

Tourism Northern Ireland

Publication Scheme

Guide to Information

[External]

***Produced in accordance with the
Freedom of Information Act
(2000)***

Classes of Information:

- 1. Who we are and what we do**
- 2. What we spend and how we spend it**
- 3. What our priorities are and how we are doing**
- 4. How we make decisions**
- 5. Our policies and procedures**
- 6. Lists and registers**
- 7. The services we offer**

1. Who we are and what we do

Organisational information, structures, locations and contacts.

Information in this class is current information only.

- Roles and responsibilities:**

Information:	Format:	Charge:	Contact:
Senior Management Team (SMT) Roles & Responsibilities	Online	Free	HR & Central Services Tel: (028) 9023 1221 hr@tourismni.com

- Organisational structure:**

Information:	Format:	Charge:	Contact:
Organisational Structure	Online	Free	HR & Central Services Tel: (028) 9023 1221 hr@tourismni.com

- Information relating to the legislation relevant to Tourism NI's functions:**

Information:	Format:	Charge:	Contact:
Tourism (Northern Ireland) Order 1992 www.legislation.gov.uk/nisi/1992/235	Online	Free	The Stationery Office Limited 19a Weavers Court Weavers Court Business Park Linfield Road Belfast BT12 5GH Tel: +44 (0)870 600 5522 Fax: +44 (0)870 600 5533 E-mail: book.orders@tso.co.uk

- Lists of and information relating to organisations with which Tourism NI works in partnership:**

Information:	Format:	Charge:	Contact:
Department for Economy (DfE) Sponsoring Government Department	Online	Free	Department for Economy Adelaide House 39-49 Adelaide Street BELFAST BT2 8FD Tel: +44 (0)28 9052 9900 E-mail: DFEMail@economy-ni.gov.uk
Industry Associations & Tourism Bodies	Online	Free	Industry Development Tel: (028) 9023 1221 industry.development@tourismni.com

- **Meetings of Chief Executive or Board Members with Ministers and external organisations (Including meetings with newspaper and other media proprietors, editors and senior executives):**

Information:	Format:	Charge:	Contact:
Chairman's Report (Annex A)	On Request	Free	Executive Support Team Tel: (028) 9023 1221 executivesupportteam@tourismni.com
Chief Executive's Report (Annex A)	On Request	Free	Executive Support Team Tel: (028) 9023 1221 executivesupportteam@tourismni.com

- **Senior executives and management board members:**

Information:	Format:	Charge:	Contact:
Senior Management Team	Online	Free	HR & Central Services Tel: (028) 9023 1221 hr@tourismni.com
Board Members	Online	Free	Executive Support Team Tel: (028) 9023 1221 executivesupportteam@tourismni.com
Board Standing Orders	Online	Free	Executive Support Team Tel: (028) 9023 1221 executivesupportteam@tourismni.com

- **The locations and contact details for Tourism NI:**

Information:	Format:	Charge:	Contact:
Belfast	Online	Free	HR & Central Services Tel: (028) 9023 1221 hr@tourismni.com
Dublin	Online	Free	HR & Central Services Tel: (028) 9023 1221 hr@tourismni.com

2. What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.

Financial information for the current and previous two financial years is available online.

- **Financial statements, budgets and variance reports:**

Information:	Format:	Charge:	Contact:
Management Statement and Financial Memorandum	Online	Free	Finance Tel: (028) 9023 1221 finance@tourismni.com
Annual Report & Accounts	Online	Free	Communications Tel: (028) 9023 1221 Contact Us TNI (tourismni.com)

Information:	Format:	Charge:	Contact:
Details of Tourism NI spending over £30,000	On Request	Free	Finance Tel: (028) 9023 1221 finance@tourismni.com
Details of Tourism NI contracts and tenders worth over £30,000	On Request	Free	Finance Tel: 028 9044 1695 finance@tourismni.com
Details of government procurement card spend over £500	On Request	Free	Procurement Tel: (028) 9023 1221 finance@tourismni.com

- **Capital programme:**

Information will be made available on major plans for capital expenditure including any private finance initiative and public private partnership contracts.

- **Spending reviews:**

Not Applicable.

- **Financial audit reports:**

Not Applicable.

- **Senior staff and board members' allowances and expenses:**

For the purposes of this document, senior staff are defined as those earning at least £63,994 per annum (equivalent to Grade 5 Northern Ireland Civil Service). Details of the allowances and expenses that can be claimed or incurred. It includes the total of the allowances and expenses, by reference to categories, paid to or incurred by individual members of senior staff and management board members produced in line with Tourism NI's policies, practices and procedures. Categories are under such headings as travel, subsistence, accommodation.

Information:	Format:	Charge:	Contact:
Board Members' Allowances & Expenses	Online	Free	Finance Tel: (028) 9023 1221 finance@tourismni.com
Chief Executive Allowances & Expenses	Online	Free	Finance Tel: 028 9023 1221 finance@tourismni.com

- **Pay and grading structures:**

Information:	Format:	Charge:	Contact:
Pay and Grading Structure	Online	Free	HR & Central Services Tel: (028) 9023 1221 hr@tourismni.com

- **Procurement procedures:**

Information:	Format:	Charge:	Contact:
Procurement Procedures https://www.finance-ni.gov.uk/topics/procurement	Online	Free	Procurement Tel: (028) 9023 1221 finance@tourismni.com
Contracts currently available for public tender https://etendersni.gov.uk/epps/home.do	Online	Free	Procurement Tel: (028) 9023 1221 finance@tourismni.com

- **Financial statements for projects and events:**

- **Projects:**

Information:	Format:	Charge:	Contact:
Website Development Programme 20-21	Online	Free	Investment Programmes Tel: (028) 9023 1221 tds@tourismni.com
Experience Development Programme 20-21	Online	Free	Investment Programmes Tel: (028) 9023 1221 tds@tourismni.com
Experience Development Programme 21-23	Online	Free	Investment Programmes Tel: (028) 9023 1221 tds@tourismni.com
Website Development Programme 2021/2022 for Accommodation Providers (Hotels, Guesthouses & Guest Accommodation)	Online	Free	Investment Programmes Tel: (028) 9023 1221 Contact Us TNI (tourismni.com)

- Events:**

Information:	Format:	Charge:	Contact:
Tourism Events Funding Programme (Successful Events)	Online	Free	Events Development Tel: (028) 9023 1221 eventsunit@tourismni.com

- Corporate Events:**

Information:	Format:	Charge:	Contact:
Corporate Events	On Request	Free	Corporate Events Tel: (028) 9023 1221 industry.development@tourismni.com

- Internal financial regulations:**

Not Applicable.

3. What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

Information in this class is available for the current and previous three years.

- Strategic plans:**

Information:	Format:	Charge:	Contact:
Tourism Northern Ireland Corporate Plan	Online	Free	Business Planning & Improvement Tel: (028) 9023 1221 bpi@tourismni.com

- Annual business plan:**

Information:	Format:	Charge:	Contact:
Tourism Northern Ireland Operating Plan	Online	Free	Business Planning & Improvement Tel: (028) 9023 1221 bpi@tourismni.com

- Annual report:**

Information:	Format:	Charge:	Contact:
Annual Report & Accounts	Online	Free	Communications Tel: (028) 9023 1221 Contact Us TNI (tourismni.com)

- Internal and external performance reviews:**

Information:	Format:	Charge:	Contact:
Equality Commission for Northern Ireland Public Authority (Annual Progress Report)	Online	Free	Business Planning & Improvement Tel: (028) 9023 1221 bpi@tourismni.com
Visitor Attitude Survey (Annual Publication)	Online	Free	Insights & Intelligence Tel: (028) 9023 1221 insights@tourismni.com

- Reports to the Assembly:**

Not Applicable.

- Inspection reports where Tourism NI is subject to formal inspection:**

Not Applicable.

- Impact assessments:**

Not Applicable.

- **Privacy impact assessments (in full or summary format):**

Not Applicable.

- **Service standards:**

Not Applicable.

- **Statistics produced in accordance with Tourism NI's requirements:**

Information:	Format:	Charge:	Contact:
Tourism NI Industry Barometer Reports (via Tourism NI Business Hub)	Online	Free	Insights & Intelligence Tel: (028) 9023 1221 insights@tourismni.com
Local Government District Fact Cards (Annual Publication)	Online	Free	Insights & Intelligence Tel: (028) 9023 1221 insights@tourismni.com
Northern Ireland Local Government Statistics 2015-2017	Online	Free	Insights & Intelligence Tel: (028) 9023 1221 insights@tourismni.com
NI Accommodation Performance (Monthly Report)	Online	Free	Insights & Intelligence Tel: (028) 9023 1221 insights@tourismni.com
Tourism 360°	Online	Free	Insights & Intelligence Tel: (028) 9023 1221 insights@tourismni.com
Tourism Performance Statistics (Annual and Quarterly Tourism Performance)	Online	Free	Insights & Intelligence Tel: (028) 9023 1221 insights@tourismni.com
Accommodation Stock (Annual Report)	Online	Free	Insights & Intelligence Tel: (028) 9023 1221 insights@tourismni.com

4. How we make decisions

Decision making processes and records of decisions.

Information in this class is available at least for the current and previous three years.

- **Major policy proposals and decisions:**

Information that can be made available to the public without damaging international relations or internal policy development will be published online.

- **Background information relating to major policy proposals and decisions:**

Facts and analyses of facts, relevant and important to the framing of major policy proposals and decisions will be published online.

Information:	Format:	Charge:	Contact:
Tourism Jobs and Growth – The Economic contribution of the tourism economy in the UK	Online	Free	Insights & Intelligence Tel: (028) 9023 1221 insights@tourismni.com

- **Public consultations:**

Details of consultation exercises with access to the consultation papers or information about where the papers can be obtained will be published online. The results of consultation exercises will be published online, except where submitted in confidence.

- **Minutes of senior level meetings:**

Information:	Format:	Charge:	Contact:
Board Meeting Minutes	Online	Free	Executive Support Team Tel: (028) 9023 1221 executivesupportteam@tourismni.com

- **Reports and papers provided for consideration at senior level meetings:**

Not Applicable.

5. Policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities.

Information in this class is current information only.

- Policies and procedures for the conduct of Tourism NI business:**

Information:	Format:	Charge:	Contact:
Tourist Industry Scheme Capital Grant Scheme Operational Guidelines	On Request	Free	Investment Programmes Tel: (028) 9023 1221 tds@tourismni.com
International Tourism Events Fund Guidelines for Applicants 2022/23	Online	Free	Events Development Tel: (028) 9023 1221 eventsunit@tourismni.com
National Tourism Events Sponsorship Scheme Guidelines for Applicants 2022/23	Online	Free	Events Development Tel: (028) 9023 1221 eventsunit@tourismni.com

- Policies and procedures for the provision of services:**

Information:	Format:	Charge:	Contact:
Tourism NI Handling Information Requests Policy & Procedures	Online	Free	Business Planning & Improvement Tel: (028) 9023 1221 bpi@tourismni.com
The Signing of Tourist Attractions & Facilities Policy & Procedure Guide: RSPPG_E029	Online	Free	Regional Development Tel: (028) 9023 1221 regionaldevelopment@tourismni.com
Revised Tourist Signing Policy Fact Sheet	Online	Free	Regional Development Tel: (028) 9023 1221 regionaldevelopment@tourismni.com
Tourist Signing Applications User Guidance Notes	Online	Free	Regional Development Tel: (028) 9023 1221 regionaldevelopment@tourismni.com
Tourist Signing Application Form White on Brown Tourist Signing	Online	Free	Regional Development Tel: (028) 9023 1221 regionaldevelopment@tourismni.com

- **Policies and procedures for the recruitment and employment of staff:**

Information:	Format:	Charge:	Contact:
Equality Scheme for Tourism NI <i>Drawn up in accordance with Section 75 and Schedule 9 of The Northern Ireland Act (1998).</i>	Online	Free	Business Planning & Improvement Tel: (028) 9023 1221 bpi@tourismni.com
Recruitment & Selection Process	Online	Free	HR & Central Services Tel: (028) 9023 1221 hr@tourismni.com
Current Vacancies	Online	Free	HR & Central Services Tel: (028) 9023 1221 hr@tourismni.com
The Staff Handbook	On Request	Free	HR & Central Services Tel: (028) 9023 1221 hr@tourismni.com

- **Customer service:**

Information:	Format:	Charge:	Contact:
Tourism NI Customer Charter	Online	Free	Business Planning & Improvement Tel: (028) 9023 1221 bpi@tourismni.com
Tourism NI Customer Service Standards	Online	Free	Business Planning & Improvement Tel: (028) 9023 1221 bpi@tourismni.com
Tourism NI Complaints Policy <i>A customer guide to making a complaint</i>	Online	Free	Business Planning & Improvement Tel: (028) 9023 1221 bpi@tourismni.com
Tourism NI Publication Scheme	Online	Free	Business Planning & Improvement Tel: (028) 9023 1221 foi@tourismni.com
Tourism NI Guide to Information	Online	Free	Business Planning & Improvement Tel: (028) 9023 1221 foi@tourismni.com

- Records management and personal data policies:**

Information:	Format:	Charge:	Contact:
Records Retention & Disposal Schedule	Online	Free	Computer Services Tel: (028) 9023 1221 Contact Us TNI (tourismni.com)
Data Protection Policy	Online	Free	Computer Services Tel: (028) 9023 1221 Contact Us TNI (tourismni.com)

- File plans (high level, for current records management systems):**

Not Applicable.

- Charging regimes and policies:**

Information:	Format:	Charge:	Contact:
Statutory Inspection Fee Structure	Online	Free	Quality & Standards Tel: (028) 9023 1221 ga@tourismni.com
Quality Assessment Fee Structure	Online	Free	Quality & Standards Tel: (028) 9023 1221 ga@tourismni.com
Schedule of Fees <i>Freedom of Information Act (2000)</i>	Online	Free	Business Planning & Improvement Tel: (028) 9023 1221 bpi@tourismni.com

6. Lists and registers

Information in this class is current information only.

- **Public registers and registers held as public records:**

Information:	Format:	Charge:	Contact:
Graded Tourist Accommodation Register	On Request	Free	Quality & Standards Tel: (028) 9023 1221 ga@tourismni.com
Graded Visitor Experience Register	On Request	Free	Quality & Standards Tel: (028) 9023 1221 ga@tourismni.com

- **Asset registers and Information Asset Register:**

Information:	Format:	Charge:	Contact:
Fixed Asset Register	On Request	Free	Finance Tel: (028) 9023 1221 finance@tourismni.com

- **CCTV:**

Information:	Format:	Charge:	Contact:
Closed-Circuit Television (CCTV)	Online	Free	HR & Central Services Tel: (028) 9023 1221 hr@tourismni.com

- **Disclosure logs:**

Not Applicable.

- **Register of gifts and hospitality provided to Board Members and senior staff:**

Information:	Format:	Charge:	Contact:
Register of gifts and hospitality <i>Provided to Board Members and senior staff</i>	Online	Free	HR & Central Services Tel: (028) 9023 1221 hr@tourismni.com

- **Any register of interests kept in the department:**

Information:	Format:	Charge:	Contact:
Board Members' Register of Interests	Online	Free	Executive Support Team Tel: (028) 9023 1221 executivesupportteam@tourismni.com
Senior Management Team Register of Interests	Online	Free	Executive Support Team Tel: (028) 9023 1221 executivesupportteam@tourismni.com

- **Other lists required by law:**

Not Applicable.

7. The services we offer

Information about the services we currently provide including leaflets, guidance and newsletters produced.

Generally, this is an extension of part of the first class of information. While the first class provides information on the roles and responsibilities of Tourism NI, this class includes details of the services that are provided by Tourism NI, nationally and locally as a result of them.

- Regulatory Responsibilities:**

Information:	Format:	Charge:	Contact:
Tourism (Northern Ireland) Order 1992 www.legislation.gov.uk/nisi/1992/235	Online Hard Copy	Free £15.25	The Stationery Office Limited 19a Weavers Court Weavers Court Business Park Linfield Road Belfast BT12 5GH Tel: +44 (0)870 600 5522 Fax: +44 (0)870 600 5533 E-mail: book.orders@tso.co.uk

- Services for Public Authorities:**

Not Applicable.

- Services for Industry:**

Information:	Format:	Charge:	Contact:
Tourism Enterprise Development Scheme	Online	Free	Industry Development Tel: 028 9023 1221 industry.development@tourismni.com
Food and Drink – Growing Your Business	Online	Free	Food & Drink Tel: (028) 9023 1221 Contact Us TNI (tourismni.com)
Media (Familiarisation) Visits	Online	Free	Destination Marketing Tel: (028) 9023 1221 mv@tourismni.com
Policy & Insights: Intelligence Vision Series <i>The Future of Sustainable Tourism</i>	Online Hard Copy	Free	Insights & Intelligence Tel: (028) 9023 1221 insights@tourismni.com
Access into Northern Ireland (NI Airport Statistics 2020)	Online	Free	Insights & Intelligence Tel: (028) 9023 1221 insights@tourismni.com
Meet the Buyer Workshop	Online	Free	Business Solutions (Travel Trade) Tel: (028) 9023 1221 Contact Us TNI (tourismni.com)
Getting the most from your Photography	Online	Free	Quality & Standards Tel: (028) 9023 1221 qa@tourismni.com

<i>Northern Ireland Tourism Toolkit</i>	Hard Copy		
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- **Services for other organisations:**

Not Applicable.

- **Services for members of the public:**

Not Applicable.

- **Services for which Tourism NI is entitled to recover a fee together with those fees:**

Information:	Format:	Charge:	Contact:
Statutory Inspection Fees	Online	Free	Quality & Standards Tel: (028) 9023 1221 ga@tourismni.com
Quality Assessment Fee Structure	Online	Free	Quality & Standards Tel: (028) 9023 1221 ga@tourismni.com

- **Leaflets, booklets and newsletters:**

Information:	Format:	Charge:	Contact:
Golf Tourism Marketing - A practical toolkit for golf events and golf marketing	Online	Free	Golf Marketing Tel: (028) 9023 1221 Contact Us TNI (tourismni.com)
Spotlight Newsletter	Online	Free	Industry Development Manager Tel: (028) 9023 1221 industry.development@tourismni.com
Going Green A Guide for tourism providers in Northern Ireland	Online Hard Copy	Free	Insights and Intelligence Tel: (028) 9023 1221 insights@tourismni.com
Quality Grading Scheme <i>Benefits for Accommodation Providers</i>	Online Hard Copy	Free	Quality & Standards Tel: (028) 9023 1221 ga@tourismni.com
Quality Grading Scheme <i>Benefits for Visitor Experience Providers</i>	Online Hard Copy	Free	Quality & Standards Tel: (028) 9023 1221 ga@tourismni.com
Accommodation Welcome Schemes	Online	Free	Quality & Standards Tel: (028) 9023 1221 ga@tourismni.com
Offering Tourist Accommodation in NI – Fact Sheet	Online	Free	Quality & Standards Tel: (028) 9023 1221 ga@tourismni.com

- **Advice and guidance:**

Information:	Format:	Charge:	Contact:
Golf Tourism Marketing	Online	Free	Golf Marketing Tel: 028 9023 1221 Contact Us TNI (tourismni.com)
Growing Greener Experiences Together The Sustainable Tourism Toolkit	Online	Free	NI Experience Brand Tel: 028 9023 1221 Contact Us TNI (tourismni.com)
Accommodation – Getting Started	Online	Free	Quality & Standards Tel: (028) 9023 1221 qa@tourismni.com
Quality Grading Scheme <i>Guidance notes and criteria</i>	Online	Free	Quality & Standards Tel: (028) 9023 1221 qa@tourismni.com
Visitor Experience Grading Scheme <i>More Information</i>	Online	Free	Quality & Standards Tel: (028) 9023 1221 qa@tourismni.com
Growing Your Business Online Sign up for access to product listing on www.discovernorthernireland.com	Online	Free	Quality & Standards Tel: (028) 9023 1221 qa@tourismni.com
Advice and next steps for tourist accommodation providers	Online	Free	Quality & Standards Tel: (028) 9023 1221 qa@tourismni.com
Insurance and Risk Management for Tourist Accommodation	Online	Free	Quality & Standards Tel: (028) 9023 1221 qa@tourismni.com

- **Media releases:**

Information:	Format:	Charge:	Contact:
Corporate Press Releases	Online	Free	Communications Tel: (028) 9023 1222 Contact Us TNI (tourismni.com)
Destination PR Press Releases <i>(Northern Ireland)</i>	Online	Free	Communications Tel: (028) 9044 1638 Contact Us TNI (tourismni.com)
Destination PR Press Releases <i>(Republic of Ireland)</i>	Online	Free	RoI Marketing Tel: 00353 187 178 3487 Contact Us TNI (tourismni.com)

Contact Details:

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BELFAST		
BT2 7ES		
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Text-phone:	(028) 9044 1522	(028) 9044 1522
E-mail:	<u>Contact Us TNI (tourismni.com)</u>	<u>Contact Us TNI (tourismni.com)</u>
Corporate Website:	<u>www.tourismni.com</u>	<u>www.tourismni.com</u>
Consumer Website:	<u>www.discovernorthernireland.com</u>	<u>www.discovernorthernireland.com</u>

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