



Freedom of Information Act, 1997

Section 15 Reference Book

# Guide to Functions and Records of Bord Iascaigh Mhara

**BIM**



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# Section 1.0 - How to Use This Reference Book

## 1.1 Purpose of this Reference Book

This reference book has been published in accordance with the requirements set out in Section 15 of the Freedom of Information Act 1997 (the "Act"). The purpose of this book is to facilitate access to information held by Bord Iascaigh Mhara ("BIM") by setting out the following details:

- (a) procedures under the Act;
- (b) structure and organisation;
- (c) functions and services; and
- (d) classes of records held.

## 1.2 Freedom of Information ("FOI")

If you wish to make an application under the Act, this booklet will guide you through the requirements of the application process. Section 2 highlights the type of information covered by the Act, how to make a request under the Act and gives details of each step of your application.

## 1.3 BIM General Information

Sections 3–10 of this reference book give you information on the overall structure and functions of BIM as well as information in relation to each Division and details of the classes of records held by each Division. These sections are designed to give the public a comprehensive overview of the internal structure of BIM and also to help members of the public who make a request under the Act to be as accurate as possible when describing the record sought.

The information contained in this reference book relating to the Act is intended as a general guide and does not purport to be a definitive statement in relation to Freedom of Information.

If you have any queries in relation to this reference book or in relation to any aspect of the Act relating to BIM, please contact:

**Majella Fitzsimons, FOI Officer,**

Bord Iascaigh Mhara,  
PO Box 12,  
Crofton Road,  
Dun Laoghaire,  
County Dublin.

Tel: (01) 214 4100

Fax: (01) 284 1123

e-mail: [webadmin@bim.ie](mailto:webadmin@bim.ie)

## 1.4 Where to obtain copies

Copies of this reference book are available on BIM's website: [www.bim.ie](http://www.bim.ie) and are also available from BIM Head Office, PO Box 12, Crofton Road, Dun Laoghaire, Co Dublin. Copies of the reference book published under Section 16 of the Act are also available on BIM's website: [www.bim.ie](http://www.bim.ie) and are available in the BIM Library at Head Office.

# Section 2.0 - Freedom of Information Act 1997

## 2.1 Introduction

The Act came into operation on 21 April 1998 and provides for the following:

- (a) The public have the right to access records held by public bodies;
- (b) People have the right to have access to personal information held by a public body in relation to them and to have such amended if the information is inaccurate, incomplete or misleading; and
- (c) Public bodies must give reasons for administrative decisions to persons affected by those decisions.

## 2.2 What information is covered by the Act?

The Act allows the public access to records held by public bodies. BIM is prescribed as a public body under the Act from 1 November 2002. From that date the public may have access to records held by BIM. Records are defined widely in the Act and include manual records, electronic records, diagrams and sound recordings. In general, the Act does not permit access to records created before 21 April 1998.

However, in certain circumstances the public may request access to a record created before 21 April 1998. These are as follows:

- (a) where the information is personal information of the requester; and
- (b) where the record is necessary or expedient in order to explain the contents of a record created after 21 April 1998.

The Act attempts to strike a balance between the public's right to access records held by public bodies and an individual's right to privacy. In doing so, certain categories of information are exempted from the remit of the Act, including commercially sensitive information and personal information. Information that is otherwise available to the public is also excluded from the scope of the Act.

## 2.3 What types of record are not covered by the Act?

BIM currently makes a considerable amount of documentation, including BIM's annual report available to the public. The public may obtain access to this information without making a request under the Act. For further information and to access this information please see our website at [www.bim.ie](http://www.bim.ie) or contact BIM Head Office at:

**Bord Iascaigh Mhara**  
PO Box 12  
Crofton Road  
Dun Laoghaire  
Co. Dublin

## 2.4 How do I apply for access to records?

When applying to BIM for information under the Act, your application should be as follows:

- (a) your application should be in writing;
- (b) the application should expressly state that you are applying for access to a record under the Freedom of Information Act, 1997;

- (c) if you require the record in a particular form, e.g. photocopy, computer disk, your application should specify that form;
- (d) include as much detail as possible in relation to the record sought to assist BIM in identifying exactly which record you require;
- (e) include contact details, as it will be necessary for BIM to contact you in relation to your application; and
- (f) you may be required to prove your identity and may be asked to provide a copy of your drivers licence, passport, birth certificate etc.

All applications to BIM for access to records under the Act should be addressed as follows:

**FOI Officer**

Bord Iascaigh Mhara  
P.O. Box 12  
Crofton Road  
Dun Laoghaire  
Co Dublin

## 2.5 How does BIM process my application?

BIM is obliged to acknowledge receipt of your request within two weeks and to decide on your application within four weeks.

This four week time limit may be extended by an additional three weeks where third parties are consulted during the decision making process (as detailed in the Act) and by an additional four weeks in certain other limited circumstances including where meeting the original time limit is not possible due to the quantity of documents requested. Where BIM fails to respond to your request within the applicable time limit, this amounts to a refusal of your request.

If BIM grants your request for access to information, you will also be notified of the fee (if any) and the form of access. In general, you will have four weeks from receipt of this notification to access your record, subject to payment of any fee.

BIM may refuse access to information where the record sought falls into an exempted category. This includes records that relate to personal information of a third party or information that is commercially sensitive. If BIM refuses access and you disagree with the decision, you may apply for an internal review of the decision. You may also apply for an internal review on other grounds including the level of fees and where the record is not given to you in the form you requested.

## 2.6 How do I apply for internal review?

A request for internal review must be submitted to BIM in writing to the address in paragraph 2.4 above, within four weeks of receipt of the notification of refusal. BIM will then have another three weeks to issue a decision. Where BIM fails to respond to your application within the applicable time limit, this amounts to an affirmation of the original decision of BIM. A staff member ranking above the initial decision maker will carry out the internal review.

## 2.7 What can I do if I am still unhappy with the decision?

Where you are still dissatisfied with the decision, you may appeal to the Office of the Information Commissioner ("OIC"). Generally, applications for appeal must be made within six months of the decision of internal review. Some types of appeal have a shorter time limit and if you are dissatisfied with the outcome of internal review, you should contact the OIC as soon as possible.

### **The Office of the Information Commissioner,**

18 Lower Leeson Street,

Dublin 2

Tel: (01) 639 5689

Fax: (01) 639 5674

Email: [foi@ombudsman.irlgov.ie](mailto:foi@ombudsman.irlgov.ie)

## 2.8 How much can I be charged for access to a record?

Where BIM grants access to records, it may charge certain fees. The amount BIM may charge is governed by the Freedom of Information Act, 1997 (Section 47(3)) Regulations, 1998.

In relation to personal information, fees may be charged only for the retrieval of records. In relation to all other records fees may be charged for retrieval and reproduction of the record. Currently the hourly rate for retrieval of records is €20.95. BIM may charge the following for reproduction of records:

- (a) photocopy €0.04 per sheet;
- (b) €0.51 per computer disk (3½ inch);
- (c) €10.16 for each CD Rom.

A deposit may be payable where the total fee is likely to exceed €50.80.

Fees may be waived in three circumstances:

- (a) where the cost of collecting and accounting for the fee would exceed the amount of the fee;
- (b) where the information would be of particular assistance to the understanding of an issue of national importance; or
- (c) in the case of personal information, fees may only be charged where the request relates to a significant number of records and may be waived where such charges would not be reasonable having regard to the means of the requester.

## 2.9 How do I apply to have personal information amended?

Where personal information in a record held by BIM is incomplete, inaccurate or misleading, you may apply to BIM Head Office in writing (at the address in paragraph 2.4 above) to have the record amended. BIM may alter the record, add to the record or delete the record. A decision will be made by BIM within four weeks of receipt of your application. Where the request is not successful, a copy of the application will be attached to the record. If this is not possible, a notation that the application was made will be attached.

## 2.10 How can I obtain reasons for administrative decisions?

Any person who is affected by an act of a public body and who has a material interest in such an act is entitled to the reasons of the public body. The application for these reasons in relation to BIM should be made in writing to BIM Head Office (at the address in paragraph 2.4 above). BIM has four weeks to respond and the response should include:

- (a) reasons for the act; and
- (b) any findings on any material issues of fact made in relation to the act.

Reasons will not be given where they would require disclosure of any of the exempted records under the Act (i.e. commercially sensitive information) or where they relate to certain public appointments.

## Section 3.0 - About BIM

### 3.1 Introduction

BIM was established under the Sea Fisheries Act, 1952 and is the Irish State agency with responsibility for developing the Irish Sea Fishing and Aquaculture industries. The sea is one of Ireland's greatest natural resources and the main source of employment in many coastal communities.

### 3.2 Mission Statement

BIM's mission statement is as follows:

*"To promote the sustainable development of the Irish seafood industry at sea and ashore and support its diversification in the coastal regions so as to enhance the contribution of the sector to employment, income and welfare both regionally and nationally."*

The policies and programmes to pursue this mission are determined by the Board of BIM and are set out within the framework of the National Development Plan 2000 – 2006 ("NDP"), EU policies and available resources.

A primary objective of BIM policy is to expand the volume, quality and value of output from the seafood and aquaculture sectors. BIM's approach is to focus on the opportunities for growth in these sectors while seeking to alleviate constraints that impede development.

BIM provides information and a range of services including advisory, financial, technical, marketing and training support to all sectors of the Irish seafood industry. These services are delivered through a number of integrated programmes and administered through the four development divisions of BIM, namely, Market Development, Aquaculture Development, Fisheries Development and Marine Services. Funding for BIM's development programmes comes from the Exchequer, the European Union and charges for services.

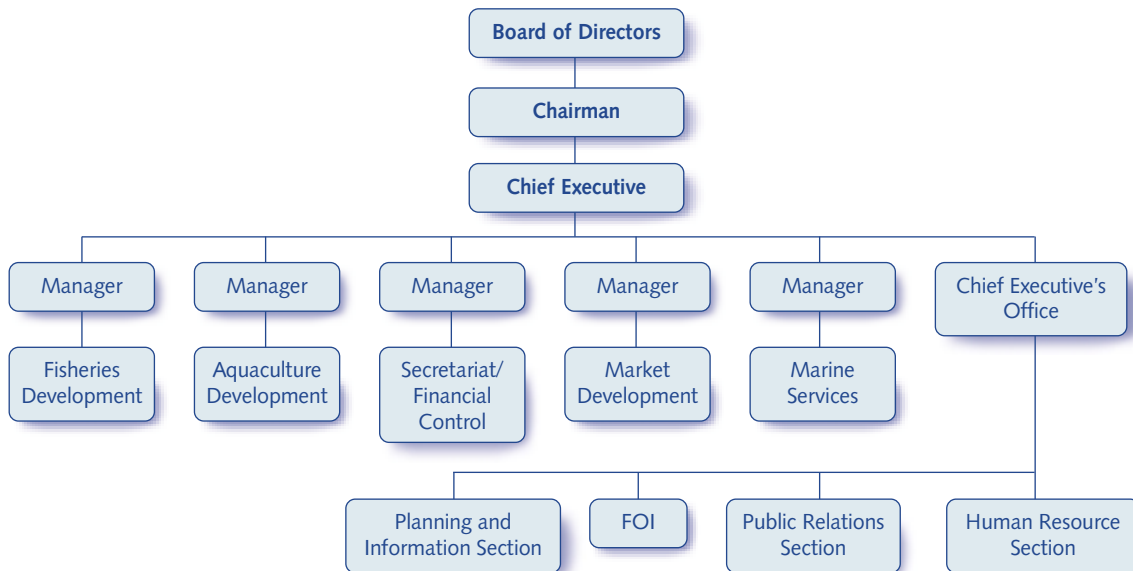
### 3.3 Clientele

The clients of BIM primarily comprise fishermen, fish farmers, processors and all those engaged in marketing Irish seafood both in the domestic market and in overseas markets. Seafood consumers are important recipients for many of BIM's promotional activities. Our information service provides useful material for students and educators as well as to the media and the general public.

## Section 4.0 - BIM Organisation Structure

### 4.1 The Structure of BIM

The structure of BIM is as follows:



### 4.2 The Board

The Board comprises six directors including a Chairman, who are appointed by the Minister for Communications, Marine and Natural Resources ("Minister"). The Board meets regularly, and its main functions are:

- to determine BIM policies and programmes in the context of EU/National policy and to oversee their implementation; and
- to exercise its corporate governance role including responsibility for financial statements and annual reports.

The following committees have been established to provide a support function to the Board:

- Management Committee;
- Fisheries Investment Committee;
- Market Investment Committee;
- Aquaculture Investment Committee.

Committees at (ii)-(iv) above assess investment proposals for the relevant Development Divisions. For further details on the operation of these committees, please see BIM's Section 16 manual.

### 4.3 The Chairman

The Chairman is appointed by the Minister and sits on the Board of Directors for a term of three years. He chairs meetings of the Board and has the casting vote where there is an equal division of votes on any issue requiring approval of the Board.

#### 4.4 The Chief Executive

The Board appoints the Chief Executive who directs the management and co-ordination of BIM's development programmes and support services. In implementing these programmes BIM liaises closely with the Department of Communications, Marine and Natural Resources ("Department"), other State agencies and the seafood industry.

The Planning, Information, Public Relations, FOI and Human Resource functions report directly to the Chief Executive. Further information on these functions is detailed in Section 5.0.

#### 4.5 Development Divisions

The organisation of BIM is structured as four Development Divisions (and a Secretariat - see Section 4.6 below), each of which has a Manager who reports to the Chief Executive. These Divisions are:

- (a) Aquaculture Development;
- (b) Fisheries Development;
- (c) Market Development;
- (d) Marine Services.

The structure, functions and classes of records held by each of the Development Divisions is described in greater detail in Sections 7–10.

#### 4.6 Secretariat

The Secretariat provides administrative back-up and support services to the Board of Directors and to the Development Divisions. Further information on the Secretariat is detailed in Section 6.0.

## Section 5.0 - Chief Executive's Office

### 5.1 Structure

(a) The Chief Executive oversees the following functions:

- Planning and Information Section;
- FOI;
- Public Relations Section;
- Human Resource Section.

### 5.2 Planning and Information Section

(a) Role and function of the Planning and Information Section:

The role of the Planning and Information Section is to compile, analyse and report on relevant industry data to BIM, to the Department and to the seafood industry. The Planning Section participates in the preparation and review of plans and programmes at EU, national and business level regarding the seafood industry. The Section also monitors and evaluates BIM development programmes and provides timely economic and statistical analysis of the seafood industry's performance. BIM's Library is part of this Section and it contains a large collection of periodicals, journals, reports and on-line information facilities as well as EU legislation on all aspects of the seafood industry from fish production to market.

This Section has developed BIM's corporate website [www.bim.ie](http://www.bim.ie) which contains comprehensive information on the support services as well as reports and publications produced by BIM. The Section also provides an active information service to the general public through the BIM Library.

(b) Classes of records held by the Planning and Information Section include:

- (i) Data compilation
- (ii) Industry surveys
- (iii) Output analysis
- (iv) Import/Export trade analysis
- (v) EU policy matters
- (vi) Trade issues
- (vii) Industry issues
- (viii) Specialised reports held in BIM's Library.

### 5.3 Public Relations Section

(a) Role and function of the Public Relations Section

The role of the Public Relations Section is to inform Government, clients in the seafood industry and the general public on the work undertaken by BIM and to promote awareness of BIM as the organisation with responsibility for developing all sectors of the seafood industry. The Section provides up to date information to media, industry and the public through press releases, reports, newsletters and the BIM website.

(b) Classes of records held by the Public Relations Section include:

- (i) Media / Press releases
- (ii) Publications
- (iii) Speech material, briefing material
- (iv) General Correspondence
- (v) BIM Annual Reports
- (vi) Other reports
- (vii) Corporate Newsletters - "Fish Matters".

#### 5.4 Freedom of Information

(a) Role and function of the FOI Officer

The BIM FOI Officer reports to the Chief Executive and assists in ensuring that BIM meets its obligations under the Act.

(b) Classes of records held include:

- (i) Section 15 & 16 Manuals
- (ii) Information memos to staff
- (iii) Minutes of FOI Steering Committee Meetings.

#### 5.5 Human Resource Section

(a) Role and function of Human Resource ("HR") Section

The role and functions of this Section includes the following:

- (i) Development and implementation of BIM's policies in relation to human resource management including, recruitment and selection, training and development and industrial relations;
- (ii) Maintaining data on staff salaries and advising Accounts Section of changes as they arise;
- (iii) Management of BIM's superannuation scheme and payment of benefits under this scheme;
- (iv) Developing, in association with BIM Management, HR policies and practices that meet statutory requirements and that seek to attract, retain and motivate staff in achieving organisational objectives;
- (v) Overseeing and liaising with divisional managers and staff in implementing staff training programmes to develop the skills and competencies necessary to achieve the organisation's objectives;
- (vi) Developing and maintaining good industrial relations with trade unions and staff;
- (vii) Ensuring compliance with employment legislation and requirements of the Department in relation to recording and maintenance of data on employees;
- (viii) Communicating with staff, as necessary, relating to their employment and working conditions;
- (ix) Monitoring annual leave, sick leave, leave of absence etc. in conjunction with divisional managers.

The services provided by the HR Section to the public are essentially those relating to the reception and telephonist services.

(b) Classes of records held by the HR Section

In order to maintain complete and accurate records, to carry out its function effectively and efficiently, to meet statutory requirements and to ensure that best practice and standards are maintained, the HR Section holds records related to the following areas:

- (i) Recruitment and Selection
- (ii) HR Policies and Procedures
- (iii) Leave – Annual leave, Flexi leave, Sick leave, Career breaks, etc.
- (iv) Industrial Relations issues
- (v) Pay and Pay-related issues
- (vi) Superannuation
- (vii) Training & Development
- (viii) Individual Staff Members' Personnel Files
- (ix) Pensioners' Files.

## Section 6.0 - Secretariat

### 6.1 Structure

The structure of this Division is as follows:



### 6.2 Role and Function of the Secretariat

The function of the Secretariat Division is to service the Board of Directors, to provide financial accounting, administrative, information technology and other support services to the organisation and to develop BIM's regional presence and liaison with the industry and community groups through the BIM Area Officers.

### 6.3 Secretary to the Board

#### (a) Role and function of the Secretary to the Board

The main function of the Secretary is the provision of a comprehensive secretariat and support service to the Board of Directors and any Sub-Committees of the Board.

In addition, the Secretariat:

- (i) ensures that the Ethics in Public Office Acts, 1995-2001 are complied with;
- (ii) ensures that good corporate governance is practised in BIM;
- (iii) seeks legal advice on legislation relevant to the day to day functions of BIM in providing its services.

#### (b) Classes of records held by the Secretary's Department include:

- (i) Board/Committees - Agenda/Minutes
- (ii) General Correspondence
- (iii) Ethics in Public Office Acts 1995-2001 Returns.

### 6.4 Accounts Section

#### (a) Role and function of the Accounts Section

These include:

- (i) Provision of management and financial accounting services;
- (ii) Preparation of annual budgets and accounts; and
- (iii) Liaison with external auditors and requisitioning of funds from Exchequer allocations.

The functions include the provision of a cashier service, maintenance of the creditors ledger, recording and controlling of expenditure on fixed assets and maintenance of staff and pensioner pay rolls.

(b) Classes of records held by the Accounts Section include:

- (i) Accounting Ledgers and Journals
- (ii) Budgets
- (iii) Monthly and Annual Accounts
- (iv) Payroll
- (v) Audit records
- (vi) Debtors
- (vii) Suppliers
- (viii) Staff Expenses
- (ix) Taxation.

## 6.5 Information Technology Section

(a) Role and function of the Information Technology Section

The role of this Section is to ensure the application of the most appropriate information and communications technology infrastructure to support the business needs of BIM and its customers.

(b) Classes of records held by Information Technology Section include:

- (i) Software Licences and Agreements
- (ii) Hardware Licences and Agreements
- (iii) Warranty Agreements
- (iv) Suppliers
- (v) Systems Development
- (vi) Information Systems Training.

## 6.6 Purchasing and Facilities Section

(a) Role and function of the Purchasing and Facilities Section

These include:

- (i) provision of a compliant and cost effective purchasing system for the organisation; and
- (ii) management of the provision of appropriate facilities at BIM Head Office.

(b) Classes of records held by Purchasing & Facilities Section include:

- (i) Purchase Orders
- (ii) Invoices
- (iii) Tax Clearance Certificates
- (iv) Property Leases and Correspondence
- (v) Rent Reviews and Correspondence
- (vi) Service Charges and Correspondence

- (vii) Building Maintenance and Contracts
- (viii) Equipment Maintenance and Contracts
- (ix) Cleaning Contracts.

## 6.7 Area Officers

### (a) Role and function of the Area Officers

These include:

- (i) provision of a local point of contact for BIM's relationships with the industry;
- (ii) provision of information to relevant groups; and
- (iii) liaising with BIM's Development Divisions to enhance the pursuit of its development objectives.

There is an Area Officer for each of the North Coast, West Coast, South Coast, South West Coast and the East Coast Areas.

### (b) Classes of records held by Area Officers include:

- (i) Reports
- (ii) General Correspondence

# Section 7.0 - Fisheries Development Division

## 7.1 Structure

The structure of this Division is as follows:



## 7.2 Role and Function of the Fisheries Development Division

The objective of the Fisheries Development Division is to develop sea fisheries, generating the optimum financial return for the sector in accordance with sustainable exploitation of resources and maximising the socio-economic contribution and employment in coastal areas.

## 7.3 Fleet Development Section

(a) Role and function of the Fleet Development Section

The objective of the Fleet Development Section is the renewal, modernisation and restructuring of the fishing fleet and the improvement of onboard safety. The National Development Plan 2000-2006 ("NDP") provides €25 million towards the renewal and modernisation of the fleet. Section activities involve assessing, approving, monitoring, supervising, implementing and making grant payments as appropriate for new vessels, second-hand vessels, modernisations and safety.

(b) Classes of records held by the Fleet Development Section include:

- (i) Individual files containing details of applications received, records of decisions on these applications, assessments of payment claims and records of payments made;
- (ii) Minutes of Fisheries Investment Committee meetings (see paragraph 4.2 above); and
- (iii) A database facilitating analysis of grant approvals and requests under the NDP Fishing Fleet Development Measure and Tonnage Re-Measurement Programme. (See the manual published by BIM under section 16 of the Act for details on this programme).

## 7.4 Fisheries Services Section

(a) Role and function of the Fisheries Services Section

The main objective of the Fisheries Services Section is to undertake the financial planning and administration of the Divisional budget (including credit control), the Supporting Measures Programme of the NDP and the Inshore Diversification and Safety Programme.

This Section includes:

(i) NDP Supporting Measures

The Supporting Measures Programme launched on the 30th April 2001 as part of the NDP provides grant aid of up to €25.4m for the eight elements of the programme:

- E-Trade and other IT policies
- Small Scale Coastal Fisheries
- Producer Organisations
- Quality Certification, Added Value, Traceability and Working Conditions
- Collection of Basic Data for Fisheries
- Improved Knowledge and Transparency
- Sustainable Fisheries Management
- Experimental Fisheries / Technical Conservation Measures.

This is a major programme for the Division involving monitoring, supervising and implementing the decisions of the Innovation & Sustainability Project Approvals Board, and making grant payments.

The Innovation & Sustainability Project Approvals Board, which is chaired by an officer of the Department of Communications, Marine and Natural Resources, is made up of two nominees from BIM and one each from the Border, Midlands & Western and Southern & Eastern Regional Assemblies, approves all grants under this scheme.

(ii) Inshore Diversification & Safety Programme

The programme, launched in July 2001, provides €3.7m for diversification from the traditional sea-fisheries sector into sea angling and marine tourism related activities. The scheme provides for the introduction of new and second hand vessels and the purchase of safety equipment.

(iii) Credit Control and NDP Database Management

The Fisheries Services Section conducts the Division's credit control and budget management function.

(iv) Existing programmes such as the collection of BIM loan instalments, ice sales and re-charge accounts.

(v) Development and management of data collected under the NDP.

(b) Classes of records held by the Fisheries Services Section include:

(i) NDP Supporting Measures

- Individual files containing details of applications received, records of decisions on these applications, assessment of payment claims and records of payments made;
- Minutes of Fisheries Investment Committee (FIC) (See paragraph 4.2 above), Scientific & Technical Assessment Committee (STAC), and Innovation & Sustainability Project Approvals Board (ISPAB) meetings (See paragraph 7.4(i) above); and

- A database facilitating analysis of grant approvals and requests under the NDP Supporting Measures Programme.
- (ii) Fisheries Inshore Diversification & Safety Programme
- Individual files containing details of applications received, records of decisions on these applications, assessments of payment claims and records of payments made;
  - Minutes of Fisheries Investment Committee meetings; and
  - A database facilitating analysis of grant approvals and requests under the Fisheries Inshore Diversification & Safety Programme.
- (iii) Credit Control
- Individual files containing details of applicant loan records and records of payments made; and
  - Vessel loan and ice sales databases.

## 7.5 Marine Technical Section

### (a) Role and function of the Marine Technical Section

The objectives of the Marine Technical Section are:

- to ensure that all vessels benefiting from fleet development initiatives are safe, seaworthy and comply with recognised marine standards;
- to progress development of new fishing opportunities and responsible fishing practices through technical innovation and technology transfer; and
- to facilitate the introduction of Information Technology systems to the benefit of the fishing sector both ashore and at sea.

This Section includes groups dealing with the following:

#### (i) Naval Architecture

A large input is required from the Marine Technical Section to deliver on the fleet and supporting measures programmes of the NDP. A series of technical programmes are in place to support the introduction of new vessels, second-hand vessels, vessel modernisations and safety improvements and the tonnage re-measurement programme for the Irish fishing fleet.

#### (ii) Gear & Fisheries Technology

Projects conducted by this group include:

- The generation of new fishing opportunities through the development of new fishing methods, the development of under exploited, non quota and new species fisheries; and the expansion of traditional fishing grounds;
- The development of technical conservation measures, including trials assessing selective trawl designs, mesh size, twine thickness and catch separating devices;
- Environmental conservation measures such as 'cetacean deterrent devices' in pair pelagic tuna fishery and a reduction in the presence and effects of 'ghost net' fishing;

- Economic and technical analysis of the costs associated with the introduction of the above measures;
- Facilitating the introduction of new technologies both ashore and at sea, applicable to the fleet including Geographical Information Systems products, catch handling and vessel management systems, eCommerce and traceability systems.

(b) Classes of records held by Marine Technical Section include:

- (i) Naval Architecture
  - Drawings and specifications of vessels currently seeking assistance (where applicable); and
  - Current project files.
- (ii) Gear Technology
  - Current project files; and
  - Survey reports and publications.

## 7.6 Fisheries Development Section

(a) Role and function of the Fisheries Development Section

The objectives of the Fisheries Development Section are the progressive development of Ireland's fisheries resources including the introduction of new initiatives on resource management and improved environmental awareness, to generate the optimal financial return from Ireland's fisheries resources and to continue BIM's participation in national and international fisheries organisations to the benefit of Ireland's sea fisheries sector.

This Section includes:

(i) Inshore Fisheries

Projects undertaken include:

- Data collection programmes on major inshore fisheries;
- Development of potential alternate inshore fishing opportunities;
- Work aimed at maximising post-harvest value of the inshore catch.

(ii) Quality and Environment

Projects undertaken include:

- Involvement in international fisheries management fora including the Scientific, Technical and Economic Committee for Fisheries and the International Commission for the Conservation of Atlantic Tunas;
- Promoting environmental awareness in fisheries development including improved waste management;
- Assisting the fishing industry to identify and counteract the impacts of other marine users on fisheries and the environment;
- Continued work on improving landed fish quality in the whitefish, pelagic and shellfish sectors;
- Development of quality certification schemes for Irish caught fish.

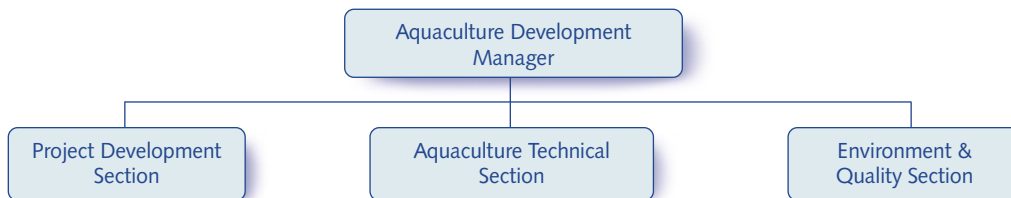
(b) Classes of records held by Fisheries Development Section:

- (i) Current project files; and
- (ii) Survey reports and publications.

# Section 8.0 - Aquaculture Development Division

## 8.1 Structure

The structure of this is Division as follows:



## 8.2 Role and Function of the Aquaculture Development Division

(a) The Aquaculture Development Division is charged with promoting the sustainable development of the Irish aquaculture and seaweed industry in terms of the volume and value of its output, its economic viability and improving its environmental impact.

The Aquaculture Development Programme is revised and updated on an annual basis in the context of:

- The National Development Plan 2000-2006 ("NDP") which sets out the objectives and strategy for the development of aquaculture during this period;
- The Programme Complement Documents for the Aquaculture Development Measure in the Operational Programmes for the Border, Midlands & Western Region and the Southern & Eastern Region;
- The Peace Programme 2000-2004, which impinges on aquaculture in a cross border context;
- The recommendations of the National Seaweed Forum Report, which was launched by the Minister for the Marine and Natural Resources in November 2000;
- Ongoing developments in the production and marketing of finfish, shellfish and seaweed, which require specific measures to address industry needs; and
- Seafood processing development measures of the NDP.

(b) Strategic Objectives

The overall objectives of the aquaculture programme are:

- to build a critical mass in production of those species, e.g., salmon, trout, mussels with a higher added value potential;
- to create additional coastal income and employment in species with market potential for increased volumes, e.g. oysters;
- to promote the diversification of the industry through the commercial development of new species;
- to improve the competitiveness, efficiency and safety of aquaculture;
- to open up new areas for aquaculture through the introduction of new technology for off-shore culture; and
- to enhance product quality and increase the environmental sustainability of the industry.

(c) Strategy and Section Functions

The strategic objectives are pursued through the implementation of a development programme, which provides an integrated package of financial, technical and quality / environmental sub-programmes in support of the commercial development of the industry by the private sector.

### 8.3 Project Development Section

(a) Role and function of the Project Development Section

The role of this Section is to evaluate and prioritise investment proposals for grant assistance, in liaison with other Sections and Divisions of BIM, and to assess payment claims for drawdown of approved grants.

Capital funding for industry development is channelled through:

(i) BIM's Pilot Aquaculture/Resource Development Grant Scheme

This Scheme is funded from annual allocations provided to BIM by the Government and it comprises two parts:

- Pilot grants towards the capital costs of setting up small scale aquaculture projects; and
- Resource development grants towards the cost of feasibility studies and commercial trials on new species development, the introduction of new technology and the cost of opening new locations for aquaculture.

(ii) BIM's Fish Handling Grant Scheme

This Scheme is funded from annual allocations provided to BIM by Government and has as its objective the promotion of quality in the handling of fish and shellfish. Capital grants are provided for eligible expenditure on buildings and equipment.

(iii) The Aquaculture Development Measures of the NDP.

Under the NDP, Exchequer and EU grant aid is available for investment projects in aquaculture. These projects must:

- contribute to lasting economic benefits from the structural improvements in question;
- offer an adequate guarantee of technical and economic viability; and
- avoid counter productive effects, particularly the risk of creating surplus production capacity.

These Schemes are administered by BIM for the benefit of all regions of the country outside the Gaeltacht areas, which come within the remit of Údarás na Gaeltachta.

### 8.4 Aquaculture Technical Section

(a) Role and function of the Aquaculture Technical Section

The role and function of this Section is to provide a technical support service to the aquaculture industry. Specialist technical assistance is provided in the following areas:

- (i) Developing and evaluating new methods of growing fish and shellfish species and conducting trials for cultivation in new areas;

- (ii) Technology transfer from abroad and within Ireland;
- (iii) Support for introduction and commercial application of new and innovative technology;
- (iv) Support for environmental impact studies;
- (v) Carrying out feasibility studies;
- (vi) Assisting with site selection and evaluation;
- (vii) Providing technical information service;
- (viii) Producing technical advisory manuals;
- (ix) Organising industry workshops and seminars; and
- (x) Representation on industry organisations or other fora.

## 8.5 Environment and Quality Section

### (a) Role and function of the Environment and Quality Section

The role and function of this Section is to promote quality and environmental best practice in the aquaculture industry.

- (i) BIM's Environment Programme aims to:
  - Promote improved environmental awareness within all sectors of aquaculture through the provision of guidelines, codes of practice, workshops and direct advice on identifying suitable sites for aquaculture;
  - Establish links between the aquaculture industry, conservation groups, local authorities and Government bodies on environmental issues;
  - Devise and promote measures to deal with external environmental factors which may affect the production of quality farmed finfish and shellfish.

Advice and guidance are available on issues such as:

- Environmental Management Systems
- National Heritage Areas
- Special Protection Areas (SPAs)
- Waste Management
- Air Emissions, Control of Dust and Odour Emissions
- Effluent Treatment and Monitoring
- Keeping premises and farms in tidy condition.

A register of environmental legislation of relevance to aquaculture is available for reference in BIM's Library

### (ii) Quality

Promoting the concept of quality and its application in the aquaculture industry is a key element of the Section's Quality Programme.

The Quality Programme for aquaculture products includes the development of Codes of Practice for finfish and shellfish and the subsequent development and implementation of quality assurance schemes based on these codes for a range of species including rope mussels, oysters, clams and salmon. The Codes consist of guidelines and recommendations for all aspects of production and marketing of quality seafood products.

The concepts of quality are promoted in the industry through:

- Seminars and Workshops
- Quality Manuals
- Technical / Promotional Brochures
- Training Videos
- Practical demonstrations on farms and at packing stations.

Competitions are organised for both quality and environmental aspects as a further means of highlighting the issues and promoting industry involvement in the Schemes.

(iii) C.L.A.M.S.

The process of implementing C.L.A.M.S. (Co-ordinated Local Aquaculture Management Systems) commenced in 1999 as a means of harmonising the integration of substantial aquaculture development into the coastal zone.

The C.L.A.M.S. process, which complements the "Inshore Fisheries Committee" process for the catching sector, aims to provide an invaluable "bottom-up and top-down" conduit for the promulgation and implementation of national policies at local level, with the overall aim of improving environmental compliance, product quality and consumer confidence.

## 8.6 Miscellaneous Measures

From time to time, BIM has been requested by Government to administer certain schemes in the aquaculture industry on its behalf. The following once-off schemes have been administered by the Aquaculture Development Division:

- (a) The Shellfish Remedial Package for shellfish producers, introduced by the Government during 2001 to encourage the restocking of rope mussel farms following their prolonged closure due to the presence of marine bio-toxins in 2000, received European Commission approval under State Aid Guidelines and was administered in the period 2001 / 2002;
- (b) The Castlemaine Harbour Revitalisation Programme, announced by the Minister of State on 9 November 2001 and introduced with the approval of the European Commission under State Aid Guidelines to regenerate the Cromane Bottom Mussel Fishery in Castlemaine Harbour, Co. Kerry.

## 8.7 Classes Of Records held by the Division

The following records are held by the Aquaculture Development Division:

- Individual files containing details of applications received, records of decisions on these applications, assessments of payment claims and records of payments made;

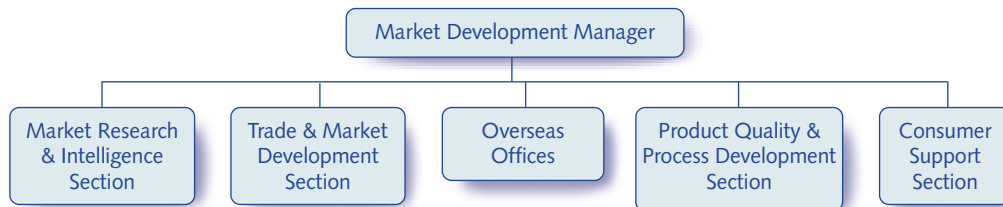
- Minutes of the Aquaculture Investment Committee meetings (See paragraph 4.2 above);
- A database facilitating, financial control and analysis of grant approvals and requests under the Pilot, Resource Development, Fish Handling and NDP Grant Schemes for Aquaculture and Processing Development;
- Specialist aquaculture reports relating to development, economics and marketing of specific species. See detailed list on BIM's website at [www.bim.ie](http://www.bim.ie);
- Aquaculture Technical Manuals covering the following topics:
  - (i) The suspended culture of mussels;
  - (ii) Growing oysters;
  - (iii) Salmon and rainbow trout farming in the sea;
  - (iv) Growing rainbow trout in freshwater;
  - (v) Salmon smolt production;
  - (vi) The establishment of a salmon-breeding programme for Irish aquaculture;
  - (vii) Clam cultivation;
  - (viii) Salmon farming, transfer of smolts to sea and early husbandry;
  - (ix) Vaccination in salmon culture – A technical review;
  - (x) Abalone on-growing;
  - (xi) A technical guide to the use of wrasse (Labridae) in the biological control of sea lice on salmon;
  - (xii) Eels Part 1 – Management of juvenile eel stocks for fishery enhancement;
  - (xiii) An introduction to the farming of Arctic charr, *Salvelinus alpinus*, in Ireland;
  - (xiv) Eels Part 2 – Eel farming in re-circulation systems;
  - (xv) Cultivating perch.
- Videos, CD Rom, identification cards and posters;
- Aquaculture Newsletter 1989 – to present date;
- Aquaculture posters - Irish Aquaculture Map, Seaweed Cultivation, Ireland's Seaweed Resources, Scallop Cultivation;
- The Section also has files and papers covering technical aspects of cultivation of aquaculture species, including existing cultured species and new species that may be suitable for farming in Ireland. In addition, an aquaculture database provides a record of aquaculture production in tonnes and value in euros from 1985 to the present date. A digital database relating to aquaculture licences in Ireland is under development;
- Administrative files relating to approval for the administration of the Shellfish Remedial Package Scheme (see paragraph 8.6(a) above) and individual files on each application recording the application, the decision on the application, and payments made as appropriate;
- Administrative files relating to approval for the administration of the Castlemaine Harbour Revitalisation Programme (see paragraph 8.6(b) above) and individual files on each application;

- Administrative files relating to payments under the Total Quality Mussel Scheme. (See the manual published by BIM under section 16 of the Act for further details on this Scheme);
- Administrative files concerning the development of quality standards for the aquaculture industry;
- Administrative files on the development of the C.L.A.M.S. Process, (Co-ordinated Local Aquaculture Managements Systems) (see paragraph 8.5(a)(iii) above);
- C.L.A.M.S. plans for bays that have completed the process;
- Records on environmental legislation and specific issues relating to aquaculture development.

## Section 9.0 - Market Development Division

### 9.1 Structure

The structure of this Division is as follows:



### 9.2 Role and Function of Market Development Division:

- (a) The role of the Market Development Division is to promote Irish seafood products at home and in overseas markets and to provide a range of market support services to assist Irish seafood companies achieve their market potential and meet the targets set out in the National Development Plan 2000-2006 ("NDP").

BIM's programmes and support services are set out in the market strategy '*Realising the Market Potential for Irish Seafood*' which is available at [www.bim.ie](http://www.bim.ie).

Under the NDP an amount of €8 million has been provided for marketing support to the seafood industry through programmes which assist companies at each of the critical stages on the route to market. The focus is on providing commercially relevant services to BIM's client companies to enable them to capitalise on market opportunities at home and abroad.

The objective is to facilitate seafood companies to develop effective marketing activities and enhance co-operation within the main product sectors. In support of this objective BIM conducts targeted consumer and trade promotion activities for the benefit of the seafood industry.

- (b) Measures

Market Support Services are provided under four main measures which are delivered through the five Sections of the Division.

- (i) Provision of commercially relevant service to BIM's clients:

BIM aims to provide a commercially relevant service to clients at each stage along the route to market, from identifying market opportunities through to product launch and on to further product market development. Hands-on support is also provided to clients in overseas markets through BIM offices in Paris, Madrid and Dusseldorf combined with specialist support from Head Office.

BIM has also expanded its support services internationally through the negotiation of bi-lateral service co-ordination agreements with Enterprise Ireland and Bord Bia.

BIM works closely with Enterprise Ireland to stimulate investment in fish processing facilities, which has down-stream implications for marketing. BIM also works closely with Bord Bia to ensure that seafood can avail of generic marketing programmes at home and abroad.

An important element of BIM's client support is the Product Quality and Process Development Service which incorporates the BIM laboratory facility. The laboratory is certified to the ILAB (Irish Laboratory Accreditation Board) standard. It provides a full range of microbiological analysis for seafood production facilities and their products. Specialists provide a hygiene advisory service to the processing industry, incorporating information on Hazard Analysis Critical Control Path (HACCP) implementation, cleaning methods/systems and best practice for fish processing plants and their operators

The laboratory also supports the technical advisory service. The service incorporates technology transfer in modern production and packaging methods, product and process development, quality management systems, staff training and waste management. Advice is available from a multi-disciplinary team on all aspects of new product development from the conceptual to the final production stages.

(ii) Development of marketing expertise and skills among seafood companies:

Two support programmes are in place which encompass a policy of promoting collective marketing endeavours. The first of these is the Irish Seafood Business Programme (ISBP) which aims to build on existing marketing competencies of BIM clients, assisting owner/managers to prepare and execute effective marketing strategies.

The second is the Marketing Investment Programme (MIP) which provides financial assistance towards implementing marketing plans. The MIP has been developed in accordance with EU Regulation 2792/99 and has two main elements namely, collective company programmes and individual company programmes. Grant assistance on eligible expenditure is available at 60% for collective company projects and at 40% for individual company projects. Grant aid is available for market studies & surveys, trade development, promotional support, new product development & presentation, quality & process development and marketing skills.

(iii) Encourage consumer demand for Irish seafood:

This is being addressed through a number of promotional initiatives including consumer educational programmes to:

- Change seafood's status as a non-convenient and less attractive meal option in comparison to other protein products;
- Increase the level of confidence in seafood preparation;
- Provide a seafood advisory service to the public.

This Division also undertakes the following activities:

- Provision of information on seafood preparation and recipe development through the retail sector;
- Initiatives undertaken within the retail and foodservice sectors to overcome current barriers to seafood consumption – including the BIM Seafood Circle Pub Lunch Programme; (see the manual published by BIM under section 16 of the Act for further details on this programme);
- Educational initiatives, which are aimed at primary, post-primary and third level students and target the younger generation as the future consumers of seafood;

- In key export markets, BIM promotes awareness of Irish seafood as a high quality food through participation at specialist seafood events and through trade and consumer media; and
- Overseas offices undertake initiatives with the retail and foodservice sectors to profile quality Irish seafood directly to the consumer.

(iv) Seafood Processing Development Programme:

This Programme provides Government grants to support capital investment for industry led initiatives. It is designed to help develop the capability and efficiency of processing firms with the potential to increase the value of their output on a cost effective basis to secure market advantage. The programme supports innovation, enhanced value added and increased production where feasible. Primary processing projects which involve demonstrable inter firm co-operation and/or consolidation on marketing and/or production are considered for support.

The Programme is administered by BIM, Enterprise Ireland and Údarás na Gaeltachta.

### 9.3 Classes of Records held by the Division

(a) The following records are held in the Market Development Division:

- (i) Seafood Bulletin published monthly
- (ii) Realising the Market Potential for Irish Seafood – BIM's Marketing Strategy 2001-2006
- (iii) Overview of Seafood Markets in other Countries
- (iv) European Markets for Deepwater Species
- (v) Seafood Consumption in the Foodservice Sector in Ireland
- (vi) Irish Seafood Trade Directory
- (vii) Seafood Charts
- (viii) Seafood Handbooks for Various Sectors
- (ix) Strategic Environmental Assessment of the Irish Fish Processing Industry (produced in association with Irish Fish Producers and Exporters Association and Enterprise Ireland) (reference only)
- (x) Seafood Delicatessen Products
- (xi) Pelagic Market Report
- (xii) BIM Seafood Resource Pack – schools
- (xiii) Recipe leaflets
- (xiv) Client files
- (xv) Marketing Grant Applications
  - includes:
    - Marketing Plans
    - Company Financials

- BIM Assessment of Proposal
- Minutes of Marketing Investment Committee Meetings

(xvi) Marketing Workshops

includes:

- Workshop Content
- Company Evaluation of Workshops
- Mentor Evaluation of Companies
- Marketing Plans

(xvii) Tradeshows

includes:

- Design of Stands
- Company Participation (held for three years)

(xviii) NDP Expenditure

includes:

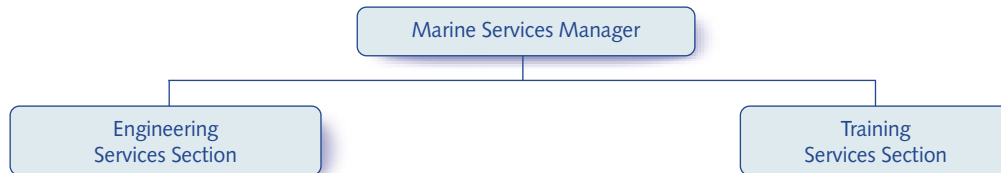
- quarterly reports

(xix) Laboratory reports

# Section 10.0 - Marine Services Division

## 10.1 Structure

(a) The structure of this Division is as follows:



## 10.2 Role and Function of the Marine Services Division

The role of the Marine Services Division is to develop the industry's human resources through the provision of training and educational programmes and to raise the quality of fish supplies through increased use of ice and improved fish handling practices. The Division has two Sections, Engineering Services and Training Services.

## 10.3 Engineering Services Section

(a) Role and function of the Engineering Services Section:

(i) Ice Plants

To raise the quality of fish supplies through increased use of ice and improved fish handling practices. BIM's ice plant network provides a supply of ice to fishing vessels, fish farms and fish processors to help ensure that fish and shellfish are maintained in top quality from time of capture or harvest to market.

BIM is continuing to develop this network with ice plants located in major fishing harbours and in small ports around the coast.

■ BIM operated ice plants

Ice is available direct from automated BIM plants, with delivery 24 hours a day, at certain locations throughout the country.

Ice is also available direct from other BIM plants, by arrangement with the local operator.

■ Leased ice plants

BIM has leased ice plants to local groups in ports throughout the country. If you require further details please contact BIM.

(ii) BIM acts in a caretaker capacity for certain masts and buildings associated with the Decca Navigation System (closed down since 19 May 2000).

(iii) General construction and related projects

The Engineering Services Section provides project management for building works, alterations etc. for BIM buildings.

(iv) Occupational Health and Safety

Engineering Services Section provides technical information and support in occupational health and safety issues.

(b) Classes of records held by the Engineering Services Section:

- (i) Project files for construction and fitting out of ice plants;
- (ii) Project files for construction of other BIM buildings;
- (iii) Details of plants – locations, capacities, status (directly operated or leased);
- (iv) Ice accounts – customer enquiries;
- (v) Operation and maintenance details for ice plants;
- (vi) Details of Decca Navigation System (now closed down).

## 10.4 Training Services Section

(a) Role and function of Training Services Section:

BIM provides training for the Irish seafood industry through a coastal training service that encompasses the National Fisheries College, the Regional Fisheries Centre, and two mobile coastal training units. BIM is the agency responsible for vocational training of personnel in all sectors of the Irish seafood industry. Training policy and courses are outlined in BIM's Integrated Training Plan for the Irish Seafood Industry 2000-2006. Seafood industry training is available through a network of modern, well-equipped and easily accessible facilities. New courses have been developed in close consultation with industry and accredited by statutory bodies and BIM's courses are delivered around the coast by a dedicated team of professional trainers.

(b) Delivery of service:

BIM is the state agency responsible for providing fisheries and aquaculture vocational training in accordance with BIM's Integrated Training Plan for the Irish Seafood Industry 2000 – 2006. This policy document outlines BIM's strategy to expand the skills base of seafood industry personnel, with €12.7 million indicative funding being provided under the NDP to achieve this objective. Ten thousand trainee places are projected over the period to assist in underpinning growth in sustainable jobs in the Border, Midlands & Western and Southern & Eastern coastal regions.

Standardised training is a vital socio-economic support for the future development of the seafood industry. Consequently BIM actively promotes training to encourage young men and women take up a career in the seafood industry and operates a policy of equal access to BIM's training courses. Training is provided at the National Fisheries College in Greencastle, the Regional Fisheries Centre in Castletownbere and in the more remote coastal locations and islands by staff operating from two mobile coastal training units. BIM has fifteen full-time training staff holding Master Mariner, Fishing Skipper, Engineering and Aquaculture related qualifications, supplemented by specialist staff as required.

All BIM's training is now integrated within the national vocational training framework arising from the Qualifications (Education and Training) Act 1999. Courses are externally certified by the Further Education and Training Awards Council (FETAC) and the Department of Communications, Marine and Natural Resources and are recognised throughout the EU. Advisory Training Committees from each sector of the seafood industry ensure that courses are regularly updated to respond to new developments.

In co-operation with the industry, BIM offers training to new entrants and existing practitioners alike to facilitate career progression paths in the sea fisheries, aquaculture and processing sectors. This is achieved by providing flexible modular courses with a strong emphasis on work-based training and fostering a life long approach to learning. To facilitate this, BIM has developed a unique computerised Training Tracking Database capable of recording the training achievements of individuals over the course of their careers.

(c) Courses Available:

As well as providing a range of fishing vessel deck and engineering training courses at new entrant and officer levels, a major challenge is to train fishing vessel personnel for the new mandatory Global Maritime Distress and Safety System radio requirements. Significant emphasis is also placed on safety training as well as advances in fishing gear technology linked to conservation awareness. The expansion of the aquaculture industry is already providing increased raw material to the seafood processing sector leading to increased employment opportunities in peripheral regions. As training is a vital component in the sustainable development of aquaculture, national standard FETAC (see 10.4(b) above) certificate courses in fish farming and commercial diving are available.

BIM works closely with other state agencies and private sector trainers to deliver modular training courses to fish processors, distributors and retailers, with BIM staff delivering specialist modules where required. Conservation and environmental orientated units are an integral part of all BIM's training in order to promote the concept of sustainability in fisheries and the best commercial and environmental practices in aquaculture and processing.

(d) Classes of records held by the Training Services Section include:

- (i) Card Index File 1978 to 1984 – these contain personal training records on trainees from this period;
- (ii) Microfilm Records 1963 to 1977 – these contain photographic images of trainee and administration files from Department of Agriculture & Fisheries Training Scheme prior to BIM assuming responsibility in 1978;
- (iii) Trainee files for new entrants;
- (iv) BIM training course summary sheets;
- (v) BIM training registration forms;
- (vi) Training Course files;
- (vii) Photocopies of BIM issued certificates;
- (viii) Personal Survival Techniques Certificate register (1978 to date);
- (ix) Elementary First Aid Aboard Ship Certificate register (1999 to date).