

Freedom of Information: Disclosure Log 2019 (January - March)

Information released: 01 May 2019

Date of Request / Information Requested	Date of Response / Response
<p>Reference: AFBIFOI20190101</p> <p>Date of Request: 4 January 2019</p> <p>The following information was requested:</p> <p>1. By species: How many animals were used in research by "The Public Authority" from January 1st 2018 to December 31st 2018?</p> <p>2. Minutes, reports and correspondence of any Animal Welfare & Ethical Review Board ("AWERB"), formerly known as the Ethical Review Committee ("ERC"), or sub-committee at University level, including but not limited to departmental committees, from 2018, where these relate to experimentation or other work involving captive live animals, in addition to any guidance issued by these committees at any time if currently in use. For the avoidance of doubt the term 'committee' is used in broad definition and is inclusive of boards, groups or similarly natured structural enterprises.</p>	<p>Date of Response: 31 January 2019</p> <p>The following response was provided:</p> <p>Information released in response to Q1 can be found here: https://www.afbini.gov.uk/sites/afbini.gov.uk/files/publications/AFBIFOI20190101.pdf</p> <p>Information relating to Question 2 was deemed exempt from disclosure under the following sections of the Freedom of Information Act 2000: 38(1)(b), 40(2), 41(1)(b), 44(1)(a) and Section 24 of the Animal (Scientific Procedures) Act 1986.</p>
<p>Reference: AFBIFOI20190201</p> <p>Date of Request: 11 February 2019</p> <p>The following information was requested:</p>	<p>Date of Response: 19 February 2019</p> <p>The following response was provided:</p> <p>The Institute has completed its search and can confirm that it holds some of the information requested.</p>

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<p>1. Local Area Network</p> <p>a) What Manufacturer is your LAN Network?</p> <p>b) What date does your support contract come up for renewal on the LAN Network?</p> <p>c) What is the current cost of the LAN Network Support?</p> <p>d) Which company is the support contract with?</p>	<p>Qu. 1 (a)-(d):</p> <p>AFBI does not hold information regarding LAN supplier or LAN support contracts. IT Assist is part of Enterprise Shared Services in the Department of Finance and provides common IT infrastructure services covering the supply and maintenance of desktop computing, network infrastructure, internet protocol, telephony, data centre storage facilities, server hosting/support and helpdesk function. IT Assist is responsible for AFBI's LAN infrastructure so you should contact them about this, using the email foi@finance-ni.gov.uk</p>
<p>2. Contacts</p> <p>a) Who is responsible for ICT in the organisation and what are their contact details?</p> <p>b) Who is responsible for ICT Infrastructure in the organisation and what are their contact details?</p> <p>c) Who is responsible for ICT Purchasing in the organisation and what are their contact details?</p>	<p>Qu. 2 (a)&(b):</p> <p>David Armstrong, Head of IT, AFBI, Newforge Lane, Belfast, BT9 5PX email: info@afbini.gov.uk</p> <p>Qu. 2 (c):</p> <ul style="list-style-type: none"> • Common IT: IT Assist, email:foi@finance-ni.gov.uk • Line-of-business IT: David Armstrong, Head of IT, AFBI, Newforge Lane, Belfast, BT9 5PX, email: info@afbini.gov.uk
<p>3. Staff</p> <p>a) How many IT users do you have?</p> <p>b) How many locations/offices do you have?</p>	<p>Qu. 3 (a): Approx. 650.</p> <p>Qu. 3 (b): This information is published on the AFBI website https://www.afbini.gov.uk/</p>

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<p>Reference: AFBIFOI20190202</p> <p>Date of Request: 13 February 2019</p> <p>The following information was requested:</p> <p>1. Were Minutes taken for the Closed Board meeting held on 6th October 2016?</p> <p>2. If Minutes were recorded, why have they not been published?</p> <p>3. If Minutes were not recorded, why not?</p>	<p>Date of Response:</p> <p>The following response was provided: 5 March 2019</p> <p>Qu.1: While we do not believe that the information sought by this request to properly be the subject matter of an information request under the Freedom of Information Act 2000, we can confirm that minutes were taken for this meeting.</p> <p>Qu.2: While we do not believe that the information sought by this request to properly be the subject matter of an information request under the Freedom of Information Act 2000, we can confirm that the minutes of the meeting held on 6 October 2016 record discussions related to confidential matters and are marked as such. The “AFBI Standing Orders: Schedule of matters reserved to the Board and Scheme of Delegation” are available on the AFBI website (www.afbini.gov.uk). Section 2.7.5 “Publication of minutes” of this document state the following: “Once approved by the Board, non-confidential minutes of Board meetings will be a matter of public record and publicly available on the AFBI website.</p> <p>Qu.3: Not applicable, see response to Qu. 2 above</p>
<p>Reference: AFBIFOI20190203</p> <p>Date of Request: 13 February 2019</p> <p>The following information was requested:</p> <p>Minutes of the Board Meeting held on 5th January 2017, record that a Closed Session with the CEO & Non-Executive Board members took place at the end of the meeting.</p>	<p>Date of Response: 5 March 2019</p> <p>The following response was provided:</p>

Date of Request / Information Requested	Date of Response / Response
<p>1. Were Minutes taken for this Closed Session?</p> <p>2. If Minutes were recorded, why have they not been published?</p> <p>3. If Minutes were not recorded, why not?</p>	<p>Qu. 1: While we do not believe that the information sought by this request to properly be the subject matter of an information request under the Freedom of Information Act 2000, we can confirm that minutes were not taken for this closed session.</p> <p>Qu. 2: Not applicable, see response to Qu. 1 above</p> <p>Qu. 3: While we do not believe that the information sought by this request to properly be the subject matter of an information request under the Freedom of Information Act 2000, we can confirm that the closed session was held to discuss confidential issues.</p>
<p>Reference: AFBIFOI20190303</p> <p>Date of Request: 12 March 2019</p> <p>The following information was requested:</p> <p>1. Do AFBI have Contracts of Employment with their employees?</p> <p>2. Do AFBI have a Human Resources Section/Department?</p> <p>3. Do AFBI Human Resources Section/Division retain records for their current and past employees?</p>	<p>Date of Response: 8 April 2019</p> <p>The following response was provided:</p> <p>Qu.1: Yes, these are in the form of offers of employment.</p> <p>Qu.2: AFBI has a small Human Resources section and the majority of Human Resources functions are managed by 'HRConnect' under a Service Level Agreement with AFBI. HRConnect is the transactional Human Resource service for the NI Civil Service Departments, the NI Office and other participating organisations, providing HR services such as Resourcing, Payroll and Employee Relations. It is provided by Enterprise Shared Services within the Department of Finance.</p> <p>Qu.3: <i>Personnel files are held off-site by HRConnect and are retained as per Section 4.1 - 4.4 of the DoF Retention & Disposal Schedule which is published at: https://www.finance-ni.gov.uk/publications/dof-records-and-information-</i></p>

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	<p><u>management-policy-and-retention-and-disposal-schedule</u>. AFBI HR hold some partial records of current and past employees on-site that are equivalent to the categories listed in Departmental HR (Section 4.5) in the above schedule.</p>
<p>Reference: AFBIFOI20190304</p> <p>Date of Request: 12 March 2019</p> <p>The following information was requested:</p> <p>1. Was Administration of Royalty income contracted out of AFBI? And if so</p> <p>2. Where and when was this contract advertised?</p> <p>3. What Administration duties/services are provided to AFBI in respect of these fees?</p>	<p>Date of Response: 8 April 2019</p> <p>The following response was provided:</p> <p>Qu.1: In October 1999 prior to the formation of AFBI in 2006, the Department of Agriculture for Northern Ireland Science Service (DANI) (one of the predecessors of AFBI) entered into a memorandum of agreement with Queen’s University Belfast, which required Queen’s University Belfast to be the party to all Intellectual Property Rights (IPR) instruments in connection with the results of joint collaborative research between DANI and Queen’s University, Belfast and also effectively on DANI’s sole behalf. Accordingly, all applicable royalty payments have been made to Queen’s University Belfast who have accounted to DANI (now AFBI) in respect of all applicable royalty payments received by Queen’s University Belfast. This agreement requires DANI (now AFBI) to pay Queen’s University Belfast a fee equivalent to 10% of any royalty and/or patent income.</p> <p>Qu.2: Advertisement of these services was not applicable. The arrangements contemplated research collaborations with Queen’s University Belfast.</p> <p>Qu.3: The arrangements require the QUB Research Office to provide an advisory and facilitating role with respect to the protection of IPR to DANI (now AFBI).</p>

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4. Who/whom were these fees paid to for the 2015/2016 year?	Qu.4: Queen’s University Belfast
5. Who/whom were these fees paid to for the 2016/2017 year?	Qu.5: Queen’s University Belfast
6. Who/whom were these fees paid to for the 2017/2018 year?	Qu.6: Queen’s University Belfast
7. Who/whom is responsible for auditing accounts for Administration of Royalty fees?	Qu.7: AFBI’s accounts are audited annually by the Comptroller and Auditor General (Northern Ireland Audit Office) under Schedule 1, Section 17 of the Agriculture (NI) Order 2004.
Reference: AFBIFOI20190305	Date of Response: 8 April 2019
Date of Request: 12 March 2019	The following response was provided: (N.B. *refers to page numbers in AFBI’s Annual Report and Accounts 2016-2017, dated 5 th November 2018)
The following information was requested:	
1. Where in AFBI’s published Accounts, are payments via Settlements agreed under the 1977 Patents Act recorded?	Qu.1: These are included in the Statement of Comprehensive Net Expenditure (page 68*) within the “Other operating expenditure” figure of £25,750k. Note 4 on page 77* breaks this figure down and the payments via Settlements agreed under the 1977 Patents Act are included in the “Other expenses” line of £1,730k
2. Where in AFBI’s published Accounts, are payments via Rewards to Staff Scheme recorded?	Qu.2: These are included in the Statement of Comprehensive Net Expenditure (page 68*) within the “Other operating expenditure” figure of £25,750k. Note 4 on page 77* breaks this figure down and the payments via the Rewards to Staff Scheme are included in the “Other expenses” line of £1,730k
3. Who provides the VAT invoice to AFBI in respect of Royalty Administration?	Qu.3: Queen’s University Belfast

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<p>Reference: AFBIFOI20190306</p> <p>Date of Request: 15 March 2019</p> <p>The following information was requested:</p> <ul style="list-style-type: none"> (i) all internal and external correspondence (emails, letters, memos etc.) relating to dead whales (ii) any minutes of meetings in which dead whales were mentioned. <p>Please widen the search terms to include all types of whales which would be referenced by AFBI e.g. cetacean, baleen etc. Please also include dead dolphins and porpoises in this search as well.</p> <p>Please search for the last three years i.e. from the start of January 2016 to now.</p>	<p>Date of Response: 11 April 2019</p> <p>The following response was provided:</p> <p>The requestor was provided with multiple correspondence documents and links to other organisations' websites containing reports which may be of use. There were no minutes of meetings identified. Personal data not already in the public domain was redacted from released documents under Section 40(2).</p>