



Irish Aid

An Roinn Gnóthai Eachtracha agus Trádála
Department of Foreign Affairs and Trade

Development Education Annual Grant 2018

Guidelines for Applicant Organisations

Important Dates

The closing date for receipt of the completed Eligibility Criteria Form is
5pm on Thursday 20 October 2017

The closing date for receipt of the completed Grant Application Form is
5pm on Friday 17 November 2017

Form to be returned by email to: developmenteducation@dfa.ie

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1. Policy Context

1.1 Ireland's Global Foreign Policy, The Global Island - Ireland's Foreign Policy for a Changing World

At the core of Ireland's foreign policy, *The Global Island (2015)*, is the protection of our citizens and the promotion of our values abroad. The four core values underpinning our foreign policy are a fairer, more just, more secure and more sustainable world. Irish Aid promotes these values broad through our international development programmes and at home through our development education programme. Development education promotes citizenship literacy among the Irish public by deepening understanding of global justice issues and Ireland's core values advancing our foreign policy aim of contributing to the collective international effort to build a better world for all.

1.2 Ireland's Policy for International Development, One World One Future

Irish Aid's policy for international development, *One World One Future (2013)*, recognises Ireland's reputation for high-quality development education and the important role it plays in deepening public understanding of global justice issues including the root causes and consequences of global hunger, poverty and inequality. Development education contributes to the realisation of Irish Aid's vision for a sustainable just world, by providing an opportunity for people in Ireland to reflect on their roles and responsibilities as global citizens and by encouraging people to take action for a fairer and more sustainable future for all.

1.3 Development Education Strategy

The Development Education Strategy 2017-2023 aims to advance Irish Aid's vision for a sustainable and just world, by working with our partners to deepen citizens' understanding of issues relating to global poverty and development, reflect on their responsibilities as global citizens and take action for a fairer and more sustainable future for all. Our work in development education is a key component of the Irish Aid programme.

The long term goal of our Strategy is that through the provision of development education, people in Ireland are empowered to analyse and challenge the root causes and consequences of global hunger, poverty, inequality, injustice and climate change, inspiring and enabling them to become active citizens in the creation of a fairer and more sustainable future for all.

1.4 Sustainable Development Goals

The Sustainable Development Goals create a context for Ireland to provide quality education on global citizenship. Development education is an essential component in delivering Ireland's commitment under Target 4.7 as well as raising awareness of the 17 Sustainable Development Goals. Development education strengthens public understanding of the interconnectedness of global and national poverty and inequality, supporting the Irish public to acquire the necessary knowledge, values and analytical skills to understand the global justice focus of each of the Goals and the underlying values and dispositions.

Target 4.7 calls on countries to

"ensure that all learners acquire the knowledge and skills needed to promote sustainable development, including, among others, through education for sustainable development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and nonviolence, global citizenship and appreciation of cultural diversity and of culture's contribution to sustainable development."

2. Irish Aid’s Support for Development Education, Our Strategy for Development Education.

2.1 Irish Aid Logic Model for Development Education

Proposals must align with and contribute to the outcome, outputs and activities outlined in the Irish Aid Development Education Strategy 2017-2023 and set out clearly defined objectives and results to be achieved. The logic model below sets out the outputs we will deliver to achieve our intended outcome of increased accessibility, quality and effectiveness of development education in Ireland.

Outcome of the Development Education Strategy				
Increased accessibility, quality and effectiveness of development education in Ireland				
Output 1	Output 2	Output 3	Output 4	Output 5¹
An enabling and coherent policy environment for development education at local, national and European levels	Maximised capacity, collaboration, partnership and coherence of development education partners to enhance the quality, delivery, impact and communication of development education	Further integration and mainstreaming of quality development education in formal education curricula, programmes and structures	Increased integration, quality and spread of development education in non-formal education curricula, programmes and structures	Increased awareness within the education sector of Ireland’s development cooperation programme and the UN Sustainable Development Goals

2.2 Strategic Priority Programmes

Irish Aid supports a number of strategic partnership programmes which focus on specific priority areas.

- Capacity Building: The Irish Development Education Associations (IDEA) programme supports policy engagement for development education and capacity building of development education practitioners.
- Initial Teacher Education (Primary): The DICE (Development and Intercultural Education) Project supports the integration of development education into pre-service primary school teacher education.
- Post-Primary: The Irish Aid WorldWide Global Schools Programme (WWGS) supports post-primary students and teachers to engage in quality development education.
- Third Level: The SUAS programme supports third level students in the non-formal sphere of higher education institutions in development education.
- Resources: The developmenteducation.ie website supports the online dissemination of development education resources

¹ Output 5 guides funding support for the Irish Aid Awareness Raising programme and is not intended to guide funding support under the Development Education Annual Grants Scheme

2.3 Development Education Annual Grant 2018

In addition to its strategic partnerships, Irish Aid will continue to support development education partners to implement specific, innovative, results-focussed initiatives that contribute to the achievement of the outcome and outputs of the Development Education Strategy as set out in the Logic Model. Irish Aid is now issuing a call for proposals for Development Education Annual Grants in 2018. Please note that all partners awarded funding for development education from Irish Aid are expected to raise awareness of and engagement with the SDGs in the course of the implementation of their projects.

3. Planning for Results

3.1 Irish Aid's Approach to Results

Irish Aid places a very strong emphasis on results. Planning for results requires supportive, comprehensive and integrated systems for budgeting, monitoring and reporting which are appropriate for the organisation concerned, taking size, scale and focus of the project into account.

Management for results involves demonstrating clear and measurable results following a comprehensive planning process to agreed strategies and objectives of the project and the selection of the key indicators that will be used to track progress and measure impact. Partners must demonstrate in the application that there is a clarity of understanding on how the activities of the proposed project will lead to the achievement of the project objectives and the strategy outputs. There must be a clear logic of intervention between: (i) the intended target group; (ii) how the intervention will address the target group; and (iii) what change the intervention is expected to achieve. This process of analysis should lead to the prioritisation of the results the organisation has chosen to strive for in the proposed project.

The Development Education Strategy 2017-2023 is accompanied by a Performance Measurement Framework (PMF). Organisations in receipt of funding under the Development Education Annual Grants Scheme are expected to align their results framework to the outcome and output indicators set out in the PMF.

Performance Measurement Framework

The Performance Measurement Framework or PMF will track the changes envisioned in the strategy and generate a comprehensive dataset on which to evaluate the strategy's effectiveness, contribute to future decision making and provide a strong evidence base for assessing the impact of our support for development education. The data will be disaggregated by gender, age and geographical location.

4. Eligibility

A call for proposals will issue on 6 October 2017. The closing date for receipt of completed eligibility forms is 5pm on Friday 20 October 2017, while the closing date for receipt of completed application forms is 5pm on Friday 17 November 2017. All applicants will be notified of their eligibility status by Friday 27 October 2017. If you do not hear from Irish Aid by this date, please ensure you make contact to confirm the status of your eligibility request.

4.1 Eligibility Process

- If an organisation wishes to apply, organisations must first contact developmenteducation@dfa.ie to request an Eligibility Criteria Form and an Application Form. Requests must contain relevant contact and organisation information.
- Please note that the Eligibility Criteria Form must be completed and returned to Irish Aid by the deadline of **5pm Friday 20 October 2017**. *Organisations that do not meet this deadline will not be considered for the call.*

4.2 Eligibility Criteria Form

The criteria for eligibility for applicant organisations to apply for the Development Education Grant in 2018 are set out below. Applications will be considered only from organisations which meet the eligibility criteria. Ineligible applicants will be notified as soon as possible.

1. **Organisation Status:** Applicant organisations must have a charitable tax exemption from the Irish Office of the Revenue Commissioners i.e. be the holder of a charity reference number (CHY), or hold a current Tax Clearance Certificate.
2. **Governance:** Applicant organisations must have a formal decision-making structure which can take legal responsibility for the administration and use of Irish Aid funds.
3. **Financial Accountability:** Applicant organisations must have annual accounts available on their organisation's website for the two most recent financial years which are both;
 - i. externally and independently audited, in cases where the annual organisational income exceeds €100,000 .
 - ii. available on the organisation's website on 20 October 2017.
4. **Dependency on Irish Aid:** Income received from Irish Aid, either directly or indirectly, must not exceed 90% of the overall organisational income of the applicant organisation.²
5. **Funding Status:** Applicant organisations in receipt of a Programme Grant from Irish Aid are not eligible to apply for annual grants.
6. **Focus of Work:** Applicant organisations and/or institutions that are undertaking development education activities or education activities must include a development education perspective aimed at members of the Irish public.
7. **Record of Compliance:** Applicant organisations previously in receipt of Irish Aid funds must have a record of compliance in terms of the administration and use of such funds, i.e. have submitted financial and narrative reports as per agreed schedules in previous contracts, and a signed Certificate of Assurance. Applicants which have a previous record of non-compliance with the terms of an Irish Aid contract may not be considered for funding.

² As per the Department of Public Expenditure and Reform Circular 13/2014 where funding is being provided as part of a co-funding arrangement, grantees are required to provide annually to each grantor, as a condition of grant, a declaration as to the source, amount and purpose of all other funding they receive and a declaration that there will be no duplication of funding for the same activity/project. This declaration should also state if the Exchequer funding from all sources exceeds 50% of total income.

8. **Child Protection:** Organisations who work with children and young adults under the age of 18 must have child protection policies in place that are in compliance with the Children First Act 2015. The website of the Department of Children and Youth Affairs may be informative in this regard.

5. Application Process

5.1 Application Process

All applicants will be notified of their eligibility status by Friday 27 October 2017. If an organisation is eligible, organisations should then proceed to complete the Development Education 2018 Application Form. Applications from organisations which meet the eligibility criteria will be forwarded for appraisal. Applications will be accepted by email only to the designated address by the closing date of 5pm on Friday 17 November 2017. Email: developmenteducation@dfa.ie Irish Aid will endeavour to complete the appraisal and approval process by March 2018 at which stage, notification of funding decisions to applicants will be provided and contracts will be issued to successful applicants.

- **Partnership Application**

An organisation can submit an individual application and also as part of a partnership for funding for consideration in the annual grant round. However, an organisation will only be awarded a grant for either the individual **or** the partnership application. A separate application form is available for partnerships and will need to be requested from Irish Aid and jointly completed by the partners. In the case of a partnership application, one of the organisations will act as the 'lead partner' and must comply with all eligibility criteria. Other members of the partnership are required to comply with all eligibility criteria with the exception of organisational dependency on Irish Aid.

Irish Aid views an effective development education partnership as a collaborative process between organisations that brings mutual benefits where ownership of the project is shared. Partnerships are welcomed on the basis that greater opportunities for learning, capacity building, efficiency, cost effectiveness, and ultimately stronger results, may be achieved. Each partner has the ability to receive funding through the award of the grant to the lead partner. Partnership arrangements setting out clear roles and responsibilities of participants should be included in the application. Partnerships are encouraged but not obligatory.

- **Co-funding for Development Education and Awareness Raising (DEAR) projects**

An organisation in receipt of European Union funding for a Development Education and Awareness Raising (DEAR) project can apply to Irish Aid for co-funding. A separate application form is available for DEAR co-funding and will need to be requested from Irish Aid.

5.2 Key Reference Documents

All applicants are advised to read the following Key Reference Documents before completing and submitting an application form:

1. [One World, One Future, Ireland's Policy for International Development](#)
2. [Irish Aid Development Education Strategy 2017-23](#)
3. [Development Education 2018 Frequently Asked Questions](#)

5.3 Queries and Clarifications

Irish Aid officials will not be available to answer questions or provide clarifications on an individual basis once the call is active. Accordingly, questions can be addressed to developmenteducation@dfa.ie. A FAQ (Frequently Asked Questions) document will be posted on the Irish Aid website. Queries will be responded to up to two weeks prior to the application deadline.

Any attempt to influence the outcome of the decision-making process in relation to grant applications will result in the relevant application being disqualified. Please also note that no meetings will be held with organisations that plan to apply for funding once the call for proposals issues.

5.4 Application Form

Please note that organisations should ensure that the content of the application form is clear and complete, as only the Irish Aid Application Form should be submitted as no other documentation received will be reviewed as part of the appraisal process.

There are 4 sections to be completed in the application form as follows:

- a) Section 1 – Organisation Details
- b) Section 2 – Proposed Project
- c) Section 3 – Strategic Approach
- d) Section 4 Evidence of change
 - Annex A – Project Results Framework
 - Annex B – Proposed Project Financials

6. Grant Amount and Duration

6.1 Grant Amount

The minimum grant available under this call is €10,000, while the maximum grant amount is €180,000. Grants are for a one year period. Please note that given current budget constraints, it is unlikely that any applicant will receive the maximum grant of €180,000 per annum.

A budget for the entire project must be submitted with the application with a breakdown of the proposed Irish Aid funding included. Irish Aid will support indirect costs to a maximum of 10% of the overall grant.

Direct Costs are those costs that can be specifically associated with the project (for example project activities/outputs, project personnel salaries). Direct project costs should be set out at objective and associated output level and should include a breakdown under the following headings;

- Project personnel costs
- Event costs (i.e. venue hire, equipment hire, refreshments etc.)
- Project transport costs
- Material costs/fees, (i.e. printed materials, FETAC/QQI fees or other course/qualification fees etc.)

Indirect Costs are costs that are in support of project objectives but not necessarily incurred for the project and so cannot be readily associated with the project (for example administration, audit, financial services, monitoring and evaluation, travel and subsistence costs). Irish Aid will support overhead costs (up to 10% of the total direct costs requested from Irish Aid) under this category. Please note that it will be considered a serious compliance issue if indirect costs exceeds 10% of the Irish Aid grant.

6.2 Ineligible Costs

- Cost incurred outside the project timeframe
- Capital or equipment costs (unless justified as essential to the delivery of the project)
- Consultant fees to prepare applications
- The purchase, repair or furnishing of buildings
- Servicing debts or loans
- Contingencies

6.3 In Kind Contributions

Please do not include in kind contributions in your budget. Should you wish to indicate in kind contributions to the project, a brief outline should be provided below the table (project income).

6.4 Co-funding for Project

The organisation should set out the income sources for the project including own contribution, and also other funders. The status of funding should also be indicated in the case of other funders e.g. secured /applied for/to be applied for.

6.5 Grant Duration

Applications with a start date on or after April 1 2018 will be accepted. Projects commencing with a September start date must be completed by 31 August 2019. Any delay in completion must be agreed with Irish Aid in advance.

7. Ineligible Activities

The following activities will not be eligible for funding support under this scheme:

- Projects aimed at post-primary schools (support for development education aimed at post-primary schools is provided through the Irish Aid WorldWide Global Schools Programme)
- Campaigning and advocacy projects which do not adequately demonstrate development education content
- Cultural events, unless part of a wider development education project and demonstrating adequate development education content
- Projects which are exclusively or mainly concerned with issues from an Irish/local perspective in Ireland e.g. anti-racism, intercultural education or environmental education
- Projects with a primary aim to raise the profile of an organisation or to raise funds
- Organisational development
- Exposure visits overseas
- Research

- Printing of learning products such as resources, good practice guidelines, handbooks, educator’s resources etc. All DE resources developed with funding support from Irish Aid should be informed by the following:
 - [The Guideline for Producing Development Education Resources](#)
 - [The Audit of Irish Development Education Resources](#)
 - The resources should be shared with www.developmenteducation.ie
- Libraries or resource centres, unless part of a wider development education project
- Welfare projects (i.e. provision of language classes or information on legal and social welfare rights)
- Retrospective expenditure, i.e. costs incurred prior to the agreed project start date/signature of the contract with Irish Aid.

8. Appraisal and Approval Process

8.1 Appraisal Process

Applications which meet the eligibility criteria will be appraised with the assistance of external consultants, against the assessment criteria set out below. The Development Education Grants Committee draws its membership from the Department of Foreign Affairs and Trade, the National Council for Curriculum and Assessment, the Department of Education and Skills and independent consultants. It is chaired by the Director of the Civil Society and Development Education Unit.

The Development Education Grants Committee will make recommendations for approval to the Minister of State for the Diaspora and International Development and the Minister for Foreign Affairs and Trade.

8.2 Application, Appraisal and Approval Timeline

• Friday, 20 October 2017:	Submission of Eligibility Form and Accounts
• Friday, 17 November 2017:	Submission of Application Form
• March 2018:	Appraisal and Notification of Funding Decisions

8.3 Appraisal criteria

Irish Aid will continue to require that all interventions funded have a strong focus on results for development education. The appraisal process will test for evidence that the organisation is operating from a reasonably sound strategic, policy and financial basis, relative to its size and capacity. Proposals will be assessed under the following headings:

1. Evidence that the organisation operates from a sound strategic, policy and financial basis
2. Evidence of project capacity to deliver and track results
3. Contribution to the achievement of the results outlined in the Development Education Strategy and PMF.
4. Evidence that the project can deliver development education content, practice and methodologies
5. Evidence of change achieved from previous projects (Irish Aid funded if applicable)

8.4 Contract

Irish Aid will issue a contract to successful applicants and 100% of the grant will be paid, on receipt of a signed contract. The contract will outline the terms and conditions of the grant.

Notwithstanding the obligations set out in any future contract with Irish Aid, applicants should note that if they receive a grant from Irish Aid they will be required to:

- Cooperate fully with any external evaluations or audits, which may be commissioned by Irish Aid from time to time and at its complete discretion;
- Respond in a timely manner to ad-hoc requests by Irish Aid for information updates regarding project progress, should these arise; and
- Respond to any requests for information made by organisations authorised to do so by Irish Aid. It is expected that such requests will be exceptional.

9. Accountability: Monitoring, Evaluation and Reporting

9.1 Accountability

Accountability is one of Irish Aid's core values, as set out in *One World, One Future*. Recipients of funding under the Development Education Annual Grants Scheme are entrusted with public funds, to be spent strictly for the purposes presented in the funding proposal and within the relevant timeframe. The primary responsibility for demonstrating accountability rests with the governance and management bodies of the organisations funded by Irish Aid, however, Irish Aid remains committed to high standards of financial oversight and management. **Failure to comply with this obligation will render the recipient liable to reimburse Irish Aid the full amount of the grant.**

9.2 Monitoring

Monitoring is an integral part of results-based management and influences the ongoing planning and review of projects as well as our broader support to development education. The recipient organisation will have the primary responsibility for project monitoring as part of a results based management approach. Grant recipients are responsible for an effective, ongoing monitoring system. Each organisation is responsible for its own project implementation and the delivery of results, and will report on progress at the end of the project to Irish Aid. Significant deviations from original expected results must be explained in advance to Irish Aid, in the context of external factors and lessons learned, as well as those factors within the control of the project.

Irish Aid may conduct monitoring visits to selected projects to assess their performance against the agreed project proposal and results framework and to ensure organisations' progress is compliant with contractual obligations. Irish Aid reserves the right to evaluate and audit projects at any time.

9.3 Evaluation

Irish Aid encourages recipient organisations to develop and deepen a culture of lesson-learning that contributes to enhanced future performance and provides evidence of effectiveness. Irish Aid thus strongly encourages organisations to undertake evaluations to rigorously document the results of the project investment. When an evaluation is funded using Irish Aid funds, organisations are required to post this evaluation on their website and to send the link to Irish Aid. Where the evaluation recommends changes to the project, these must be agreed in advance with Irish Aid.

9.4 Reporting: Annual Narrative, Financial Report and PMF

An Annual Narrative Report will be required one month after the end date of the project. **Please note that the late submission of reports is a compliance issue.** Annual Narrative Reporting must be accompanied by the following:

- Relevant reporting template(s) from the PMF as an appendix to the narrative report. The reporting templates are aligned to output indicators in the PMF and enable organisations to demonstrate the contribution of their work to the outcome and overall goal of the Development Education Strategy.
- Results Framework demonstrating the end of project's results against the targets agreed with Irish Aid as well as the project's contribution to achieving the desired results set out in the PMF.
- Financial report (in the prescribed format) on the Irish Aid-supported project. This should show total income (including that from other donors) and expenditure against the original budget. The financial statement and narrative report must be completed so as to clearly illustrate the relationship between objectives and expenditure.
- Certificate of Assurance – signed at management level, certifying that the public money granted was used in accordance with the terms and conditions of the grant.
- Most recent annual accounts for the organisation, in which Irish Aid funding is specifically shown as an item (externally audited accounts are required if the organisation is legally obliged to produce audited accounts or if the organisational income is above €100,000 per year)³.

10. Grant Management

The Guidelines for Reporting, Monitoring and Evaluation of Annual Grant Projects for 2018 will issue at the time of payment of the grant.

10.1 Department of Public Expenditure and Reform (DPER) Circular 13/2014

Organisations should be aware of, and strictly adhere to, the requirements of the Department of Public Expenditure and Reform circular (13/2014) relating to the [Management of and Accountability of Grants](#). The Department of Public Expenditure and Reform (DPER) circular 13/2014 outlines public financial management principles and procedures for both Grantors and Grantees of Irish public money and seeks to ensure that there is greater transparency and accountability in the management of public money. Contractors are required to be cognisant of the requirements of the Circular which is available at <http://circulars.gov.ie/pdf/circular/per/2014/13.pdf>

10.2 Risk Management

Organisations are expected to analyse, identify, monitor and mitigate risks. Risks should be categorised (e.g. strategic, financial, reputational, operational) and should be clearly linked to organisational and project objectives. Risks should be managed and regularly monitored.

10.3 Fraud

Irish Aid takes the issue of fraud very seriously. Organisations in receipt of Irish Aid funding are responsible for minimising the incidence of fraud, having adequate systems that identify possible incidences, investigating and identifying the possible loss and managing the follow up action. Non-reporting of fraud or failure to immediately report fraud, will be considered a major compliance issue.

³ Irish Aid reserves the right to request an auditor's management letter and the management response, as well as management accounts if necessary.

In the event that there is any suspected fraud within the organisation, regardless of whether or not it involves the Irish Aid grant, Irish Aid should be informed immediately in writing and kept up to date on developments. The initial report should describe:

- Details of the (alleged) fraud
- An estimate of the total funds and where applicable, the Irish Aid funds concerned
- The proposed follow-up actions, including plans for a forensic audit if this is deemed appropriate.

Irish Aid should then be informed when the fraud is fully investigated and a final report on the incident should be submitted to Irish Aid. The organisation will be informed when Irish Aid deems the case closed and is satisfied on the accountability of the Irish Aid grant overall

10.4 Disposal of Assets

Successful applicant organisations should not dispose of publicly funded assets without the prior approval of Irish Aid, which may need to seek further sanction from the Department of Public Expenditure and Reform. Organisations will be expected to maintain all records pertaining to asset transfer or disposal and to retain such records for monitoring and audit purposes. Organisations must be able to demonstrate that the tendering process associated with the sale of assets was open and transparent and be able to produce evidence that such a tendering process had been applied. In addition, organisations must ensure that funds acquired as a result of the sale of assets are subsequently credited to the current year in any updated expenditure report to Irish Aid.⁴

11. Acknowledgement of Irish Aid

11.1 Acknowledgement of Irish Aid

Organisations are required to comply with the logo and publicity guidelines which are available on the Irish Aid website: <http://www.irishaid.ie/news-publications/publications/publicationsarchive/2013/march/irish-aid-logo-guidelines-for-partners/>

In general, all recipients of Irish Aid funding are required to acknowledge Irish Aid funding in a clear manner in annual reports, websites and in publications and publicity material (including online material) related to the funded project and, where appropriate, at project sites. Such reports and publications must clearly state that the ideas, opinions and comments therein are entirely the responsibility of its author(s) and do not necessarily represent or reflect Irish Aid policy'. Prior written authorisation for the use of the Irish Aid logo should in all cases be obtained from Irish Aid.

Audited accounts must also explicitly include reference to the contribution from Irish Aid

⁴ See SORP and DPER circular for guidance on accounting for and reporting on assets.

12. Freedom of Information

Applicant organisations are reminded that documents submitted to the Department of Foreign Affairs and Trade including application forms and annexes, or any report submitted to the Department on foot of a successful funding application, and any other written communications with the Department, automatically become records of the Department and subject to the provisions of the Freedom of Information Act 2014. In these circumstances, the Department may be required under the terms of the FoI Act to divulge any or all such records to third parties. It is the established policy of the Department of Foreign Affairs and Trade to publish on its website all FoI requests and the records released under the Act. See Department of Foreign Affairs and Trade website, FoI section.

<https://www.dfa.ie/about-us/accountability/how-we-are-accountable>