

**AFBIFOI20221101 Schedule of records – Internal and external correspondence relating to the appointment of AFBI board members 01 August 2021 – 22 November 2022**

Record No	Title	Date	Summary	Attachment (Y/N)	If yes, summarise attachment(s)	Exemption(s)	Comments
AF1/22/41728	RE: AFBI Board Member Comp	14/10/21	Email discussion between AFBI and DAERA Sponsor Branch of start dates for 11 new board members	N		S40(2)	Some personal data (junior officials' contact details).
AF1/22/41727	AFBI Board Member Comp	14/10/21	Included in AF1/22/41727	N		S40(2)	Some personal data (junior officials' contact details).
AF1/22/41726	AFBI Board Member Competition	08/10/21	Email from DAERA Sponsor Branch notifying AFBI of ministerial decision on board member appointments	N		S40(2)	Some personal data (junior officials' contact details).
AF1/22/41725	RE: Board Members	09/11/21	Email exchange between AFBI and DAERA Sponsor Branch on prospective board member response to offers. Included in AF1/22/41724	N		S40(2)	Some personal data (junior officials' contact details).
AF1/22/41724	RE: Board Members	10/11/21	Email exchange between AFBI and DAERA Sponsor Branch on prospective board member response to offers. Includes AF1/22/41725	N		S40(2)	Some personal data (junior officials' contact details).
AF1/22/41723	RE: Board Members	11/11/21	Email exchange between AFBI and DAERA Sponsor Branch on contact details of new board members.	N		S40(2)	Some personal data (junior officials' contact details).
AF1/22/41722	RE: New Members	19/11/21	Email exchange between AFBI and DAERA Sponsor Branch on contact details and Access NI clearance of new board members.	N		S40(2)	Some personal data (junior officials' contact details).
AF1/22/41719	AFBI Board Member Contact Details (FURTHER REVISION)	22/11/21	Email exchange between AFBI and DAERA Sponsor Branch on incorrect contact details of new board members, with corrected details attached.	Y	Table of contact details (name, postal address, email address and telephone number) of new board members	S40(2)	Some personal data (junior officials' contact details).  Attachment exempt as personal information.
AF1/22/41713	Meeting with the AFBI Board Chairman	23/11/21	Email issue of meeting availability query by AFBI Secretariat	N		S40(2)	Some personal data (junior officials' contact details).
AF1/22/41712	E-mail sent on behalf of Colin Coffey, AFBI Chairman	19/11/21	Email issue of meeting invitation by AFBI Secretariat	N		S40(2)	Some personal data (junior officials' contact details).
AF1/22/41711	FW: New Members	19/11/21	Secretariat email to chair with (incorrect – see AF1/22/41719) contact details of new board members, with details attached.	Y	Table of contact details (name, postal address, email address and telephone number) of new board members	S40(2)	Some personal data (junior officials' contact details).  Attachment exempt as personal information.
AF1/22/41710	Induction of new members	11/11/21	Email from AFBI Secretariat with draft schedule of induction meetings	N		S40(2)	Some personal data (junior officials' contact details).
AF1/22/41709	FW: Board Members	10/11/21	Email to chair from Secretariat forwarding email in AF1/22/41724	N		S40(2)	Some personal data (junior officials' contact details).

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AF1/22/41708	FW: New NED's	03/11/21	Correspondence between Chair and AFBI Secretariat on dates for return of confirmation of appointments	N		S40(2)	Some personal data (junior officials' contact details).
AF1/22/41707	RE: Board Members	01/11/21	Email exchange on confirmation of extensions and appointments	N		S40(2)	Some personal data (junior officials' contact details).
AF1/22/41706	RE: Board Members	28/10/21	Email exchange on confirmation of extensions and appointments (all included in AF1/22/41707)	N		S40(2)	Some personal data (junior officials' contact details).
AF1/22/41705	FW: Board Members	27/10/21	Email exchange on confirmation of extensions and appointments (all included in AF1/22/41707 and AF1/22/41706)	N		S40(2)	Some personal data (junior officials' contact details).
AF1/22/41704	Re: Minister's Decision - AFBI Board Member Appointments	14/10/21	Email exchange between DAERA and Commissioner for Public Appointments on ministerial decision	N		S40(2)	Some personal data (junior officials' contact details).
AF1/22/41688	Re: Minister's Decision - AFBI Board Member Appointments	14/10/21	Email exchange between DAERA and Commissioner for Public Appointments on ministerial decision (all included in AF1/22/41704)	N		S40(2)	Some personal data (junior officials' contact details).
AF1/22/41667	Minister's Decision - AFBI Board Member Appointments	11/10/21	Email from DAERA to AFBI chair and Commissioner for Public Appointments detailing ministerial decision	Y	Although entitled 'Annexes C & D', attachment is the ministerial submission and annexes including applicant summaries and ministerial decision on appointees and reserve list	S40(2)	Some personal data (junior officials' contact details).  The attachment consists of ministerial correspondence and records relating to the proceedings of a ministerial private office, which are exempt from disclosure under S35(1)(b) and (d) of the Act.
AF1/22/41654	E-mail sent on behalf of Colin Coffey, AFBI Chairman	17/09/21	Email inviting DAERA deputy secretary to lunch at board meeting	N		S40(2)	Some personal data (junior officials' contact details).
AF1/22/41650	RE: NED appointments	20/08/21	Email exchange on delay in AFBI board appointments	Y	Graphics in message body		
AF1/22/43790	Tom Tynan - Appointment Letter	29/10/21	Formal appointment of board member	N			
AF1/22/43789	Sally Shortall - Appointment Letter	29/10/21	Formal appointment of board member	N			
AF1/22/43788	Therese Rafferty - Appointment Letter	29/10/21	Formal appointment of board member	N			
AF1/22/43786	Martyn Blair - Appointment Letter	29/10/21	Formal appointment of board member	N			
AF1/22/43785	Tom Wright - Appointment Letter	29/10/21	Formal appointment of board member	N			
AF1/22/43784	William Montgomery - Appointment Letter	29/10/21	Formal appointment of board member	N			

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AF1/22/43783	David Campbell - Appointment Letter	29/10/21	Formal appointment of board member	N			
AF1/22/43782	Tim McClelland - Appointment Letter	29/10/21	Formal appointment of board member	N			
AF1/22/43781	Ian Murphy - Appointment Letter	29/10/21	Formal appointment of board member	N			
AF1/22/43780	Daphne Johnston - Appointment Letter	29/10/21	Formal appointment of board member	N			
AF1/22/43779	Alan Moore - Appointment Letter	29/10/21	Formal appointment of board member	N			
AF1/22/43778	RE: AFBI Board Members - Acceptance of Code of Conduct - Sally Shortall	08/02/22	Formal confirmation that appointee has read the Code of Conduct and agrees to operate under this code during their tenure	Y	Acceptance form	S40(2)	Some personal data (junior officials' contact details).
AF1/22/43777	Re: AFBI Board Members - Acceptance of Code of Conduct - Daphne Johnston	08/02/22	Formal confirmation that appointee has read the Code of Conduct and agrees to operate under this code during their tenure	Y	Acceptance form	S40(2)	Some personal data (junior officials' contact details).
AF1/22/43776	Re: AFBI Board Members - Acceptance of Code of Conduct - Alan Moore	08/02/22	Formal confirmation that appointee has read the Code of Conduct and agrees to operate under this code during their tenure	Y	Acceptance form	S40(2)	Some personal data (junior officials' contact details).
AF1/22/43772	Re: AFBI Board Members - Acceptance of Code of Conduct - Ian Murphy	08/02/22	Formal confirmation that appointee has read the Code of Conduct and agrees to operate under this code during their tenure	Y	Acceptance form	S40(2)	Some personal data (junior officials' contact details).
AF1/22/43770	Re: AFBI Board Members - Acceptance of Code of Conduct - Tom Wright	08/02/22	Formal confirmation that appointee has read the Code of Conduct and agrees to operate under this code during their tenure	Y	Acceptance form	S40(2)	Some personal data (junior officials' contact details).
AF1/22/43767	Re: AFBI Board Members - Acceptance of Code of Conduct - Tom Tynan	09/02/22	Formal confirmation that appointee has read the Code of Conduct and agrees to operate under this code during their tenure	Y	Acceptance form	S40(2)	Some personal data (junior officials' contact details).
AF1/22/43764	Re: AFBI Board Members - Acceptance of Code of Conduct - David Campbell	10/02/22	Formal confirmation that appointee has read the Code of Conduct and agrees to operate under this code during their tenure	Y	Acceptance form	S40(2)	Some personal data (junior officials' contact details).
AF1/22/43761	Re: AFBI Board Members - Acceptance of Code of Conduct - Tim McClelland	14/02/22	Formal confirmation that appointee has read the Code of Conduct and agrees to operate under this code during their tenure	Y	Acceptance form	S40(2)	Some personal data (junior officials' contact details).
AF1/22/43746	RE: AFBI Board Members - Acceptance of Code of Conduct - Martyn Blair	15/06/22	Formal confirmation that appointee has read the Code of Conduct and agrees to operate under this code during their tenure	Y	Acceptance form	S40(2)	Some personal data (junior officials' contact details).
AF1/22/43743	RE: AFBI Board Members - Acceptance of Code of Conduct - Therese Rafferty	15/06/22	Formal confirmation that appointee has read the Code of Conduct and agrees to operate under this code during their tenure	Y	Acceptance form	S40(2)	Some personal data (junior officials' contact details).
AF1/22/43742	CM: RE: AFBI Board Members - Acceptance of Code of Conduct - Bill Montgomery	16/06/22	Formal confirmation that appointee has read the Code of Conduct and agrees to operate under this code during their tenure	Y	Acceptance form	S40(2)	Some personal data (junior officials' contact details).
AF1/22/43869	Code of Conduct for AFBI Board Members - Acceptance Form DJ	08/08/22	Acceptance form accompanying acceptance of code of conduct notification email	N			

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AF1/22/43868	Code of Conduct for AFBI Board Members - Acceptance Form DC	10/02/22	Acceptance form accompanying acceptance of code of conduct notification email	N			
AF1/22/43867	Code of Conduct for AFBI Board Members - Acceptance Form BM	16/06/22	Acceptance form accompanying acceptance of code of conduct notification email	N			
AF1/22/43866	Code of Conduct for AFBI Board Members - Acceptance Form AM	08/08/22	Acceptance form accompanying acceptance of code of conduct notification email	N			
AF1/22/43831	Code of Conduct for AFBI Board Members - Acceptance Form TW	08/08/22	Acceptance form accompanying acceptance of code of conduct notification email	N			
AF1/22/43830	Code of Conduct for AFBI Board Members - Acceptance Form TT	09/02/22	Acceptance form accompanying acceptance of code of conduct notification email	N			
AF1/22/43829	Code of Conduct for AFBI Board Members - Acceptance Form TR	15/06/22	Acceptance form accompanying acceptance of code of conduct notification email	N			
AF1/22/43828	Code of Conduct for AFBI Board Members - Acceptance Form TMcC	14/02/22	Acceptance form accompanying acceptance of code of conduct notification email	N			
AF1/22/43827	Code of Conduct for AFBI Board Members - Acceptance Form SS	08/08/22	Acceptance form accompanying acceptance of code of conduct notification email	N			
AF1/22/43826	Code of Conduct for AFBI Board Members - Acceptance Form MB	15/06/22	Acceptance form accompanying acceptance of code of conduct notification email	N			
AF1/22/43825	Code of Conduct for AFBI Board Members - Acceptance Form IM	08/08/22	Acceptance form accompanying acceptance of code of conduct notification email	N			