

# **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	Jill O'Reilly Human Resources Manager Tel: (028) 9044 1609 <a href="mailto:j.oreilly@tourismni.com">j.oreilly@tourismni.com</a>

- Organisational structure:**

Information:	Format:	Charge:	Contact:
Organisational Structure	Online	Free	Jill O'Reilly Human Resources Manager Tel: (028) 9044 1609 <a href="mailto:j.oreilly@tourismni.com">j.oreilly@tourismni.com</a>

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

Information:	Format:	Charge:	Contact:
Tourism (Northern Ireland) Order 1992 <a href="http://www.legislation.gov.uk/nisi/1992/235">www.legislation.gov.uk/nisi/1992/235</a>	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: <a href="mailto:book.orders@tso.co.uk">book.orders@tso.co.uk</a>

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

Information:	Format:	Charge:	Contact:
Management Statement & Financial Memorandum (MSFM)	Online	Free	Lesley McKeown Finance Manager Tel: (028) 9044 1695 <a href="mailto:finance@tourismni.com">finance@tourismni.com</a>
Industry Associations & Tourism Bodies	Online	Free	Carolyn Boyd Industry Development Manager Tel: (028) 9044 1581 <a href="mailto:c.boyd@tourismni.com">c.boyd@tourismni.com</a>

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

<b>Information:</b>	<b>Format:</b>	<b>Charge:</b>	<b>Contact:</b>
Chairman's Report (Annex A)	On Request	Free	Jim Daly Board Liaison Executive Officer Tel: (028) 9044 1617 <a href="mailto:j.daly@tourismni.com">j.daly@tourismni.com</a>
Chief Executive's Report (Annex A)	On Request	Free	Steph Stewart Executive Support Team Manager Tel: (028) 9044 1630 <a href="mailto:s.stewart@tourismni.com">s.stewart@tourismni.com</a>

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

<b>Information:</b>	<b>Format:</b>	<b>Charge:</b>	<b>Contact:</b>
Senior Management Team	Online	Free	Jill O'Reilly Human Resources Manager Tel: (028) 9044 1537 <a href="mailto:j.oreilly@tourismni.com">j.oreilly@tourismni.com</a>
Board Members	Online	Free	Jim Daly Board Liaison Executive Officer Tel: (028) 9044 1617 <a href="mailto:j.daly@tourismni.com">j.daly@tourismni.com</a>
Board Standing Orders	Online	Free	Jim Daly Board Liaison Executive Officer Tel: (028) 9044 1617 <a href="mailto:j.daly@tourismni.com">j.daly@tourismni.com</a>

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

<b>Information:</b>	<b>Format:</b>	<b>Charge:</b>	<b>Contact:</b>
Belfast	Online	Free	Karen Feeney Central Services Tel: (028) 9044 1619 <a href="mailto:cs@tourismni.com">cs@tourismni.com</a>
Dublin	Online	Free	Karen Feeney Central Services Tel: (028) 9044 1619 <a href="mailto:cs@tourismni.com">cs@tourismni.com</a>

## 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:
Annual Report & Accounts	Online	Free	Orla Farren Communications Manager Tel: (028) 9044 1638 <a href="mailto:o.farren@tourismni.com">o.farren@tourismni.com</a>

Information:	Format:	Charge:	Contact:
Details of Tourism NI spending over £30,000	On Request	Free	Lesley McKeown Finance Manager Tel: (028) 9044 1695 <a href="mailto:finance@tourismni.com">finance@tourismni.com</a>
Details of Tourism NI contracts and tenders worth over £30,000	On Request	Free	Lesley McKeown Finance Manager Tel: (028) 9044 1695 <a href="mailto:finance@tourismni.com">finance@tourismni.com</a>
Details of government procurement card spend over £500	On Request	Free	Lesley McKeown Finance Manager Tel: (028) 9044 1695 <a href="mailto:finance@tourismni.com">finance@tourismni.com</a>

- **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	Lesley McKeown Finance Manager Tel: (028) 9044 1695 <a href="mailto:finance@tourismni.com">finance@tourismni.com</a>
Chief Executive Allowances & Expenses	Online	Free	Lesley McKeown Finance Manager Tel: (028) 9044 1695 <a href="mailto:finance@tourismni.com">finance@tourismni.com</a>

- **Pay and grading structures:**

Information:	Format:	Charge:	Contact:
Pay and Grading Structure	Online	Free	Jill O'Reilly Human Resources Manager Tel: (028) 9044 1537 <a href="mailto:j.oreilly@tourismni.com">j.oreilly@tourismni.com</a>

- **Procurement procedures:**

Information:	Format:	Charge:	Contact:
Procurement Procedures <a href="https://www.finance-ni.gov.uk/topics/procurement">https://www.finance-ni.gov.uk/topics/procurement</a>	Online	Free	Lesley McKeown Finance Manager Tel: (028) 9044 1695 <a href="mailto:finance@tourismni.com">finance@tourismni.com</a>
Contracts currently available for public tender <a href="https://etendersni.gov.uk/epps/home.do">https://etendersni.gov.uk/epps/home.do</a>	Online	Free	Lesley McKeown Finance Manager Tel: (028) 9044 1695 <a href="mailto:finance@tourismni.com">finance@tourismni.com</a>

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

- **Projects:**

Information:	Format:	Charge:	Contact:
Tourism Development Scheme (2011 – 13)	Online	Free	Caroline Bell Capital Funding Programmes Manager Tel: (028) 9044 1591 <a href="mailto:tds@tourismni.com">tds@tourismni.com</a>
Financially Assisted Projects (2008 – 11)	Online	Free	Caroline Bell Capital Funding Programmes Manager Tel: (028) 9044 1591 <a href="mailto:tds@tourismni.com">tds@tourismni.com</a>

- **Events:**

Information:	Format:	Charge:	Contact:
Tourism Events Funding Programme (Successful Events)	Online	Free	Aine Robinson Events Manager Tel: (028) 9044 1579 <a href="mailto:eventsunit@tourismni.com">eventsunit@tourismni.com</a>

- **Corporate Events:**

<b>Information:</b>	<b>Format:</b>	<b>Charge:</b>	<b>Contact:</b>
Corporate Events	On Request	Free	Patricia Kingston Corporate Events Officer Tel: (028) 9044 1647 <a href="mailto:p.kingston@tourismni.com">p.kingston@tourismni.com</a>

- **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	David Daley BPI Manager Tel: (028) 9044 1607 <a href="mailto:bpi@tourismni.com">bpi@tourismni.com</a>
Northern Ireland Home of Great Events Events Strategic Vision to 2020	Online	Free	Aine Robinson Events Manager Tel: (028) 9044 1579 <a href="mailto:eventsunit@tourismni.com">eventsunit@tourismni.com</a>
A Strategic Review of Golf Tourism in Northern Ireland 2015-2020	Online	Free	Leanne Rice Golf Marketing Manager Tel: (028) 9044 1641 <a href="mailto:l.rice@tourismni.com">l.rice@tourismni.com</a>

- Annual business plan:**

Information:	Format:	Charge:	Contact:
Tourism Northern Ireland Operating Plan	Online	Free	David Daley BPI Manager Tel: (028) 9044 1607 <a href="mailto:bpi@tourismni.com">bpi@tourismni.com</a>

- Annual report:**

Information:	Format:	Charge:	Contact:
Annual Report & Accounts	Online	Free	Orla Farren Communications Manager Tel: (028) 9044 1638 <a href="mailto:o.farren@tourismni.com">o.farren@tourismni.com</a>

- Internal and external performance reviews:**

Information:	Format:	Charge:	Contact:
Equality Commission for Northern Ireland Public Authority (Annual Progress Report)	Online	Free	David Daley BPI Manager Tel: (028) 9044 1607 <a href="mailto:bpi@tourismni.com">bpi@tourismni.com</a>
Visitor Attitude Survey (Annual Publication)	Online	Free	Dot Erskine Insights & Intelligence Manager Tel: (028) 9044 1626 <a href="mailto:d.erskin@tourismni.com">d.erskin@tourismni.com</a>





Giro d'Italia Grande Partenza 2014 Event Report	Online Hard Copy	Free	Dot Erskine Insights & Intelligence Manager Tel: (028) 9044 1626 <a href="mailto:d.erskine@tourismni.com">d.erskine@tourismni.com</a>
Perceptions of the benefits of the G8 Summit in Fermanagh 2013	Online	Free	Dot Erskine Insights & Intelligence Manager Tel: (028) 9044 1626 <a href="mailto:d.erskine@tourismni.com">d.erskine@tourismni.com</a>
Perceptions of the benefits of the World Police and Fire Games 2013	Online	Free	Dot Erskine Insights & Intelligence Manager Tel: (028) 9044 1626 <a href="mailto:d.erskine@tourismni.com">d.erskine@tourismni.com</a>
Perceptions of Derry~ Londonderry UK City of Culture 2013	Online	Free	Dot Erskine Insights & Intelligence Manager Tel: (028) 9044 1626 <a href="mailto:d.erskine@tourismni.com">d.erskine@tourismni.com</a>
ni2012: our time, our place our story	Online	Free	Dot Erskine Insights & Intelligence Manager Tel: (028) 9044 1626 <a href="mailto:d.erskine@tourismni.com">d.erskine@tourismni.com</a>

- **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:**

<b>Information:</b>	<b>Format:</b>	<b>Charge:</b>	<b>Contact:</b>
Tourism Industry Barometer (Triannual Report)	Online	Free	Dot Erskine Insights & Intelligence Manager Tel: (028) 9044 1626 <a href="mailto:d.erskine@tourismni.com">d.erskine@tourismni.com</a>
Local Government District Fact Cards (Annual Publication)	Online	Free	Dot Erskine Insights & Intelligence Manager Tel: (028) 9044 1626 <a href="mailto:d.erskine@tourismni.com">d.erskine@tourismni.com</a>



Northern Ireland Local Authority Tourism Estimates 2007 – 2009	Online	Free	Dot Erskine Insights & Intelligence Manager Tel: (028) 9044 1626 <a href="mailto:d.erskine@tourismni.com">d.erskine@tourismni.com</a>
NI Accommodation Performance (Quarterly Report)	Online	Free	Dot Erskine Insights & Intelligence Manager Tel: (028) 9044 1626 <a href="mailto:d.erskine@tourismni.com">d.erskine@tourismni.com</a>
NI Accommodation Performance (Monthly Report)	Online	Free	Dot Erskine Insights & Intelligence Manager Tel: (028) 9044 1626 <a href="mailto:d.erskine@tourismni.com">d.erskine@tourismni.com</a>
Tourism Trend Reports (Annual Report)	Online	Free	Dot Erskine Insights & Intelligence Manager Tel: (028) 9044 1626 <a href="mailto:d.erskine@tourismni.com">d.erskine@tourismni.com</a>
Tourism Performance Reports (Annual Report)	Online	Free	Dot Erskine Insights & Intelligence Manager Tel: (028) 9044 1626 <a href="mailto:d.erskine@tourismni.com">d.erskine@tourismni.com</a>
Accommodation Stock (Quarterly Report)	Online	Free	Dot Erskine Insights & Intelligence Manager Tel: (028) 9044 1626 <a href="mailto:d.erskine@tourismni.com">d.erskine@tourismni.com</a>

#### 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:
The Visitor Economy  <i>The role of tourism as an economic driver.</i>	Online	Free	Dorothy Erskine Policy & Insights Manager Tel: (028) 9044 1602 <a href="mailto:d.erskine@tourismni.com">d.erskine@tourismni.com</a>

- **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	Jim Daly Board Liaison Executive Officer Tel: (028) 9044 1617 <a href="mailto:j.daly@tourismni.com">j.daly@tourismni.com</a>

- **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:
Tourism Development Scheme Capital Grant Scheme Operational Guidelines	Online	Free	Caroline Bell Capital Funding Programmes Manager Tel: (028) 9044 1519 <a href="mailto:tds@tourismni.com">tds@tourismni.com</a>
Northern Ireland Made for Events Guidelines for Applicants International Tourism Events Fund	Online	Free	Aine Robinson Events Manager Tel: (028) 9044 1579 <a href="mailto:eventsunit@tourismni.com">eventsunit@tourismni.com</a>
Northern Ireland Made for Events Guidelines for Applicants National Tourism Events Sponsorship Scheme	Online	Free	Aine Robinson Events Manager Tel: (028) 9044 1579 <a href="mailto:eventsunit@tourismni.com">eventsunit@tourismni.com</a>

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

Information:	Format:	Charge:	Contact:
Tourism NI Handling Information Requests Policy & Procedures	Online	Free	Marc Vannucci Corporate Information Officer Tel: (028) 9044 1655 <a href="mailto:foi@tourismni.com">foi@tourismni.com</a>
The Signing of Tourist Attractions & Facilities Policy & Procedure Guide: RSPPG_E029	Online	Free	Dot Erskine Insights & Intelligence Manager Tel: (028) 9044 1626 <a href="mailto:d.erskine@tourismni.com">d.erskine@tourismni.com</a>
Revised Tourist Signing Policy Fact Sheet	Online	Free	Dot Erskine Insights & Intelligence Manager Tel: (028) 9044 1626 <a href="mailto:d.erskine@tourismni.com">d.erskine@tourismni.com</a>
Tourist Signing Applications User Guidance Notes	Online	Free	Dot Erskine Insights & Intelligence Manager Tel: (028) 9044 1626 <a href="mailto:d.erskine@tourismni.com">d.erskine@tourismni.com</a>
Tourist Signing Application Form White on Brown Tourist Signing	Online	Free	Dot Erskine Insights & Intelligence Manager Tel: (028) 9044 1626 <a href="mailto:d.erskine@tourismni.com">d.erskine@tourismni.com</a>

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

<b>Information:</b>	<b>Format:</b>	<b>Charge:</b>	<b>Contact:</b>
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	David Daley BPI Manager Tel: (028) 9044 1607 <a href="mailto:bpi@tourismni.com">bpi@tourismni.com</a>
Recruitment & Selection Process	Online	Free	Jill O'Reilly Human Resources Manager Tel: (028) 9044 1537 <a href="mailto:j.oreilly@tourismni.com">j.oreilly@tourismni.com</a>
Current Vacancies	Online	Free	Jill O'Reilly Human Resources Manager Tel: (028) 9044 1537 <a href="mailto:j.oreilly@tourismni.com">j.oreilly@tourismni.com</a>
The Staff Handbook	On Request	Free	Jill O'Reilly Human Resources Manager Tel: (028) 9044 1537 <a href="mailto:j.oreilly@tourismni.com">j.oreilly@tourismni.com</a>

- **Customer service:**

<b>Information:</b>	<b>Format:</b>	<b>Charge:</b>	<b>Contact:</b>
Tourism NI Customer Charter	Online	Free	David Daley BPI Manager Tel: (028) 9044 1607 <a href="mailto:bpi@tourismni.com">bpi@tourismni.com</a>
Tourism NI Customer Service Standards	Online	Free	David Daley BPI Manager Tel: (028) 9044 1607 <a href="mailto:bpi@tourismni.com">bpi@tourismni.com</a>
Tourism NI Complaints Policy  <i>A customer guide to making a complaint</i>	Online	Free	David Daley BPI Manager Tel: (028) 9044 1607 <a href="mailto:bpi@tourismni.com">bpi@tourismni.com</a>
Tourism NI Publication Scheme	Online	Free	Marc Vannucci Corporate Information Officer Tel: (028) 9044 1655 <a href="mailto:foi@tourismni.com">foi@tourismni.com</a>
Tourism NI Guide to Information	Online	Free	Marc Vannucci Corporate Information Officer Tel: (028) 9044 1655 <a href="mailto:foi@tourismni.com">foi@tourismni.com</a>

- Records management and personal data policies:**

<b>Information:</b>	<b>Format:</b>	<b>Charge:</b>	<b>Contact:</b>
Records Retention & Disposal Schedule	Online	Free	Brian Gillanders Computer Services Manager Tel: (028) 9044 1536 <a href="mailto:b.gillanders@tourismni.com">b.gillanders@tourismni.com</a>
Data Protection Policy	Online	Free	Brian Gillanders Computer Services Manager Tel: (028) 9044 1536 <a href="mailto:b.gillanders@tourismni.com">b.gillanders@tourismni.com</a>

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

Not Applicable.

- Charging regimes and policies:**

<b>Information:</b>	<b>Format:</b>	<b>Charge:</b>	<b>Contact:</b>
Statutory Inspection Fee Schedule	Online	Free	Cathy McCormick Quality & Standards Officer Tel: (028) 9044 1620 <a href="mailto:ga@tourismni.com">ga@tourismni.com</a>
Quality Assessment Fee Structure	Online	Free	Cathy McCormick Quality & Standards Officer Tel: (028) 9044 1620 <a href="mailto:ga@tourismni.com">ga@tourismni.com</a>
Schedule of Fees <i>Freedom of Information Act (2000)</i>	Online	Free	Marc Vannucci Corporate Information Officer Tel: (028) 9044 1655 <a href="mailto:foi@tourismni.com">foi@tourismni.com</a>

## 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	Cathy McCormick Quality & Standards Officer Tel: (028) 9044 1620 <a href="mailto:ga@tourismni.com">ga@tourismni.com</a>
Graded Visitor Experience Register	On Request	Free	Cathy McCormick Quality & Standards Officer Tel: (028) 9044 1620 <a href="mailto:ga@tourismni.com">ga@tourismni.com</a>

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

Information:	Format:	Charge:	Contact:
Fixed Asset Register	On Request	Free	Lesley McKeown Finance Manager Tel: (028) 9044 1695 <a href="mailto:finance@tourismni.com">finance@tourismni.com</a>

- **CCTV:**

Information:	Format:	Charge:	Contact:
Closed-Circuit Television (CCTV)	Online	Free	Karen Feeney Central Services Tel: (028) 9044 1619 <a href="mailto:cs@tourismni.com">cs@tourismni.com</a>

- **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	Jill O'Reilly Human Resources Manager Tel: (028) 9044 1537 <a href="mailto:j.oreilly@tourismni.com">j.oreilly@tourismni.com</a>

- Any register of interests kept in the department:

Information:	Format:	Charge:	Contact:
Board Members' Register of Interests	Online	Free	Jim Daly Board Liaison Executive Officer Tel: (028) 9044 1617 <a href="mailto:j.daly@tourismni.com">j.daly@tourismni.com</a>
Senior Management Team (SMT) Register of Interests	Online	Free	Jill O'Reilly Human Resources Manager Tel: (028) 9044 1537 <a href="mailto:j.oreilly@tourismni.com">j.oreilly@tourismni.com</a>

- 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 <a href="http://www.legislation.gov.uk/nisi/1992/235">www.legislation.gov.uk/nisi/1992/235</a>	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: <a href="mailto:book.orders@tso.co.uk">book.orders@tso.co.uk</a>

- Services for Public Authorities:**

Not Applicable.

- Services for Industry:**

Information:	Format:	Charge:	Contact:
Media (Familiarisation) Visits	Online	Free	Ruth Burns Destination Marketing Manager Tel: (028) 9044 1640 <a href="mailto:r.burns@tourismni.com">r.burns@tourismni.com</a>
WorldHost Programmes	Online	Free	Carolyn Boyd Industry Development Manager Tel: (028) 9044 1581 <a href="mailto:l.mckinstry@tourismni.com">l.mckinstry@tourismni.com</a>
Knowing your customer and growing your business <i>Northern Ireland Tourism Toolkit</i>	Online	Free	Carolyn Boyd Industry Development Manager Tel: (028) 9044 1581 <a href="mailto:c.boyd@tourismni.com">c.boyd@tourismni.com</a>
Creating Experiences <i>A Toolkit for the NI Tourism Industry</i>	Online	Free	Carolyn Boyd Industry Development Manager Tel: (028) 9044 1581 <a href="mailto:c.boyd@tourismni.com">c.boyd@tourismni.com</a>
Year of Food & Drink A Toolkit	Online	Free	Carolyn Boyd Industry Development Manager Tel: (028) 9044 1581 <a href="mailto:c.boyd@tourismni.com">c.boyd@tourismni.com</a>



Our Food. So Good. <i>A practical toolkit to developing food related visitor experiences</i>	Online Hard Copy	Free	Gary Quate Food & Drink Officer Tel: (028) 9044 1529 <a href="mailto:g.quate@tourismni.com">g.quate@tourismni.com</a>
Our Food. So Good. <i>Growing your Food Tourism Potential</i>	Online	Free	Gary Quate Food & Drink Officer Tel: (028) 9044 1529 <a href="mailto:g.quate@tourismni.com">g.quate@tourismni.com</a>
Food NI Producers Guide 2015	Online Hard Copy	Free	Gary Quate Food & Drink Officer Tel: (028) 9044 1529 <a href="mailto:g.quate@tourismni.com">g.quate@tourismni.com</a>
Year of Food and Drink Events Toolkit	Online	Free	Gary Quate Food & Drink Officer Tel: (028) 9044 1529 <a href="mailto:g.quate@tourismni.com">g.quate@tourismni.com</a>
A practical guide to experiential tourism in Northern Ireland Overview Report	Online Hard Copy	Free	Dorothy Erskine Policy & Insights Manager Tel: (028) 9044 1602 <a href="mailto:d.erskin@tourismni.com">d.erskin@tourismni.com</a>
Series 1: Coasts & Lakes <i>A practical guide to experiential tourism in Northern Ireland</i>	Online Hard Copy	Free	Dorothy Erskine Policy & Insights Manager Tel: (028) 9044 1602 <a href="mailto:d.erskin@tourismni.com">d.erskin@tourismni.com</a>
Series 2: Unique Outdoors <i>A practical guide to experiential tourism in Northern Ireland</i>	Online Hard Copy	Free	Dorothy Erskine Policy & Insights Manager Tel: (028) 9044 1602 <a href="mailto:d.erskin@tourismni.com">d.erskin@tourismni.com</a>
Series 3: Culture & Creative Vibe <i>A practical guide to experiential tourism in Northern Ireland</i>	Online Hard Copy	Free	Dorothy Erskine Policy & Insights Manager Tel: (028) 9044 1602 <a href="mailto:d.erskin@tourismni.com">d.erskin@tourismni.com</a>
Series 4: Living Legends <i>A practical guide to experiential tourism in Northern Ireland</i>	Online Hard Copy	Free	Dorothy Erskine Policy & Insights Manager Tel: (028) 9044 1602 <a href="mailto:d.erskin@tourismni.com">d.erskin@tourismni.com</a>
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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	Cathy McCormick Quality & Standards Officer Tel: (028) 9044 1620 <a href="mailto:ga@tourismni.com">ga@tourismni.com</a>
Quality Assessment Fee Structure	Online	Free	Cathy McCormick Quality & Standards Officer Tel: (028) 9044 1620 <a href="mailto:ga@tourismni.com">ga@tourismni.com</a>

- **Leaflets, booklets and newsletters:**

Information:	Format:	Charge:	Contact:
Northern Ireland Made for Golf	Online	Free	Leanne Rice Golf Marketing Manager Tel: (028) 9044 1641 <a href="mailto:l.rice@tourismni.com">l.rice@tourismni.com</a>
"Spotlight" Newsletter	Online	Free	Carolyn Boyd Industry Development Manager Tel: (028) 9044 1581 <a href="mailto:c.boyd@tourismni.com">c.boyd@tourismni.com</a>
MY NI	Online	Free	Ruth Burns Destination Marketing Manager Tel: (028) 9044 1640 <a href="mailto:r.burns@tourismni.com">r.burns@tourismni.com</a>
Quality Grading Scheme <i>Benefits for Accommodation Providers</i>	Online Hard Copy	Free	Cathy McCormick Quality & Standards Officer Tel: (028) 9044 1620 <a href="mailto:ga@tourismni.com">ga@tourismni.com</a>



Quality Grading Scheme <i>Benefits for Visitor Experience Providers</i>	Online Hard Copy	Free	Cathy McCormick Quality & Standards Officer Tel: (028) 9044 1620 <a href="mailto:qa@tourismni.com">qa@tourismni.com</a>
Accommodation Welcome Schemes	Online Hard Copy	Free	Cathy McCormick Quality & Standards Officer Tel: (028) 9044 1620 <a href="mailto:qa@tourismni.com">qa@tourismni.com</a>
Northern Ireland Tourism Awards (Annual Publication)	Online	Free	Patricia Kingston Corporate Events Officer Tel: (028) 9044 1647 <a href="mailto:p.kingston@tourismni.com">p.kingston@tourismni.com</a>

- Advice and guidance:**

<b>Information:</b>	<b>Format:</b>	<b>Charge:</b>	<b>Contact:</b>
Accommodation Start-up Guides	Online	Free	Cathy McCormick Quality & Standards Officer Tel: (028) 9044 1620 <a href="mailto:qa@tourismni.com">qa@tourismni.com</a>
Quality grading scheme <i>Guidance notes and criteria</i>	Online	Free	Cathy McCormick Quality & Standards Officer Tel: (028) 9044 1620 <a href="mailto:qa@tourismni.com">qa@tourismni.com</a>
MAKING THE MOST OF YOUR ONLINE WEB PRESENCE  DISCOVERNORTHERNIRELAND.COM	Online	Free	Cathy McCormick Quality & Standards Officer Tel: (028) 9044 1620 <a href="mailto:qa@tourismni.com">qa@tourismni.com</a>
Going Green  <i>A guide for tourism providers in Northern Ireland</i>	Online Hard Copy	Free	Dorothy Erskine Policy & Insights Manager Tel: (028) 9044 1602 <a href="mailto:d.erskine@tourismni.com">d.erskine@tourismni.com</a>

- Media releases:**

<b>Information:</b>	<b>Format:</b>	<b>Charge:</b>	<b>Contact:</b>
Corporate Press Releases	Online	Free	Orla Farren Communications Manager Tel: (028) 9044 1638 <a href="mailto:o.farren@tourismni.com">o.farren@tourismni.com</a>
Destination PR Press Releases <i>(Northern Ireland)</i>	Online	Free	Orla Farren Communications Manager Tel: (028) 9044 1638 <a href="mailto:o.farren@tourismni.com">o.farren@tourismni.com</a>
Destination PR Press Releases <i>(Republic of Ireland)</i>	Online	Free	Fiona Cunningham ROI Manager Tel: 00353 187 178 3487 <a href="mailto:f.cunningham@tourismni.com">f.cunningham@tourismni.com</a>

**Contact Details:**

<b>Tourism Northern Ireland (Belfast)</b>		<b>Tourism Northern Ireland (Dublin)</b>
Linum Chambers		Block F2
Bedford Square, Bedford Street		EastPoint Business Park
BELFAST		Clontarf
BT2 7ES		DUBLIN 3
Telephone:	(028) 9023 1221	+353 (0)1 865 1880
Text-phone:	(028) 9044 1522	(028) 9044 1522
Fax:	(028) 9024 0960	(028) 9024 0960
E-mail:	<a href="mailto:info@tourismni.com">info@tourismni.com</a>	<a href="mailto:infodublin@tourismni.com">infodublin@tourismni.com</a>
Corporate Website:	<a href="http://www.tourismni.com">www.tourismni.com</a>	<a href="http://www.tourismni.com">www.tourismni.com</a>
Consumer Website:	<a href="http://www.discovernorthernireland.com">www.discovernorthernireland.com</a>	<a href="http://www.discovernorthernireland.com">www.discovernorthernireland.com</a>

<b>Department for the Economy (Netherleigh)</b>		<b>Department for the Economy (Adelaide House)</b>
Netherleigh		Adelaide House
Massey Avenue		39/49 Adelaide Street
BELFAST		BELFAST
BT4 2JP		BT2 8FD
Telephone:	(028) 9052 9900	(028) 9052 9900
Text-phone:	(028) 9052 9304	(028) 9052 9304
Fax:	(028) 9052 9545	(028) 9052 9545
E-mail:	<a href="mailto:foi@economy-ni.gov.uk">foi@economy-ni.gov.uk</a>	<a href="mailto:foi@economy-ni.gov.uk">foi@economy-ni.gov.uk</a>
Website:	<a href="http://www.economy-ni.gov.uk">www.economy-ni.gov.uk</a>	<a href="http://www.economy-ni.gov.uk">www.economy-ni.gov.uk</a>