



**Bord Scannán na hÉireann/ the Irish Film Board
Vision, Strategy and Operational Plan 2008 / 2009**

Vision

Our vision is to enable a sustainable, successful, and expanding Irish based filmmaking industry through the development and employment of Irish creative, artistic and technical skills, and the development of strong Irish based companies capable of producing, financing and distributing Irish films on an international scale.

Mission Statement

Imagination, creativity and enterprise placing Irish film talent at the centre of the Irish creative knowledge economy.

Irish Film Board - Values

Bord Scannán na hÉireann/ the Irish Film Board will carry out its activities consistently demonstrating the following values:

1. Honesty, transparency and professionalism in all its transactions.
2. Fairness, consistency and integrity in its service to the film and television industry.
3. Respect, courtesy, confidentiality and trust in all its personal interactions.
4. Proactive and forward thinking in the execution of its duties.
5. Conviction, pride and a passion for Irish film and filmmakers.
6. Commitment to equality and pluralism with regard to gender, sexuality, race, religion, age, disability or membership of the Traveller community.

Irish Film Board - Goals

1. To enable Irish filmmakers to express their vision in film and television productions through a wide and innovative support system.
2. To enable the making of film in Ireland working continuously to improve the filmmaking environment through fiscal measures to on-the-ground support.
3. To enable the growth and exposure of Irish film talent through development and production initiatives, short film schemes and talent promotion through local and international film festivals, networks and partnerships.
4. To grow the audience for Irish film in Ireland and abroad through the strengthening of the domestic marketplace and promoting the export of Irish film internationally.
5. To promote an integrated government policy for the audio-visual/digital content sector, with film at its centre through an integrated approach to creativity, enterprise and new technologies.
6. To deliver value for money to our key stakeholders and all those who benefit from the Irish Film Board – our audiences, Irish filmmakers and Irish talent, key partnerships and to Government and the Irish public, justifying continued support.

Irish Film Board – Goals and Strategies 2008 / 2009

1 To enable Irish filmmakers to express their vision in film and television productions through a wide and innovative support system

1.1 Irish Production

- 1.1.1 Pursuit of international alliances on behalf of Irish filmmakers, promotion of Ireland as a co-production partner, research of new overseas sources of finance for Irish films – mainly across Europe and other English-speaking countries;
- 1.1.2 Initiate the implementation of the Ireland-New Zealand co-production treaty following ratification, and ensure signature of Ireland-South Africa co-production treaty. Assess other territories outside of the Convention;
- 1.1.3 Continue to explore ways and means whereby Irish broadcasters may recognise benefits to be derived from increased investment in Irish cinema;
- 1.1.4 Engage with BCI Sound & Vision Fund with regard to its continued support of cinema films and the criteria for their qualification;
- 1.1.5 Propose and seek modification of the statutory limits governing the IFB's own investments in production to take account of harsher market conditions and provide more effective support for all Irish films, medium-budget films in particular; also seek approval of new statutory limits on development funding as already proposed;
- 1.1.6 Oversee the production stage of first CatalystProject scheme for micro-budget filmmaking, setting benchmarks for employment rates and revenue sharing;
- 1.1.7 Monitor the effectiveness of the short film schemes;
- 1.1.8 Assess projects for production funding and deal with applicants both prior to making an application and post application;
- 1.1.9 Actively seek financing partners in the market place for Irish production. This includes liaising with distributors, sales agents, and co-producers as well as utilising relationships with other funding bodies to access reciprocal financing arrangements. IFB to work to make introductions for Irish producers with potential co-producing partners by holding networking events, with specified project/finance matching targeted and reinforcing existing co-financier relationships and forging new ones;
- 1.1.10 Nurture, encourage and advise on all the creative aspects of a production;
- 1.1.11 Monitor daily progress of productions via call sheets, progress reports and cost reports;
- 1.1.12 Monitor the progress of production through rough cut stage to picture lock;
- 1.1.13 Advise on festival strategy for all projects and use our new and established contacts base within the international festival network to highlight Irish films;

Lead : CEO/Production (Production and Development Unit)

1.2 Creative Co-production

- 1.2.1 Continue to cement international co-production relationships based on reciprocal investment commitments with other national and regional funding agencies, building on feature film protocols already negotiated in Germany and Spain, IFB's membership of Eurimages (the Council of Europe Co-production Fund) and the IFB's membership of the Docu Regio documentary initiative.
- 1.2.2 Seek new opportunities to highlight Ireland as viable co-production option by ensuring an IFB presence at co-production markets, seeking opportunities for Irish projects to participate at co-production markets and assisting with building relationships between Irish and international producers on viable projects.

Lead : CEO/Production (Production and Development Unit)

1.3 Creative Documentary

- 1.3.1 Through Production and Development, we are growing this sector of the Irish film industry through support for creative documentaries with theatrical potential. This is a strong emerging genre of filmmaking and one perfectly placed to take advantage of the digital revolution through its committed fanbase and 'niche' appeal. To properly enable the production and distribution of these films, we have built up, and are continuing to build, a database of contacts with important major international funders of creative documentaries and are continuing to establish relationships with distributors, festival programmers and broadcasters by attending key markets. We are also building domestic theatrical audiences for Irish documentaries.

Lead : CEO/Production (Production and Development Unit)

1.4 Single Project and Slate Development

- 1.4.1 The development team undertakes to continue the rigorous assessment of all feature-length fiction and animation applications for development funding, and provides development loans to individual writers and directors, as well production companies for feature film and television projects in both Irish and English. This is done in consultation with a panel of external advisors;
- 1.4.2 By effectively and rigorously managing an extensive slate of projects and addressing the editorial, creative and budgetary elements of each project, the unit aids Irish writers, directors and producers in bringing their projects through the development stage and enter successfully into the financing arena (this is done in close consultation with their colleagues in the production unit);
- 1.4.3 Working with the CEO, the unit will assess the performance and outcomes of the 10 companies in receipt of Multiple Project Development Funding as they complete the final phase of activity and debate the value of launching a further round and consider revisions to selection criteria and terms of funding;
- 1.4.4 The team will continue to engage in the assessment of all applications for the Boards short film scheme *Signatures* as a vehicle for connecting with new and emerging talent, as well as encouraging high production standards and values within the industry;

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- 1.4.5 The team will continue to engage with the industry via other film agencies such as FÁS/STI, SPI, IPSP, SDGI and Filmbase as well as maintaining an open door policy of meeting individuals in order to continually address and understand key industrial concerns and ensure all activities of the unit meet industry expectations. The unit aims to become a focal point for encouraging 'rigour, ambition and daring' by continued interaction with the industry;
 - 1.4.6 Members of the unit attend film festivals, participate at panels, information events, seminars and organise conferences such as the screenwriting conference *Give Me Direction*. By building on the *Give Me Direction* brand and expanding the remit of the conference, the unit aims to not only facilitate but also enhance the talent working in the industry;
 - 1.4.7 The unit maintains good and effective relationships with international sources of development funding including MEDIA, the UK Film Council, Scottish Screen, Northern Ireland Screen and the Film Agency for Wales. In addition to co-developing and managing individual projects and facilitating ambitious and innovative co-development schemes such as *Advance Party II*, the team will endeavour to strengthen international opportunities for indigenous talent by seeking to establish new relationships with other countries such as Canada, New Zealand and Australia;
 - 1.4.8 The unit is a focal-point for emerging filmmakers, and identifies new opportunities within the industry on behalf of emerging talent. Members of the unit actively track other areas within the arts and culture including the theatre, literature, art and digital media and forge new relationships within these areas to further strengthen the talent pool and expand its capabilities;
 - 1.4.9 The unit is responsible for a comprehensive database/guide of writers, directors, animators and creative producers/development executives, script editors and readers working in Ireland which may prove to be a valuable resource for not just Irish companies seeking talent in the area of development but also international producers seeking collaborators;
 - 1.4.10 The unit engages with third level students by providing a third level guide to the IFB, attending industry talks and giving guest lectures in order to publicise the role of the IFB and to provide key information to new talent beginning a career in the industry. Explore the possibility of establishing a pitching arena for MA student of screenwriting to present their ideas and gain feedback;
 - 1.4.11 Develop further channels of information/communication to the industry via contributions to the IFB newsletter, establishing and maintaining a writers resource section on the IFB website and updating the FAQ section of the website

Lead : CEO/Development (within Production and Development Unit)

2 To enable the making of film in Ireland working continuously to improve the filmmaking environment through fiscal measures to on-the-ground support.

2.1 Fiscal Policies

As stated, the existence of a competitive and stable tax incentive is a key priority for the Irish Film Board. Fiscal policies which underpin the production sector should deliver a high value for the producer and for the Government and should be transparent in use and operation and deliver value to the taxpayer.

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- 2.1.1 Work closely with the Government and industry to make the consistent case to the Government for a highly competitive and stable production tax incentive;
 - 2.1.2 Investigate new forms of equity financing.

Lead : Head of Business Affairs / Legal and Business Executive

2.2 Film Commission

The Film Commission assumes the role of marketing Ireland as a location for international film and television production. The unit also encourages producer relationships around projects which have the potential to shoot in Ireland.

- 2.2.1 Introduce marketing support to open North America (US and Canada) up to Irish producers on a specific basis;
- 2.2.2 Plan key marketing trade missions to encourage Irish producers to engage fully with the North American market in order to identify projects which may shoot in Ireland;
- 2.2.3 Create other opportunities for producers in North America through the LA office in tandem with P&D – including AFM in November;
- 2.2.4 Prioritise mobile television production opportunities around MIPTV and MIPCOM and create networking opportunities for producers at these markets;
- 2.2.5 IFB Film Commission to act as an active participant in the Association of Film Commissions International (AFCI);
- 2.2.6 Roll-out focused innovative advertising, highlighting Ireland as a location;
- 2.2.7 Provide scouting support to Irish producers on international projects which are identified as good prospects to shoot in Ireland;
- 2.2.8 Push for the maximum use of crews and infrastructure on projects which access the International Production Fund (budget dependant);
- 2.2.9 Create networking opportunities for producers in the UK;
- 2.2.10 Expand the IFB contact base in the US;
- 2.2.11 Ensure that all project leads are recorded and followed-up;
- 2.2.12 Ensure that there is regular and effective communication and knowledge transfer with the US office;
- 2.2.13 Promote Irish tax incentives at each opportunity and ensure that all information in the public domain is correct;
- 2.2.14 Establish new Green Guidelines for the filming environment;
- 2.2.15 Work with Marketing on regular international e-zines;
- 2.2.16 Re-do the Filming in Ireland section of website and include new areas such as post production services;

Lead : Film Commission

2.3 Location Services

Our aim is to provide comprehensive information, advice and logistical support to Irish and international filmmakers.

- 2.3.1 Respond to client requests for assistance in a timely manner;
- 2.3.2 Create a new production company database which will be a full company bibliography;
- 2.3.3 Introduce a new locations database which is user friendly, current and covers key Irish filmmaking locations, including driving expansion to include all popular locations in Ireland;
- 2.3.4 Continue to drive new clients to the crew and services and production company database;
- 2.3.5 Design a communications system to effectively communicate with industry partners and with Locations Managers;
- 2.3.6 Reinvigorate the Film Dublin Partnership with renewed focus concentrating on Dublin City Council and refocus the web content in this area;
- 2.3.7 Work closely with the Network of Regional Film Offices in terms of projects shooting in regions, building the network and representing the regions through the locations database;
- 2.3.8 Establish a new database collecting production statistics;
- 2.3.9 Negotiate further discount rates on hotels and other ancillary services.

Lead : Film Commission

2.4 Infrastructure

Filmmaking in Ireland is underpinned by available infrastructure. The IFB needs to be aware where there are infrastructural deficiencies and support measures to enhance deficiencies.

- 2.4.1 Ensure there are spaces available to filmmakers which can be used as studio alternatives – space should not be a limiting factor;
- 2.4.2 Ensure (within limitations of production) that the maximum use is made of domestic infrastructure;
- 2.4.3 Undertake an audit of infrastructure and assess ways in which the sector can be strengthened.

Lead : Head of Business Affairs / Film Commission

- 3 To enable the growth and exposure of Irish film talent through development and production initiatives, short film schemes and talent promotion through local and international film festivals, networks and partnerships.**

3.1 Industry Training/Events

- 3.1.1 Work closely with FÁS/Screen Training Ireland (STI) on industry professional training. Participate in the Advisory Board and play a key role in securing long term funding for screen training;
- 3.1.2 Assess the success of the CatalystProject with a view to its future;
- 3.1.3 Promote networking within the industry;
- 3.1.4 Roll out idea of Writers Conference.

Lead : Head of Business Affairs / Production and Development

3.2 Education

Work closely with the Irish Film Institute (IFI) in terms of expanding the education strategy for Irish film and Irish film content via the curriculum and screenings in schools. Work with Dun Laoghaire Institute of Art, Design and Technology (IADT) in terms of the Film in Schools (FÍS Project) and assist in the expansion of the Film School. Assess current feasibility of a creative Business Masters / MBA. Work with film schools to look at internship opportunities.

Lead : Head of Business Affairs

3.3 International Production Funding

Ensure maximum use of key Irish creatives on international productions. Ensure Irish directors are placed on television productions funded by International Production Fund. (This is subject to funding allocations)

Lead : Film Commission

4 To grow the audience for Irish film in Ireland and abroad through the strengthening of the domestic marketplace, promotion of Irish talent and the export of Irish film internationally.

4.1 Audience Growth

Increasing the audience for Irish film is a key concern of the IFB. Whether this audience is in the cinema or at home or on-line is irrelevant, what is relevant is that the audience seeks out Irish content. With a small domestic audience we must seek to open out new opportunities so that Irish films can be domestically successful before embarking internationally – creating home grown successes.

4.1.1 Cultural Cinema Consortium

The IFB plays a proactive role with the Arts Council in the final phase of the arthouse cinema network roll-out. The Light House Cinema in Smithfield is in place and the Picture Palace, Galway is at an advanced stage. This initiative will provide more venues for invigorated taste;

Lead : Head of Business Affairs

4.1.2 **The Film Channel**

The IFB will devise a strategy for the start-up operation of the Irish film channel;

Lead : Head of Business Affairs

4.1.3 **Digital Cinema**

Having produced a report '*Digital Cinema in Ireland – A Review of Current Possibilities*', the IFB is now embarking on an exciting new project with the Arts Council to roll out digital cinema equipment in arthouse cinemas. Cinemas would have to programme world and Irish cinema;

Lead : CEO / Head of Business Affairs

4.1.4 **Digital Distribution Opportunities**

Commission research on the opportunities which present themselves to Ireland and Irish filmmakers in this age of digital distribution;

Lead : Industry Affairs

4.1.5 **Digitised Content**

Explore with the IFI the digitising of the IFB catalogue in the archive. This means identifying rights holders and other digital copies which may exist (subject to funding);

Lead : Industry Affairs / Head of Business Affairs

4.1.6 **Film Export**

Track IFB sales and follow up on sales made by sales agents at film festivals;

Lead : Industry Affairs

4.1.7 **Cinemobile**

IFB support for Cinemobile which develops new rural audiences for Irish film, in particular focusing on shorts screenings for schools;

Lead : Marketing

4.2 **Promotion of Irish talent**

We promote Irish talent, Irish film and the agency nationally and internationally to new and existing audiences. In particular we take a very focused role in the promotion of all our short film programmes.

4.2.1 Update the IFB website to ensure more interactivity including podcasts and expand out the Media Hub and banner adverts;

4.2.2 Use advertising as a means of communicating about our talent (budget dependant);

4.2.3 Profile the success of Irish films to key government and decision making audiences;

4.2.4 Produce annually a compilation of work supported by the IFB on DVD and distribute widely;

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- 4.2.5 Produce an IFB trailer for use in cinemas with nationwide coverage and create an on-line presence;
 - 4.2.6 Ensure wide press / PR coverage for Irish film nationally and in the trade press;
 - 4.2.7 Create a bespoke package of IFB shorts on 35mm and Digi Beta for Access Cinema, universities and Reel Ireland;
 - 4.2.8 Promotion of Irish talent through the short film schemes through television, international festivals, DVD and revitalising the theatrical appetite through distributors, film clubs, art house venues, new on-line platforms and a new drive behind the 'Footfall Project';
 - 4.2.9 Drive increased traffic to the website via promotions and regular industry notices and put in place a monitoring system;
 - 4.2.10 Host IFB shorts on a YouTube film channel and link to website.

Lead : Marketing

4.3 Film Festivals – Domestic

The IFB is represented at local film festivals in order to promote industry connections, Irish talent and engage with local audiences. During film festivals we will run networking events for the industry and information sessions. The key focus at film festivals is on the promotion of Irish film with the IFB acting as Industry Partners.

Lead: Marketing / Production and Development

4.4 Film Festivals – International

Film festivals are a platform to promote Irish talent through a market presence, festival screenings and networking events. We aim to ensure that Ireland is well represented at the major festivals and that Irish talent is promoted at these festivals. We will also engage with festival programmers to ensure maximum exposure for Irish films.

- 4.4.1 Ensure a physical presence at the international markets of Cannes and Berlin – and expand industry events at Cannes;
- 4.4.2 Increase exposure at Hot Docs, Clermont Ferrand and Annecy;
- 4.4.3 Partner with the LA Irish Film Festival as a platform to highlight Irish talent, Irish films and Irish culture.

Lead : Head of Business Affairs / Marketing / Production and Development

4.5 Other International Festivals

The IFB may be represented at other festivals to provide support to filmmakers and help producers in the marketplace in acquiring new financing and sales agents for IFB funded projects – these may extend to Toronto, Venice, Sundance, Rotterdam, Edinburgh, Sheffield, Cartoon Movie and Cartoon Forum.

Lead : Production and Development / Marketing

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- 5 To promote an integrated government policy for the audio-visual/digital content sector, with film at its centre through an integrated approach to creativity, enterprise and technology and to ensure the importance of creativity is understood as an ingredient of the Knowledge Economy.**

5.1 Partnerships

IFB seeks to partner with other agencies to place creativity and enterprise through filmmaking at the core. We maintain partnerships to augment the case for our industry. We will continue to pursue partnerships that may develop into meaningful relationships that will help the industry.

5.1.1 New Strategic Plan and Blueprint

In 2008 we will undertake a full industry survey which will map the character, scale and size of the industry – this will form a benchmark.

The time has come for a new vision, for the industry and by the industry. This will commence in 2009. The IFB will fund the facilitation and set out the framework and terms of reference. It will involve all stakeholders in the process and particularly those organizations with whom we have a close collaborative relationship.

Lead : Head of Business Affairs

5.1.2 Irish Film Institute

The IFI is a key sister agency in delivering film to Ireland. We partner across initiatives in the archiving and digitising of IFB materials, education initiatives of Irish films, the Transition Year project, the marketing of Irish films through Reel Ireland and the exhibition of Irish content.

Lead : CEO / Head of Business Affairs/ Marketing

5.1.3 Screen Training Ireland (STI)

FÁS/Screen Training Ireland is a key sister agency in delivering devolved training. We will review activities with FÁS/STI and as part of the industry strategy we will undertake a new skills audit of the industry.

Lead : Head of Business Affairs

5.1.4 The Arts Council

We collaborate closely with the Arts Council on the Cultural Cinema Consortium (developing Art house Cinema) and we will engage further on the roll out of digital cinema hardware. We also collaborate on projects such as the short film scheme *Frameworks*.

Lead : CEO / Head of Business Affairs / Industry Affairs / Production and Development

5.1.5 Broadcasters (RTÉ, TV3, TG4)

The IFB will continue to collaborate closely with domestic broadcasters sharing similar ideals about creative and financial partnerships in projects.

Lead : CEO / Production and Development

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- 5.1.6 **Broadcasting Commission of Ireland (BCI)**
We will continue to work to ensure that feature film can be part of the BCI Sound and Vision Scheme – this will be appraised in 2009.

Lead : Production and Development

- 5.1.7 **Enterprise Ireland (EI)**
We work with EI on cross marketing activities including the ‘Ireland on Screen’ stand at the MIP markets. We share the LA office with EI and cross intelligence.

Lead : Head of Business Affairs / Film Commission

- 5.1.8 **Culture Ireland**
We work closely with Culture Ireland and collaborate on international events where film has a place.

Lead : Head of Business Affairs / Marketing

- 5.1.9 **Tourism Ireland / Failte Ireland / Dublin Tourism**
We advise on potential marketing and PR opportunities that Irish tourism bodies may engage with Irish film and television productions shot on location in Ireland which portray positive images of the island.

Lead : Marketing / Film Commission

- 5.1.10 **IDA (Irish Development Authority) Ireland**
We continue to work close with IDA Ireland in LA to pass on leads on companies who are considering Ireland as their gateway to Europe. We will work closely with IDA across their own strategies in the Digital Media and Entertainment space.

Lead : Head of Business Affairs, VP Film Commissioner US

- 5.1.11 **Industry Guilds**
The IFB will continue to work with industry guilds (Irish Playwrights & Screenwriters Guild, Screen Directors Guild and Screen Producers Ireland) to create an environment of support and address issues affecting the industry.

Lead : CEO / Head of Business Affairs / Industry Affairs

- 5.1.12 **Universities**
The IFB will continue and augment its programme of college, university and IT lectures on film, the IFB and how to access funding from the IFB. The IFB will continue its interaction with the Student Media Awards. We will also set out a study guide for teachers / students of film/media.

Lead: Production and Development / Business Affairs / Film Commission / Marketing

5.1.13 **Film Resource Centres**

Continue to build on local relationship with the local resource centre Filmbase and the film centres in Galway and Cork. Explore other ways of outsourcing solutions and partnerships with the resource centres.

Lead: Production and Development

5.1.14 **Digital Media Forum (DMF)**

Explore cross platform ideas with DMF.

Lead : Head of Business Affairs / Industry Affairs

6 To deliver value for money to our key stakeholders and all those who benefit from the Irish Film Board – our audiences, Irish filmmakers and Irish talent, key partnerships and to Government and the Irish public justifying continued support.

6.1 Stakeholder Communication

All our stakeholders need to be aware of our activities and so we need to communicate effectively. We intend to overhaul our current system in 2008 and to communicate more effectively to the industry.

6.1.1 Industry communication to be improved and a more cross agency focus to a quarterly newsletter.

6.1.2 Set up new IFB Newsletter to be sent to industry every month.

6.1.3 Regular press and industry news pieces to be sent to stakeholders.

Lead : Marketing

6.2 Business Affairs - Industry Measurement

Establish best practice in the measurement and reporting of the industry.

6.2.1 Active participation of EFARN and host meeting in October 2008 in Dublin

6.2.2 Active participation of IBEC database committee and input proactively into report publication

6.2.3 Maintain IFB's own statistical collection of statistics production, distribution, box office, international sales, co-production, admissions and screens.

6.2.4 Establish new systems for collection of additional information, DVD, new media

6.2.5 Publish statistics in IFB Annual Report

6.2.6 Publish new report combining all statistics collected in EFARN template

6.2.7 Establish first industry census and publish findings

Lead : Industry Affairs

6.3 Business Affairs - Agency Measurement

To ensure the IFB provides best value for money and a quality service and that the agency is performing and achieving targets and milestones set by the Board.

- 6.3.1 Establish key performance indicators for all departments and establish deliverables and output;
- 6.3.2 Ensure the IFB is a proactive partner and provides a good service to customers;
- 6.3.3 Ensure Internal database is maintained, controlled and is of use to all departments;
- 6.3.4 Ensure staff training needs are met to deliver our core functions;
- 6.3.5 Ensure our business processes are as best they can be;
- 6.3.6 Undertake an efficiency review of the agency.

Lead : Head of Business Affairs / Industry Affairs

6.4 Business Affairs (BA) – Legal

Business Affairs – legal, ensures the proper contracting of projects which will eliminate risk for the agency and ensure transparency.

- 6.4.1 Play an active role in project group meetings in terms of initial assessments;
- 6.4.2 Review all guidelines in the agency and website text;
- 6.4.3 Review/draft all IFB contracts;
- 6.4.4 Advise cross agency on rights, finance plans and finance structuring;
- 6.4.5 Advise on tax incentive strategy;
- 6.4.6 Be point of liason for the agency in dealing with Irish Revenue Commissioners;
- 6.4.7 Assess level of risk in pre-production funding;
- 6.4.8 Assess level of risk in production funding (in collaboration with P+D);
- 6.4.9 Negotiate on behalf of IFB the recoupment position;
- 6.4.10 Ensure payments are made against specific milestones and monitor deliveries.

Lead : Business Affairs Unit

6.5 Business Affairs - Finance

Finance looks after all the internal accounting and the management of debtors and creditors

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- 6.5.1 Ensure systems are in place to ensure internal controls are maintained and delivery of service to clients;
 - 6.5.2 Management of all accounts payable / receivable;
 - 6.5.3 Preparation of management accounts, end of year statutory returns, budgets and preparation of year end accounts;
 - 6.5.4 Dealing with C+AG and Internal audits.

Lead : Financial Controller, Head of Business Affairs

6.6 Business Affairs – Corporate Governance

The IFB aspires to excellence in delivery of good corporate governance

- 6.6.1 The IFB adheres to the Code of Practice for Semi State Bodies;
- 6.6.2 Conflicts of interest for Board and staff are properly recorded;
- 6.6.3 Ensure our business processes are of an exceptional standard including our Customer Service Charter;
- 6.6.4 Procedures in place to deal with all our legislative requirements (Freedom of Information, Data Protection, Health and Safety);
- 6.6.5 Codes of Conduct are signed by Board members and staff;
- 6.6.6 Timely reporting at Board meetings;
- 6.6.7 Timely publication of IFB accounts;
- 6.6.8 Regular Audit Committee meetings;
- 6.6.9 Ensure IFB policies and procedures on Human Resource practices and Staff Handbook are current;
- 6.6.10 Risk Register.

Lead : Head of Business Affairs / Financial Controller

6.7 IT and Internal Communications

Internal communications and IT systems are important in our ability to deliver to our external stakeholders

- 6.7.1 Ensure internal communications are functional and all staff are aware of all events, press releases, newsletters etc;
- 6.7.2 Regular full complement of staff meetings so that there is knowledge transfer across the whole organisation;
- 6.7.3 IFB film screenings for staff and Board members;
- 6.7.4 On-going planning to ensure that the IT products for communications between the Dublin and Galway offices are up to date to ensure efficient effective communication;

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- 6.7.5 Ensure staff are aware of any IT changes that are being implemented and any inconvenience attached to this before they happen;
 - 6.7.6 Introduce an updated “starter pack” for all new staff;
 - 6.7.7 Quarterly reviews of IT systems and security;
 - 6.7.8 IT Audit to be undertaken in 2009.

Lead : Marketing