



Broadcasting Commission of Ireland  
Coimisiún Craolacháin na hÉireann

**FREEDOM OF INFORMATION**  
**Freedom of Information Act, Section 15 and 16 Reference Book**

## **Introduction**

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This booklet has been produced by the Broadcasting Commission of Ireland in fulfilment of the requirement under Sections 15 and 16 of the *Freedom of Information Act (FOI), 1997*, to provide general information about the organisation, its role and functions; to outline the types of records held by the Commission and; to provide guidance and assistance for people who wish to obtain access to records held by the Commission. This booklet also seeks to provide an overview of material which is used by the Commission for decision making purposes and to outline the framework for decision making which the BCI operates.

The Freedom of Information Act establishes three statutory rights:

- a legal right for each person to access information held by public bodies;
- a legal right for each person to have official information relating to him/herself amended when it is incomplete, incorrect or misleading; and
- a legal right to obtain reasons for decisions affecting oneself.

The Act asserts the right of members of the public to obtain access to official information to the greatest extent possible consistent with the public interest and the right to privacy of individuals.

## **Section One**

### **Introduction to the Broadcasting Commission of Ireland**

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The Broadcasting Commission of Ireland was established in 2002 and is responsible for a number of key areas of activity with regard to television and radio services in Ireland. The BCI's work is underpinned by four pieces of legislation: the *Radio and Television Act, 1988*, the *Broadcasting Act, 2001*, the *Broadcasting (Funding) Act, 2003* and the *Broadcasting Amendment Act, 2007*.

The BCI's mission is "to stimulate the development of an excellent indigenous broadcast industry that meets the diverse entertainment, education and information needs of the people of Ireland, while making effective use of a national resource."

The functions of the Commission are as follows:

#### **Licensing**

The Commission licenses independent broadcasting services aiming to provide listener choice and diversity. This includes the licensing of a national free-to-air television service (TV3), a national radio service (Today FM), a quasi-national radio service (Newstalk) and a total of 57 regional, local, community, community of interest and institutional radio services. The Commission is also responsible for the licensing of additional television services on digital, cable-MMD and satellite. At the end of 2008 fourteen new television and radio services licensed by the Commission were broadcasting on these systems, in addition to the re-transmission of a number of existing services. The Commission is also responsible for the licensing of 3 commercial Digital Terrestrial Television (DTT) multiplex platforms, in advance of analogue TV switch-off.

#### **Compliance**

Compliance is a core element of the BCI's regulatory activity. The BCI is responsible for ensuring that the broadcasters it licences comply with a variety of statutory and contractual obligations. The BCI is also required to ensure that other indigenous services i.e. RTÉ services and TG4, operate in compliance with relevant codes and rules developed by the Commission. Compliance activity includes:

- annual performance reviews
- the assessment of programme performance,
- assessing proposals for contractual change
- assessing proposals for changes to ownership and control structures,
- financial and trading performance,
- human resource management practices and,
- on-site visits and inspections.

## **Codes & Rules**

The Commission is responsible for the development, implementation and monitoring of Codes and Rules in relation to programming and advertising standards. These Codes apply to all broadcasters, both public and private.

## **Development**

The BCI has provided support and funding for training and development activities for a number of years with the aim of enabling and assisting the growth and development of the broadcasting sector in Ireland through a range of approaches and initiatives which are consistent with its overall statutory and regulatory remit. Over time, the range of activities and approaches has evolved in tandem with the changing needs of the sector and now includes a range of funding initiatives, network supports and learning resources.

## **Research**

The Commission undertakes, commissions and manages strategic research to assist the development of broadcast policy in Ireland in the context of technological change, changes in EU legislation, new programming formats and international trends and experiences. This work aims to ensure informed, evidence-based decision-making across all areas of work, support policy development and to develop the Commission as a leading source of information and understanding of the broadcasting sector in Ireland.

## **Information**

The Commission disseminates information and responds daily to queries from those working in the industry, the media, other relevant stakeholder groups and the general public. The Commission also publishes and disseminates information on its work and developments in the sector on a regular basis and hosts seminars, conferences and events to further enhance information provision.

## **The Broadcasting Funding Scheme**

The Commission is responsible for the development and administration of *Sound & Vision*, the Broadcasting Funding Scheme, which supports new television and radio programmes in the areas of Irish culture, heritage and experience, adult literacy and such programmes in the Irish language. The Commission is also responsible for the introduction of a scheme towards the development of the archiving of programme material.

## **Organisational Structure**

### **Commission**

The Commission is a statutory body of ten members. The present board was appointed by the Minister for Communications, Marine and Natural Resources in December 2003. Members of the Commission meet on a monthly basis. The Board makes all major policy decisions and awards broadcasting licences. It determines policy for the organisation and, in consultation with senior executive staff, develops structures and procedures to assist in the implementation of policy decisions.

#### **BOARD MEMBERS**

Conor J. Maguire, Chairperson: Senior Counsel

Mary Davis: CEO Special Olympics Ireland

Joe Griffin: Educationalist

Kay McGuinness: Director, Southern Advertising Agency

Vivienne Jupp: Senior Partner, Accenture

John Waters: Journalist, Novelist, Playwright

Angela Kerins: Chief Executive, Rehab Group; Chairperson, National Disability Authority

Tom Collins: Professor of Education, NUI, Maynooth

John O'Brennan: Chairman, Dublin South Community Radio, National President, Credit Union Managers' Institute

Bob Collins: Chief Commissioner of the Equality Commission for Northern Ireland

## **Executive Staff**

The Commission has a staff number of 42, which includes the provision of a secretariat to the Broadcasting Complaints Commission (BCC).

The work of the Executive is guided and managed by the Senior Management Team made of up of:

Chief Executive, Deputy Chief Executive, Director of Corporate Services, Head of Broadcasting, Director of Engineering, Broadcasting Funding Scheme Director, Secretary to the Broadcasting Complaints Commission.

At an operational level, areas of work within the Commission are managed through the following functions:

- **Contract awards:** incorporating licence and funding awards through Sound & Vision, the Broadcasting Funding Scheme
- **Compliance:** incorporating monitoring,
- **Policy**
- **Communications & Sectoral development:** incorporating information, training and development and research initiatives
- **Engineering**
- **Content & Standards:** incorporating Codes development and review
- **Finance, Governance and People,** incorporating IT, administration, finance and HR

## **Section Two**

### **Type & Class of Information Available**

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The Broadcasting Commission of Ireland (BCI) currently makes information routinely available to the public, in a variety of ways, in relation to its functions, activities and schemes.

#### **Information Available on-line**

The BCI makes a wide range of publications available on its web-site [www.bci.ie](http://www.bci.ie) . The following is a list of Corporate Publications which are available to download. Please note that the list is not exhaustive and is updated on an on-going basis:

##### *Corporate Documents*

- BCI Annual Review 2004-2007 inclusive
- BCI Strategic Plan 2004-2008
- BCI Code of Business Conduct
- BCI Customer Service Charter
- BCI Health & Safety Statement

##### *Policy Documents & Codes*

- BCI Sponsorship Policy
- BCI Research Policy
- BCI Training & Development Policy
- BCI Ownership & Control Policy
- BCI DTT Multiplex Licensing Policy
- BCI Radio Licensing Policy
- BCI Television Licensing Policy
- BCI Community Radio Licensing Policy
- Broadcasting Funding Scheme-Special Schemes Funding Policy
- Broadcasting Funding Scheme Policy
- BCI Code of Programme Standards
- BCI Children's Advertising Code
- BCI General Advertising Code
- BCI Access Rules

### *Funding Scheme Documents*

- Broadcasting Funding Scheme Guide for Applicants
- Broadcasting Funding Scheme Application Form (Radio)
- Broadcasting Funding Scheme Application Form (Television)
- New Adventures in Broadcasting Scheme
- Station Innovation Scheme
- Media Research Bursary Scheme
- Community Broadcasting Support Scheme

The Commission also makes available a range of other publications relating to its work, on-line, and from time to time. These include:

- Guideline documents for licence applicants, grant scheme applicants.
- Licence applications
- Responses to public consultations
- Research relating to policy or codes development
- Media releases and media briefing documents

In addition to being available on-line, all the information listed above is also available on request from the Commission's offices, 01 6441200 or [info@bci.ie](mailto:info@bci.ie).

### **Information Publicly Available on Request**

The following information, while not available on-line, is publicly available on request from the Commission. This list is not exhaustive and is updated from time to time:

- Board meeting agendas
- Contracts of licensed radio and television operators
- Annual Performance Reviews, commercial radio stations (from 2008 onwards)
- Quarterly figures from the Joint National Listenership Research (JNLR) Survey
- DVD Recordings of licence hearings
- Broadcasting Funding Scheme Funding Application Forms (available once funding awards have been made)

In addition to the above list, the Commission has a resource centre, which contains research, publications and other documents which are available for the public to view, during office hours. A list of documents contained in the BCI's Resource Centre can be accessed via the following link:

[http://www.bci.ie/Resource%20Centre/resource\\_centre\\_index.html](http://www.bci.ie/Resource%20Centre/resource_centre_index.html)

## **Information governed by the Freedom of Information Act**

The Freedom of Information Act, 1997, is designed to allow public access to information held by public bodies, which is **not** routinely available through other sources. Access to the information under the Act is subject to certain exemptions and involves specific procedures and time limits. The list below details classes of records which members of the public may request access to under the Freedom of Information Act. An effort has been made to group records according to the functional activities of the Commission.

**Board:** Notes prepared for board meetings; Minutes of board meetings; Notes prepared for the finance and audit sub-committee of the Board;

**Senior Management team:** Notes prepared for senior management team meetings.

**Policy:** Correspondence and documentation between the BCI and other agencies including government departments, other regulatory and representative bodies; correspondence between the BCI and its legal representatives.

**Compliance:** Correspondence between the BCI and its licensed contractors;

**Contracts:** Correspondence with successful/unsuccessful applicants

**Information & Sectoral Development:** Responses to queries, complaints from media and members of the public.

**Broadcasting Standards:** Advice provided to stations in relation to Codes issues; correspondence.

**Finance, Governance & People:** Personnel files, internal administration files, tender documents, financial files (including details of financial advice provided to the Commission), corporate governance files, correspondence between the BCI and government agencies.

## **Confidentiality**

The Commission undertakes to use its best endeavours to hold confidential any information provided to it in confidence, subject to the Commission's obligations under law, including the *Freedom of Information Act, 1997*, which comes into force on 21<sup>st</sup> October, 2000. Any person wishing that any of the information supplied to this Commission should not be disclosed because of its sensitivity, should, when providing the information, identify the same and specify reasons for its sensitivity. The Commission will consult about this sensitive information before making a decision on any Freedom of Information request received.

## **Section 3**

### **Applying for Information under the Freedom of Information Act**

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Under the FOI Act, anyone is entitled to apply for access to information not otherwise publicly available. Each person has a right of:

- Access to records held by the Commission,
- Correction of personal information relating to oneself held by the Commission where it is inaccurate, incomplete or misleading,
- Access to reasons for decisions made by the Commission directly affecting oneself.

The Commission came under the auspices of the Freedom of Information Act on October 21<sup>st</sup>, 2000 and the following records come within the scope of the Act:

- All records relating to personal information held by the Commission irrespective of when created,
- All other records created from commencement date 21<sup>st</sup> April 1998,
- Any other records necessary to the understanding of a current record,
- Personnel records of serving staff created from the 21<sup>st</sup> April, 1995 and those created prior to that date where they are being used or they are proposed to be used in a way which adversely affects or may affect the person involved.

#### ***Making a request***

Applications for information under the FOI Act should be addressed to:

Aoife Clabby  
FOI Officer,  
Broadcasting Commission of Ireland,  
2-5 Warrington Place  
Dublin 2.  
Tel: (01) 6441200 Fax (01) 6441299

Applications should be in writing and should indicate that the information is sought under the Freedom of Information Act.

### *Fee involved*

Any application for information must be accompanied by a €15 administration fee (€10 for a medical card holder), further to the provisions of the Freedom of Information (Amendment) Act, 2003.

If information is desired in a particular form i.e. photocopy, computer disk etc. this should also be specified in your application. Please give as much detail as possible to enable the staff of the Commission to identify the record. If you have difficulty in identifying the precise records that you require, the staff of the Commission will be happy to assist you in preparing the request. You may be required to prove your identity, especially when seeking personal information, so you may, therefore, be asked to produce your Birth Certificate, Driving Licence, Passport or other form of identity. Please include a day time telephone number so that you may be contacted if it is necessary to clarify details of your request.

### *Response Time*

Under the Freedom of Information Act, the Commission must acknowledge any request received within two weeks and must respond to the request within four week. If a third party is involved, there may be another three weeks before a response is issued and requesters will be notified of this fact.

### **Rights of Review and Appeal**

The FOI Act sets out a series of exemptions to protect sensitive information where its disclosure may damage key interests of the State or of third parties. Where the Commission invokes these provisions to withhold information, the decision may be appealed. Decisions in relation to deferral of access, charges, forms of access etc. may also be the subject of appeal. Details of the appeals mechanisms are as follows:

*Internal Review:* You may seek internal review of the initial decision, which will be carried out by an official at a higher level if:

- (a) you are dissatisfied with the initial response received i.e. refusal of information, form of access, charges, etc., or
- (b) you have not received a reply within 4 weeks of your initial application. This is deemed to be a refusal of your request and allows you to proceed to internal review.

Requests for internal review should be submitted in writing to:

Michael O’Keeffe,  
FOI Internal Reviewer,  
Broadcasting Commission of Ireland,  
2-5 Warrington Place  
Dublin 2  
Tel: (01) 6441200 Fax: (01) 6441299

Such a request for internal review must be submitted within 4 weeks of the initial decision. The Commission must complete the review within 3 weeks. Internal review must normally be completed before an appeal may be made to the Information Commissioner.

*Fee required:* A request for internal review must be accompanied by a fee of €75 (€25 for medical card holders), further to the provisions of the Freedom of Information (Amendment) Act, 2003.

*External Review:* Following completion of internal review, you may seek independent review of the decision from the Information Commissioner. Also, if you have not received a reply to your application for internal review within 3 weeks, this is deemed to be a refusal and you may appeal the matter to the Commissioner.

Appeals in writing may be made directly to the Information Commissioner at the following address:

Office of the Information Commissioner,  
18 Lower Leeson Street,  
Dublin 2.  
Tel: LoCall 1890 22 30 30  
(01) 639 5689 Fax: (01) 669 5674  
E-mail: [info@oic.ie](mailto:info@oic.ie)

*Fee required:* A fee of €150 (€50 for medical card holders) must accompany a request for review by the Information Commissioner, further to the provisions of the Freedom of Information (Amendment) Act, 2003.

## **Other Fees**

Pursuant to Section 47 of the Freedom of Information Act, 1997, fees may be charged as follows:

- In respect of personal records, fees in respect of the cost of copying the records requested will not apply, save where a large number of records are involved.
- In respect of other (non-personal) information, fees may be charged in respect of the time spent in efficiently locating and retrieving records. No charges may apply in respect of the time spent by the BCI in considering requests.

A deposit may be payable where the total fee is likely to exceed €50. In these circumstances, the Broadcasting Commission of Ireland must, if requested, assist the member of the public to amend the request so as to reduce or eliminate the amount of the deposit.

### ***Charges may be waived in the following circumstances:***

- Where the cost of collecting and accounting for the fee would exceed the amount of the fee;
- Where the information would be of particular assistance to the understanding of an issue of national importance; or,
- In the case of personal information, where such charges would not be reasonable having regard to the means of the requester.

The Commission will adhere to any guidelines set out by the Department of Finance in relation to the charging of fees.

## **Section Four**

### **Overview of decision making frameworks in the BCI**

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Section 16 of the Freedom of Information Act requires public bodies to publish what is sometimes referred to as its ‘internal law’. In other words the public bodies are required to make known the rules and/or procedures which the public body relies upon in exercising its decision making functions. An important aspect of this process is in making sure that the public body is accountable with regard to the decisions it takes, and that the process by which decisions are arrived, at is rigorously applied and transparent.

As part of its strategy, the BCI has adopted a range of principles to underpin its role as a regulator in the broadcasting sector. These values are important in the context of the Commission’s decision making frameworks:

#### **Openness & Transparency (Accountability)**

The BCI recognises the importance of establishing and implementing processes for all its activities which are clear, simple to understand and open to scrutiny by all stakeholders. In addition, the BCI is committed to providing comprehensive information to all stakeholders, in a timely fashion, and on its activities while respecting the privacy of individuals and the sensitive nature of some information.

#### **Fairness**

The BCI will at all times be fair and reasonable in its practices, processes and procedures in its various roles as a regulator, employer and a representative of the public interest. It will be even-handed in its dealings and will balance the different aspect of its remit.

#### **Consistency & Flexibility**

The BCI will be consistent in the application of its practices, processes and procedures to ensure a degree of certainty for both listeners/viewers, as well as broadcasters. However, the BCI will use its discretion to be sufficiently flexible to respond to changing market conditions, as well as the evolving interests and needs of the audiences being served.

The BCI also attaches significant importance on the development and application of policy in assisting with its processes for decision making. Policy is particularly important in the areas of licensing, compliance, funding award, and a range of policies have been

devised by the BCI in recognition of this. Policies developed by the BCI to date can be referenced in page 7 above.

The table below breaks down the functional areas of work of the Commission and seeks to provide an overview of the work processes involved in each case; the decision making structures and the decision makers; the policy or legislation underpinning the work involved and; any appeal mechanisms which may apply.

More detailed information can be obtained from the Commission, if required. In this regard please contact:

Aoife Clabby  
Freedom of Information Officer  
Broadcasting Commission of Ireland  
2-5 Warrington Place  
Dublin 2  
t. 01 6441200  
f. 01 6441299  
e. [aclabby@bci.ie](mailto:aclabby@bci.ie)

| Area of work   | Work Process<br>Decision making structures  | Decision Makers                               | Underpinning Policy/Code   | Legislative framework                                  | Appeal mechanisms  |
|--|---|---|--|--|--|
| <b>Compliance</b>  |   |   |  |  |  |
| <i>Changes to station contracts including:</i><br>Appointments of senior staff;<br><br>Programming changes;<br><br>Ownership & control changes | Submission submitted by station<br>Reviewed by executive-change approved/denied;<br>Or<br>Review by executive-proposed change to board for approval/rejection   | Executive or Executive & Board as appropriate | Ownership & Control Policy;<br><br>Stations contracts                                    | 1988 Radio & Television Act;<br>2001 Broadcasting Act; | Appeal to BCI Board if decision taken at Executive level |
| <i>Monitoring:</i><br>Content  | Submission of recordings by stations<br>Station output monitored for compliance by monitoring staff.<br>Results considered and if compliant, the station is notified.<br>If not compliant, station notified of breach of contract.<br>If there's consistent non-compliance, serious breach issued to station. Station must then outline steps being taken to address issue.<br>If issue persists, referred to BCI Board | Executive or Executive/Board as appropriate   | General Advertising Code; Code of Programme Standards;<br>Access Rules, Children's Code; | 1988 Radio & Television Act;<br>2001 Broadcasting Act  | Appeal to Board  |
|  |   |   |  |  |  |

| Area of work  | Work Process<br>Decision making structures   | Decision<br>Makers | Underpinning<br>Policy/Code  | Legislative<br>framework     | Appeal<br>mechanisms                  |
|---|--|--------------------|--|------------------------------|---------------------------------------|
| <b>Contract Award –<br/>Radio (under 1988<br/>Radio &amp; TV Act)</b> |  |                    |  |                              |                                       |
| Commercial  | <ol style="list-style-type: none"> <li>1. Expressions of interest sought</li> <li>2. Expressions of interest reviewed</li> <li>3. Licence advertised</li> <li>4. Licence applications received</li> <li>5. Applications reviewed &amp; evaluated by Executive &amp; submitted to board for decision-<br/>three options:               <ol style="list-style-type: none"> <li>i) Licence awarded in principle</li> <li>ii) Applicants shot-listed to present at an oral hearing</li> <li>iii) No licence awarded</li> </ol> </li> <li>6. If option i) proceed to contract negotiations<br/>If option ii) oral hearing &amp; licence award</li> <li>7. Post-licence award, proceed to contract negotiations</li> </ol> | BCI Board          | Guide to submissions document;<br>Radio Licensing Policy;<br>Ownership & Control Policy. | 1988 Radio & Television Act; | Judicial Review of licensing process. |

| Area of work                           | Work Process<br>Decision making structures  | Decision Makers | Underpinning Policy/Code                                  | Legislative framework       | Appeal mechanisms               |
|--|---|-----------------|---|-----------------------------|---------------------------------|
| <b>Contract Award: Community Radio</b> | 1. Expressions of interest sought<br>2. Expressions of interest reviewed<br>3. Licence advertised<br>4. Licence application received<br>5. Application reviewed & evaluated by Executive -three options:<br>i) Licence awarded in principle, subject to BCI Board approval<br>ii) Invitation to private oral hearing with executive staff<br>iii) No licence awarded<br>6. If option i) proceed to contract negotiations<br>If option ii) oral hearing & licence award<br>7. Post-licence award, proceed to contract negotiations | BCI Board       | Guide to submissions;<br>Community Radio Licensing Policy | 1988 Radio & Television Act | Appeal to board/judicial review |
| <b>Contract Award- Television</b>      |   |                 |   |                             |                                 |
| Commercial-1988 Act                    | Provision is made for the licensing of one free-to-air commercial television service in the Republic of Ireland, under the 1988 Radio and Television Act. This service was awarded to TV3 in 1998, with a right for an automatic roll-over of the contract in 2008, subject to the successful outcome of a contract negotiation process. TV3 signed a contract for a further period of 10 years in September 2008, with the possibility of a five year renewal option.  |                 |   |                             |                                 |

| <b>Area of work</b>   | <b>Work Process<br/>Decision making structures</b>  | <b>Decision<br/>Makers</b>   | <b>Underpinning<br/>Policy/Code</b>   | <b>Legislative<br/>framework</b> | <b>Appeal<br/>mechanisms</b> |
|---|---|--|---|----------------------------------|------------------------------|
| Commercial Content:<br>Broadcasting 2001<br>Act<br>Radio & TV<br>Applications | <ol style="list-style-type: none"> <li>1. Licence application received</li> <li>2. Licence application evaluated &amp; assessed by BCI Executive staff</li> <li>3. Licence application granted/denied by BCI Board</li> <li>4. Contract signing &amp; service on air</li> </ol>   | <p>BCI Executive evaluate</p> <p>BCI Board approve contract award</p> <p>BCI Executive undertake contract negotiations</p> | <p>Guide to submissions document;</p> <p>radio &amp; television licensing policies;</p> <p>ownership &amp; control policy</p> | Broadcasting Act 2001            |                              |
| Community-2001<br>Act   | <ol style="list-style-type: none"> <li>1. Licence application received</li> <li>2. Licence application evaluated &amp; assessed by BCI Executive staff</li> <li>3. Licence application granted/denied by BCI Board</li> <li>4. Assessment of need conducted in community (Section 40 assessment)</li> <li>5. Contract negotiations &amp; signing</li> </ol> | <p>BCI Executive evaluate</p> <p>BCI Board approve contract award</p> <p>BCI Executive undertake contract negotiations</p> | <p>Guide to submissions document;</p> <p>Television licensing policy;</p>   | Broadcasting Act, 2001           |                              |

| Area of work   | Work Process<br>Decision making structures   | Decision Makers   | Underpinning Policy/Code                                | Legislative framework            | Appeal mechanisms |
|--|--|---|---|----------------------------------|-------------------|
| <b>Contract Award-Broadcasting Funding Scheme</b>              | <ol style="list-style-type: none"> <li>1. Applications sought</li> <li>2. Applications initially assessed and those not meeting criteria of Scheme are rejected.</li> <li>3. Assessment panels (by genre) assess applications and make recommendations</li> <li>4. Proposals for funding submitted to BCI Board for approval</li> <li>5. Applicants notified if successful/unsuccessful</li> <li>6. Feedback provided to unsuccessful applicants</li> <li>7. Contract negotiations with successful applicants</li> </ol> | BCI Executive; Assessment panels; BCI Board   |   | Broadcasting (Funding) Act, 2003 |                   |
| <b>Funding Awards Communication &amp; Sectoral Development</b> | <p>Funding is available through a range of initiatives to develop station output and best practice. Each initiative is advertised through the BCI web-site and emails to relevant stakeholders. Each initiative involves an application process. Applications are assessed against criteria set down for the various initiatives. Funding is contingent on fulfilling the conditions set down.</p>   | BCI Executive; Budget for Training & Development initiatives approved by BCI Board on a yearly basis. | BCI Training & Development Policy; BCI Research Policy; | n/a                              |                   |

| <b>Area of work</b>                   | <b>Work Process<br/>Decision making structures</b>   | <b>Decision<br/>Makers</b>                                      | <b>Underpinning<br/>Policy/Code</b> | <b>Legislative<br/>framework</b> | <b>Appeal<br/>mechanisms</b> |
|---------------------------------------|--|---|-------------------------------------|----------------------------------|------------------------------|
| <b>Funding Awards<br/>Sponsorship</b> | <ol style="list-style-type: none"> <li>1. Call for applications</li> <li>2. Applications made in line with BCI sponsorship policy.</li> <li>3. Applications assessed against criteria laid down in policy</li> <li>4. Decisions on sponsorship made by management team</li> <li>5. Decisions communicated to applicants</li> </ol> | BCI Executive Sponsorship budget approved by BCI Board          | BCI Sponsorship Policy              |                                  | BCI Management team          |
| <b>Funding Awards<br/>Networks</b>    | Through its Training & Development function, BCI supports the development of a number of industry networks and continues to work in partnership with them to deliver high quality training and development activities to people working in the sector.   | BCI Executive Funding for Network Support approved by BCI Board | BCI Training & Development Policy   |                                  |                              |