junior Clerk

39 - Bar and Catering staff

205 - Clerical Staff / Ushers / Service Officers / Cleaners

## 9. Note regarding ongoing ICT training provided by the Service (p55).

### ICT training provided by the Service for Members and Political Staff

#### **Training for Members and Political Staff**

Parliamentary Members and Political Personnel can request training from the Training & Development Unit (TDU) by email using the link to the Training page on the “Plinth”, the internal directory. The Service consults the Party Administrators and Groups Forum on a regular basis on a range of issues, including any supports needed by political staff in constituency offices.

#### **ICT Training**

The Service considers all training requests with due regard to the requirement and cost with a view to providing training in the most cost effective way. In general, the focus is to change from class room based training to online training which can be assessed by everyone at their desktop in their own time. This is based on the experience of low attendance at classroom based sessions. For example in the case of the previous ICT migration to Outlook in 2010, where in addition to the online training material, six lunch time training sessions were provided for Members and their staff, less than 10 attended in total over the six sessions.

#### **Training on Outlook and Windows 10**

Windows 10 and Outlook 2016 upgrades training material has been provided online which can be assessed by everyone via the Plinth. Online training provides the flexibility to access training anytime, anywhere, allowing Members and their staff to train at a time convenient to them and at their own pace. At present engineers are visiting each Constituency Office nationwide to replace and set up new computers with Windows 10. Engineers ensure that the users are setup and logged on and they direct them to the Day One user guide and the Plinth training material. The ICT unit will continue to communicate with Members and their Staff in the final weeks of the upgrade project which is due to complete by the end of August. The ICT Unit will also review the feedback received on the completion of the upgrade project and consider any further supports that may be required.

#### **ICT Training Available**

Training & Development Unit (TDU) provide ICT training for all political staff in the Leinster House complex. At present, Constituency Database training is delivered in-house by a staff member from Fujitsu, the company contracted to design, deliver and maintain the Database. There is a requirement by Fujitsu that all political personnel who use the system must attend a class room training course of 1.5 day’s duration, before being provided with access to the database. This course is held on a regular basis as necessary. The cost of the training course and the travel and subsistence costs are paid by the Service to facilitate the attendance of all political staff on the course.