



# **INVEST NORTHERN IRELAND**

## **PUBLICATION SCHEME**

**FREEDOM OF INFORMATION ACT 2000**



## INVEST NORTHERN IRELAND PUBLICATION SCHEME

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## **1. INTRODUCTION TO THE FREEDOM OF INFORMATION ACT**

The [Freedom of Information Act 2000](#) is designed to establish a new culture of openness and transparency in public administration. Invest NI endorses this culture of openness and transparency and intends to be as open as possible in the work it undertakes.

The Act provides a general right of access to all types of “recorded” information held by public authorities, subject to certain exemptions, and imposes obligations on those authorities as to how they should respond to written requests for information.

It also establishes the Office of [Information Commissioner](#), a public official who reports directly to Parliament, who has responsibility for ensuring compliance with the requirements of the Act.

As a means of promoting openness, [Section 19](#) of the Act requires each public authority to take **proactive** steps to put its information into the public domain by means of a ‘**publication scheme**’. A phased approach to the implementation of the Act has been agreed with the Information Commissioner, with all Central Government Departments being required to comply with the Act by November 2002. The requirement to provide information on written request will come into force for all public authorities concurrently in January 2005 and will replace the existing non-statutory [Code of Practice on Access to Government Information](#).

Further information can be found via the website [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk) or by contacting the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone: 01625 545 700. Facsimile: 01625 524 510.

## **2. WHAT IS A PUBLICATION SCHEME?**

An important feature of the Act is the requirement for each public authority to develop and maintain a ‘Publication Scheme’. Individuals already have the right of access to information about themselves under the Data Protection Act 1998. The Freedom of Information Act will extend this right to allow public access to all types of information held by public authorities, which does not fall into one of the exempted categories.

One of the aims of the Act is to ensure public authorities are clear and proactive about the information released and a commitment to make it available to all. This scheme sets out how we intend to publish different classes of information that we will be making available and whether we will make a charge to provide it.

### **3. ABOUT INVEST NORTHERN IRELAND**

Invest Northern Ireland (Invest NI) has been established under the Industrial Development Act as a Non-Departmental Public Body (NDPB) operating under a private sector-led executive Board. Invest NI is an agency of the Department of Enterprise, Trade and Investment (DETI) and assists DETI with strategy implementation.

Invest NI performs the functions previously carried out separately by the Industrial Development Board (IDB), the Local Enterprise Development Unit (LEDU), the Industrial Research and Technology Unit (IRTU), Business Support Division of the Department of Enterprise Trade and Investment (DETI) and the tourist accommodation support functions of the Northern Ireland Tourist Board (NITB).

Invest NI supports business growth and inward investment, promotes innovation, research and development and in-company training, encourages exports and supports local economic development and business start-ups.

The Chief Executive acts as Invest NI's designated Accounting Officer and is responsible to the Board for the efficient organisation and management of Invest NI on a day-to-day basis.

A Senior Management Team, comprised of four Managing Directors, supports the Chief Executive in his role and each Managing Director has responsibility for a discrete area of Invest NI activities.

The Managing Director of Corporate Services has overall responsibility for the operation of our 'Publication Scheme' under the Freedom of Information Act 2000. The Information Manager, Amanda Latimer undertakes day-to-day operation and maintenance of the scheme. If you wish to contact the Information Manager to comment about our 'Publication Scheme' or access to government information, we would be pleased to hear from you. Please see 'Contact and Access Details' in the following sections.

We hope this 'Publication Scheme' will provide you with an understanding of Invest NI and our areas of responsibility and point you in the right direction when you wish to find out further information.

#### **4. HOW TO USE OUR PUBLICATION SCHEME**

The scheme is divided into **classes of information** that are grouped within two main sections, the first identifying information relating to the central corporate functions of Invest NI as an organisation – including strategic management, planning and reporting, policies, internal guidance to staff, communications, etc - and the second focusing on specific business functions or public-facing services within the agency's remit. Under each class heading there is a brief *Description* outlining what is included and, where appropriate, identifying any items of information within the class that will not be routinely published. In some cases a class may contain only a single report, whereas others may describe a broad range of documents.

#### **5. WHAT INFORMATION IS AVAILABLE UNDER OUR SCHEME?**

Our aim in developing this publication scheme is to set out:

- the classes of information we publish or intend to make available as a matter of course
- how this information can be accessed
- whether the information will be available free of charge or on payment.

Our intention is to make information available whenever we can legally do so, except where we consider the release would cause significant harm. In cases where information is requested and we consequently decide to withhold such information, you will be given the reason for us doing so.

In some cases you may find documents made available under the Publication Scheme will have gaps in the text. This is because the information would be prejudicial to the proper and prudent management of Invest NI and falls within an exemption. In these circumstances the document will be clearly marked to show where information has been removed and the exemption used.

How to access information The methods by which available information may be accessed or obtained are listed against each information class. The primary medium by which Invest NI publishes details of its business functions, programmes and services is our website. The Invest NI website which can be accessed at [www.investni.com](http://www.investni.com), is therefore recommended as the first port of call for members of the public seeking information. Published information may also be obtained in hard copy. In keeping with Invest NI's commitment to promote equality of opportunity, we will make available, on request from the relevant contact point, an executive summary of key published information in other formats such as Braille, large print, audiocassette, local regional or minority languages and the languages of the minority ethnic communities in Northern Ireland. If in doubt, or if you have any enquiries about how to

access information please refer to the general contact information for each of the agency's locations in the Contact and Access Details section.

## **6. EQUALITY REQUIREMENTS**

Invest NI has considered its statutory equality obligations for the Publication Scheme under Section 75 of The Northern Ireland Act 1998. The Equality Commission's screening criteria have been applied to the Publication Scheme and have indicated that there is no evidence of significant implications on the equality of opportunity or good relations duties within the terms of Section 75 of the Act. There is therefore no requirement to carry out an equality impact assessment on the Publication Scheme.

## **7. RELATED PUBLICATION SCHEMES**

The classes of information being made available under this scheme relate to the core functions of Invest NI. At this point in time the principle related publication scheme is that of DETI. Although Invest NI is an agency of DETI, DETI is required to produce its own publication scheme. Details of this can be obtained by contacting Tom Gwyn, Departmental Information Manager, DETI on 028 9052 9256 or by email at [tom.gwyn@detini.gov.uk](mailto:tom.gwyn@detini.gov.uk).

## **8. COPYRIGHT**

If you want to re-use or reproduce our publications as a source material for education purposes, personal use etc, you may do so. However, the invest NI name and logo is registered and protected under legislation. You should note therefore that the use of the Invest NI name and logo requires our authorisation and if material is used with our logo in an unauthorised way we may take legal action.

## **9. WILL I BE CHARGED?**

Our aim is to make as much information as possible available free of charge. Information available on our website is Free of Charge (i.e. there will be no charge made by us, however you would have to pay any charges made by your Internet service provider, personal printing costs, etc).

For those without Internet access, a single printout of the information contained on our website is available on request (see contact and details for each class).

However requests for multiple printouts, or for archived copies of documents which are no longer available on the web, may attract a charge for the cost of retrieval, photocopy, postage, etc. Where such charges apply this is clearly

identified in the listing below. Actual charges levied are not listed within the Scheme itself since these may vary for individual documents within an information class, but we will let you know of the charge at the time of your request.

***We reserve the right to review and amend our charging policy at any time.***

## **10. YOUR FEEDBACK**

We shall be reviewing this publication scheme on a regular basis and would value your assistance in identifying ways to improve it. If you have any comments, suggestions or complaints to make regarding the content or layout of the scheme, please forward these in writing to the Information Manager at the address below, or by email to [foi@investni.com](mailto:foi@investni.com).

**Handling of complaints.** We have an obligation to make information available in the manner described in this scheme. Should we receive any complaints about our failure to make information available, these will be investigated, in the first instance, by the Information Manager, who will reply within 15 working days. If you are not satisfied with this reply, you can write to the Corporate Services Managing Director who has overall responsibility for Freedom of Information within Invest NI. Again you will receive a response within 15 working days. In all cases your complaint will be fully investigated and treated in confidence.

If we have not resolved the issue to your satisfaction you are entitled to refer your complaint to the Information Commissioner (see contact and access details below) who will make an independent judgement on the matter.

## **11. CLASSES OF INFORMATION AVAILABLE**

Our overall intention is to publish as much information as possible, which we hope will be of interest to you. The classes of information we make available pro-actively are listed below.

## 11.1 INVEST NI AS AN ORGANISATION

This section identifies information relating to Invest NI's Corporate Plan and strategies, policies, annual reports, internal guidance and procedures, major speeches/press releases, meetings of the Board and Senior Management and other corporate functions of the agency.

### PLANS AND STRATEGY

#### **Invest NI's Vision and Mission**

*Description:* Fresh Talent at Work – a statement of Invest NI's corporate vision and mission.

*Availability:* Website; by request (contact Strategic Management & Planning 028 9069 8261; fax 02890 436536)

*Cost:* Free of Charge

*Description:* Guide to Invest NI – document outlining the role, structure and activities of Invest Northern Ireland, with frequently asked questions.

*Availability:* Website; by request (contact Strategic Management & Planning 028 9069 8261; fax 02890 436536)

*Cost:* Free of Charge.

*Description:* Accelerating Entrepreneurship - a consultation document on increasing the business birthrate.

*Availability:* Website; by request (contact Corporate Marketing 028 9069 8145 ; fax 028 90 436536)

*Cost:* Free of Charge.

#### **Invest NI's Corporate Guidelines**

*Description:* Guidelines on the use of Invest NI's corporate logo and colours.

*Availability:* Website; by request (contact Corporate Marketing 028 9069 8145; fax 028 90 436536)

*Cost:* Free of Charge

## **Corporate and Operating plans**

*Description:* The Corporate Plan, which is produced triennially, is a high level strategic document that sets out the key priorities for Invest NI over the next three years.

*Availability:* Website; by request (contact Strategic Management & Planning 028 9069 8261; fax 02890 436536)

*Cost:* Free of Charge.

*Description:* The Operating Plan, which is produced on an annual basis, outlines Invest NI's strategic objectives and targets for the year ahead.

*Availability:* Website; by request (contact Strategic Management & Planning 028 9069 8261; fax 02890 436536)

*Cost:* Free of Charge.

## **Policies and Principles**

*Description:* Invest NI Equality Scheme - sets out the organisation's commitment to achieving a successful economy in Northern Ireland which will provide equality of opportunity for everyone.

*Availability:* Website; by request (contact Strategic Management & Planning 028 9069 8261; fax 02890 436536)

*Cost:* Free of Charge.

*Description:* Invest NI Data Protection Policy - sets out the organisation's commitment to adhering to the requirements of the Data Protection Act 1998.

*Availability:* Website; by request (contact Information Manager 028 9069 8281; [amanda.latimer@investni.com](mailto:amanda.latimer@investni.com))

*Cost:* Free of Charge.

## **Evaluation and Research**

The documents in this class contain information that is not in breach of an essential confidence, or for which Invest NI has copyright.

*Description:* Global Entrepreneurship Monitor 2002 - research to determine levels of entrepreneurial activity in N Ireland

*Availability:* Website; by request (contact Strategic Management & Planning 028 9069 8289; fax 028 90 436536)

*Cost:* Free of Charge

*Description:* Household Entrepreneurship Strategy - an examination of entrepreneurial activity in Northern Ireland

*Availability:* Website; by request (contact Strategic Management & Planning 028 9069 8289; fax 028 90 436536)

*Cost:* Free of Charge

## **Customer Care**

*Description:* Invest NI Customer Charter – a guide for Invest NI customers on the organisation’s standards and the delivery of its products and services.

*Availability:* Website; by request (contact Corporate Marketing 02890 698145; fax 028 90 436536)

*Cost:* Free of Charge

*Description:* Invest NI Customer Feedback Mechanism - a mechanism for obtaining feedback from customers about the organisation’s services.

*Availability:* Website; by request (contact Corporate Marketing 02890 698145; fax 028 90 436536)

*Cost:* Free of Charge

## EXTERNAL COMMUNICATIONS

### News Archive

*Description:* Invest NI Press Releases since April 2002.

*Availability:* Website; by request (contact Press Office 028 9069 8348; email [pressoffice@investni.com](mailto:pressoffice@investni.com))

*Cost:* Free of Charge

### Future Publications

*Description:* Future materials approved for publication, eg policy statements or key strategies, will be publicised on the website in the 'What's New' section with links to a copy of the publication, if available, on-line.

*Availability:* Website will give availability and access details as appropriate.

*Cost:* This class may include some chargeable items.

## MANAGEMENT AND REPORTING

### Organisational Structure

*Description:* Document showing the Senior Management structure of Invest NI.

*Availability:* Website; by request (contact Human Resources 028 9023 9090; fax: 028 90436536)

*Cost:* Free of Charge.

## **Annual Reports and Accounts**

*Description:* This is a composite report, produced on an annual basis, that details Invest NI's performance against targets as laid out in the respective year's Operating Plan. The first annual report and accounts available for Invest NI will be 2002/2003.

*Availability:* By request (contact Corporate Marketing 02890 698145; fax 028 90 436536).

*Cost:* Free of Charge.

## **Board and Senior Management Meetings**

*Description:* Invest NI's Board and Senior Management Team meet regularly to discuss strategic issues and to plan, prioritise and report on the organisations progress. Senior staff attend both meetings – Board meetings are chaired by the Chairman of the Board and Senior Management meetings are chaired by the Chief Executive. Summaries of meetings held after 1 November 2003 will be available within 4 weeks of being agreed. These summaries are normally agreed at the following meeting of the groups and will not include exempt items such as HR issues, commercially confidential matters or matters concerning development of policies that have not yet been finalised.

*Availability:* By request: Board meetings (contact Chairman's Office 02890 698262; fax 028 90 436536)  
Senior Management Team meetings (contact Chief Executive's Office 028 90 698233; fax 028 90 436536)

*Cost:* Free of Charge

## **INTERNAL GUIDANCE AND PROCEDURES**

### **Representation on Outside Bodies**

*Description:* This is a coherent set of guidelines governing the conduct of staff that represents Invest NI's interests on a range of external bodies.

*Availability:* By request: (contact Human Resources 028 9023 9090  
Fax: 028 90 436536)

*Cost:* Free of Charge

### **Staff Matters**

*Description:* HR procedures relating to employee welfare, pay and conditions, performance appraisal etc. (This class may contain exempt information; reasons will be given where information has been withheld).

*Availability:* By request: (contact Human Resources 028 9023 9090; fax: 02890 436536)

*Cost:* Free of Charge

### **Use of Information Technology**

*Description:* Instruction and guidance for staff on the use of IT equipment and security, Internet and email facilities.

*Availability:* By request: (contact IT Team 028 9023 9090; fax 02890 436536)

*Cost:* Free of Charge

### **Data Protection**

*Description:* Code of Practice and guidance for staff on the principles of data protection.

*Availability:* By request: (contact Information Manager 02890 698281; email [amanda.latimer@investni.com](mailto:amanda.latimer@investni.com))

*Cost:* Free of Charge

## **11.2 INVEST NI BUSINESS SERVICES**

The following sections identify classes of information relating to specific business support services that fall within the remit of Invest NI.

### **STARTING UP**

This section contains information regarding Invest NI support and assistance to individuals wishing to start up in business. Support can be in the form of advice, financial assistance ie grants and loans or programmes of assistance that lead individuals/businesses through a series of steps to develop their business.

### **Pre Start Information and Access**

*Description:* Details of the advice available to those wishing to start up in business.

*Availability:* Website; by request (contact the Information Officer in the relevant Local Office, see contact and access section)

*Cost:* Free of Charge

### **Start-up Programmes**

*Description:* Details of the range of Invest NI programmes aimed at raising the number and quality of business start-ups.

*Availability:* Website; by request (contact the Information Officer in the relevant Local Office, see contacts and access section).

*Cost:* Free of Charge

### **Business Workspace**

*Description:* Details of workspace schemes available for start up businesses.

*Availability:* Website; by request (contact the Information Officer in the relevant Local Office, see contact and access section).

*Cost:* Free of Charge

### **Partnership Contacts**

*Description:* Information and contact details for economic partnerships, local councils, local enterprise agencies and property providers.

*Availability:* Website; by request (contact the Information Officer in the relevant Local Office, see contact and access section).

*Cost:* Free of Charge

## **BUSINESS GROWTH**

This section contains information on the various types of financial assistance available from Invest NI to encourage the growth of existing businesses in N Ireland.

### **Principles for Business Support**

*Description:* Details of Invest NI's approach to offering clients business solutions that meet their growth needs/enable them to exploit opportunities faster.

*Availability:* Website; by request (contact Corporate Marketing 02890 698145; fax 028 90 436536)

*Cost:* Free of Charge.

### **Venture Capital**

*Description:* Venture Capital - a document outlining Invest NI's approach to equity investment in small and medium sized enterprises.

*Availability:* Website; by request (contact Corporate Marketing 02890 698145; fax 028 90 436536)

*Cost:* Free of Charge.

### **Property Assistance Scheme**

*Description:* The objective of this programme is to help Invest NI client companies to become more competitive by assisting in the development of appropriate property needs. This assistance must develop the company's capability to grow its business in line with Invest NI's Principles for Business Support.

The following types of building, which must have a gross floor area in the region of 800/900m<sup>2</sup> (8,600/10,000 sq ft), will be considered for assistance

- A new factory / production unit
- Hybrid buildings
- ICT / Call centre / Office buildings

Referrals for Property Assistance should formally be initiated via the company's Client Executive who must be satisfied that the company meets the eligibility and viability criteria.

*Availability:* Website; by request

Contact

Eugene Treacy  
Property Solutions  
Invest NI  
Bedford Square  
Bedford Street  
Belfast  
BT2 7ES

Tel: 028 9069 8364

E-mail: [eugene.treacy@investni.com](mailto:eugene.treacy@investni.com)

*Cost:* Free of Charge

## **RESEARCH, DESIGN & TECHNOLOGY**

This section provides details of a range of programmes to enable companies to access the latest technologies and research expertise from around the world, enhance their market driven technological capability and promote good practice in design.

### **NITECH Fund**

*Description:* Details of a venture capital fund established by Invest NI to finance the commercialisation of technology within new-start or existing businesses.

*Availability:* Website; by request (contact contact Carol Keery 028 9069 8771; email [carol.keery@investni.com](mailto:carol.keery@investni.com))

*Cost:* Free of Charge

### **Technology Transfer**

*Description:* Details of programmes that enable local companies and research organisations to access the latest technologies and research expertise from around the world.

*Availability:* Website; by request (contact Pat Doyle 028 9069 8835; [pat.doyle@investni.com](mailto:pat.doyle@investni.com) or Roisin Goodwin 028 9069 8846 [roisin.goodwin@investni.com](mailto:roisin.goodwin@investni.com))

*Cost:* Free of Charge

## **Support for Research & Development**

*Description:* Details of Invest NI programmes of support to enhance the market driven technological capability within Northern Ireland industry and to assist companies both to develop innovative products and carry out commercially focused industrial research aimed at developing new - or improving existing - products, processes or services.

*Availability:* Website; by request (contact Andy Reilly 028 9069 8765; email [andy.reilly@investni.com](mailto:andy.reilly@investni.com))

*Cost:* Free of Charge

## **Design Support**

*Description:* Details of a programme that aims to promote good practice in design and to provide an advisory service to industry on the importance of design as an issue in product development.

*Availability:* Website; by request (contact Roisin Goodwin 028 9069 8846 [roisin.goodwin@investni.com](mailto:roisin.goodwin@investni.com))

*Cost:* Free of Charge

## **ICT & E-Business Services**

*Description:* Details of support and advice available to assist companies effectively utilise e-business tools and technologies.

*Availability:* Website; by request (contact E-business 028 9069 8768)

*Cost:* Free of Charge

## **DEVELOPING CAPABILITY**

This section provides details of a range of specialist programmes aimed at developing the capability of a business with respect to people, energy efficiency, environmental aspects, business processes and scientific services.

### **People Excellence**

*Description:* Details of a range of people development programmes, all of which seek to encourage businesses to enhance people skills and capabilities and to acquire new ones relevant to their future growth.

*Availability:* Website; by request (contact Karan Donnelly 028 9069 8398; email [karan.donnelly@investni.com](mailto:karan.donnelly@investni.com))

*Cost:* Free of Charge

### **Business Process Improvement**

*Description:* Details of a range of business process improvement programmes designed to assist companies identify business improvement priorities to enhance their competitiveness and increase profitability.

*Availability:* Website; by request (contact Karan Donnelly 028 9069 8398; email [karan.donnelly@investni.com](mailto:karan.donnelly@investni.com))

*Cost:* Free of Charge

### **Strategic Excellence**

*Description:* A range of programmes to assist companies develop and implement robust strategic development plans designed to enable management to change direction according to prevailing market conditions.

*Availability:* Website; by request (contact Simon Quinn 028 9069 8403; email [simon.quinn@investni.com](mailto:simon.quinn@investni.com) )

*Cost:* Free of Charge

### **Best Practice Clubs**

*Description:* Details of networks/clubs that provide access for businesses to best practice or one-to-one support to address specific needs.

*Availability:* Website; by request (contact Alan Ritchie 028 9069 8396; email [alan.ritchie@investni.com](mailto:alan.ritchie@investni.com))

*Cost:* Free of Charge

### **Energy Efficiency Support**

*Description:* Details of assistance available to companies to help them develop relevant energy saving measures.

*Availability:* Website; by request (contact Energy 028 9069 8868; fax 028 9043 6536; email [energy@investni.com](mailto:energy@investni.com))

*Cost:* Free of Charge

### **Environmental Support**

*Description:* Details of advice and assistance available to companies to help them conduct environmental audits and engage in environmentally friendly business activities.

*Availability:* Website; by request (contact Green Economy 028 9069 8383; fax 028 9043 6536)

*Cost:* Free of Charge

### **Technical Advisory Unit**

*Description:* Assistance with technical issues relating to health and safety, environmental regulation, engineering and manufacturing and product and process control and development.

*Availability:* Website; by request (contact TAU 028 9023 9090; fax 028 9043 6536; email [TAU@investni.com](mailto:TAU@investni.com))

*Cost:* Free of Charge

## **TRADE**

This section provides details of a number of programmes, trade missions and exhibitions that aim to provide practical support to help manufacturers and tradeable services companies adopt a structured and strategic approach to export and trade development.

### **Passport to Export**

*Description:* Details of a range of programmes offering companies assistance to develop a strategic marketing plan enter new markets or develop existing exporting business through strategic business alliances.

*Availability:* Website; by request (contact Trade Development 02890 698034; fax 028 9043 6536)

*Cost:* Free of Charge

### **Graduates into Export Markets**

*Description:* Details of programmes that assist companies to utilise graduates' skills to enable them to get into exporting or to develop new markets either in Great Britain and the Republic of Ireland or overseas.

*Availability:* Website; by request (contact Business Improvement Services 028 90 698391; fax 02890 436536)

*Cost:* Free of Charge

### **Trade Events**

*Description:* Details of an extensive programme of events promoting Northern Ireland goods and services at domestic and overseas trade events

*Availability:* Website; by request (contact Trade Development 028 9069 8034; fax 028 90 436536)

*Cost:* Free of Charge

## **Awards**

*Description:* NI Exporter of the Year Awards – details of awards that aim to recognise and reward outstanding achievement by Northern Ireland companies in significantly increasing exports, thereby securing and creating employment.

*Availability:* Website; by request (contact Trade Development 028 9069 8039; fax 02890 436536)

*Cost:* Free of Charge

## **Information on Key NI Exporters**

*Description:* Details of NI companies that are actively exporting their products. Database gives essential information on company products, services, and main export markets.

*Availability:* Website; by request (contact Trade Development 028 9069 8034; fax 02890 436536)

*Cost:* Free of Charge

## **UK Trade & Investment Services**

*Description:* Details of a network of export and trade services that include financial assistance and advice and bespoke market information reports.

*Availability:* Website; by request (contact Trade Development 028 9069 8034; fax 02890 436536)

*Cost:* Free of Charge

## **12. CONTACT AND ACCESS DETAILS**

The information being made available under the 'Publication Scheme' can be obtained from our website [www.investni.com](http://www.investni.com) or by writing to the Information Manager at:

Invest NI  
Bedford Square  
Bedford Street  
Belfast  
BT2 7ES

You can also e-mail us at: [foi@investni.com](mailto:foi@investni.com) **or**  
Telephone: (028) 9069 8281  
Fax: (028) 9043 6536

Local Offices can be contacted as follows:

### **North Eastern Local Office**

Clarence House  
86 Mill Street  
Ballymena  
BT43 5AF

Tel: 028 2564 9215  
Fax: 028 2564 8427  
E-mail: [neo@investni.com](mailto:neo@investni.com)

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### **Eastern Local Office**

Bedford Square  
Belfast  
BT1 4NN

Tel: 028 90239090  
Fax: 028 90436536  
E-mail: [eo@investni.com](mailto:eo@investni.com)

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**Coleraine Office**

Science Innovation Centre  
Cromore Road  
Coleraine  
BT52 1ST

Tel: 028 7028 0055  
Fax: 028 7126 6054

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**Fermanagh Office**

INTEC Centre  
36 East Bridge Street  
Enniskillen  
BT74 7BT

Tel: 028 6634 3942  
Fax: 028 6632 8337  
Email: [wo@investni.com](mailto:wo@investni.com)

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**North Western Local Office**

Building 1  
Ulster Science & Technology Park  
Buncrana Road  
Londonderry  
BT48 0JB

Tel: 028 7126 7257  
Fax: 028 7126 6054  
E-mail: [nwo@investni.com](mailto:nwo@investni.com)

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**Southern Local Office**

6-7 The Mall  
Newry  
BT34 1BX

Tel: 028 3026 2955  
Fax: 028 3026 5358  
E-mail: [so@investni.com](mailto:so@investni.com)

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**Western Local Office**

Kevlin Buildings  
Omagh  
BT78 1ER

Tel: 028 8224 5763

Fax: 028 8224 4291

E-mail: [wo@investni.com](mailto:wo@investni.com)

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**Craigavon Office**

Oracle Conference Centre  
Upper Bann Institute  
36 Lurgan Rd  
Portadown  
BT63 5BL

Tel: 028 3833 5050

Fax: 028 3839 0149

Further information on the Freedom of Information Act may be obtained from the Information Commissioners Office at:

**Information Commissioner**

Wycliffe House  
Water Lane  
WILMSLOW  
Cheshire  
SK9 5AF

Tel: 01625 545 745

Fax: 01625 524 510

Web: [www.dataprotection.gov.uk](http://www.dataprotection.gov.uk)

E-mail: [data@dataprotection.gov.uk](mailto:data@dataprotection.gov.uk)