



INVEST NORTHERN IRELAND

PUBLICATION GUIDE

FREEDOM OF INFORMATION ACT 2000

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INVEST NORTHERN IRELAND

PUBLICATION SCHEME

Our overall intention is to publish as much information as possible, which we hope will be of interest to you. This publication guide does not detail all the information we are proactively making available but is a tool to help you find the information that we believe may be of public interest in line with our guidance definition document. The classes of information we make available pro-actively are listed below.

The scheme is divided into seven **classes of information** as per the definition document.

CLASSES OF INFORMATION AVAILABLE

[Class One: Who we are and what we do](#)

[Class Two: What we spend and how we spend it](#)

[Class Three: What are our priorities and how are we doing](#)

[Class Four: How we make decisions](#)

[Class Five: Our policies and procedures](#)

[Class Six: Lists and registers](#)

[Class Seven: The Services we offer](#)

Under each class heading there is a brief **Description** outlining what is included. In some cases a class may contain links to external websites where the information may be found.

Most of the information we make routinely available can be accessed through our website by using the search facility. Such information is continually updated. If you cannot find the information through the search engine and we have indicated in the definition document that it is routinely available this may be because the information cannot be uploaded onto our website. In such circumstances please contact the number given beside the information.

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INVEST NORTHERN IRELAND

CLASS 1- WHO WE ARE AND WHAT WE DO

Roles and Responsibilities

Description: [About Invest NI](#). This details information about the roles and responsibilities of Invest NI.

Availability: [On Invest NI website](#)
By Request (contact [Paul Curry](#) Strategic Management & Planning. 028 9069 8454)

Cost: Free of Charge

Description: Identification of, responsibilities of and biographical details of those making strategic and operational decisions ([Senior Management](#) and [Board members](#)) about the provisions of Invest NI's services.

Availability: [On Invest NI Website](#); By Request (contact [Claire Donaghy](#) Strategic Management & Planning 028 9069 8454)

Cost: Free of Charge

Senior Staff and management board members

Description: Document showing the Senior Management structure of Invest NI. Invest NI's definition of "senior level" are those at Board and Top Management Team (TMT) level.

Availability: [On Invest NI website](#); [Senior Management](#). [Board Members](#) by request (contact [Claire Donaghy](#) Strategic Management and Planning. 028 9069 8454)

Cost: Free of Charge

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Organisational Structure

Description: [Guide to Invest NI](#) – document outlining the role, structure and activities of Invest Northern Ireland, with frequently asked questions.

Availability: [On Invest NI website](#); by request (contact [Paul Curry](#) Strategic Management & Planning 028 9069 8454)

Cost: Free of Charge.

Legislative Functions

Description: Click [Industrial Development Act \(Northern Ireland\) 2002](#) for the legislation which established Invest NI and sets out the functions of Invest NI. Click [The Industrial Development \(Northern Ireland\) Order 1982](#) and [The Energy Efficiency \(Northern Ireland\) Order 1999](#) for further information on the functions of Invest NI.

Availability: External websites as above; by request (contact [Nuala Watkins](#) Strategic Management & Planning 028 9069 8268)

Cost: Free of Charge.

Lists of and information relating to organisations with which Invest NI works in partnership

Description: External organisations which Invest NI works in [Partnership](#) with to deliver services.

Availability: On [Invest NI website](#). Document with links to external websites provided (contact [Paul Curry](#) Strategic Management and Planning. 028 9069 8454)

Cost: Free of Charge

Locations and contact details for Invest NI

Description: [Contacts of all Invest NI offices including overseas.](#)

Availability: [On Invest NI website](#); by request (contact [Paul Curry](#) Strategic Management and Planning 028 9069 8454)

Cost: Free of Charge

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CLASS 2 - WHAT WE SPEND AND HOW WE SPEND IT

Financial Statements, budgets and variance reports

Description: Invest NI accounts and financial projections. [Annual report and accounts](#), [Annual Review](#) and [Corporate Plan](#) are both available on our website.

Availability: [On Invest NI website](#): by request (contact [Michelle McLoughlin](#) Finance 028 9069 8620)

Cost: Free of charge

Capital Programme

Description: Invest NI Capital Expenditure can be located in the [Annual report and accounts](#)

Availability: [On Invest NI website](#): by request (contact [Michelle McLoughlin](#) Finance 028 9069 8620)

Cost: Free of charge

Spending Reviews

Description: Invest NI's budgets are allocated under the government's three year comprehensive spending review process. Annual budgets are reviewed and regulated via the Department of Finance and Personnel monitoring rounds.

Availability: [DETI website](#): by request (contact [Michelle McLoughlin](#) Finance 028 9069 8620)

Cost: Free of charge

Financial audit reports

Description: Invest NI annual audits are undertaken by Northern Ireland Audit Office. The [Annual report and accounts](#) has a summary of these audits with [NIAO](#) also publishing some reports and initiatives.

Availability: [On Invest NI website](#) and [Northern Ireland Audit Office website](#): by request (contact [Michelle McLoughlin](#) Finance 028 9069 8620)

Cost: Free of charge

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Pay and grading structures

Description: [Details of the 2009 pay award](#) and [pay and grades for staff \(banded\) within Invest NI](#), Board, Chief Executive and Top Management Team pay details can be found in the [Annual report and accounts](#)

Availability: [On Invest NI website](#): by request (contact [Catherine McCallan](#) Human Resources 028 9069 8117)

Cost: Free of charge

Procurement procedures

Description: Invest NI's procedures used for the acquisition of goods and services can be viewed in the Central Procurement Directorate (CPD) website.

Availability: [CPD website](#) (contact [Michelle McLoughlin](#) Finance 028 9069 8620)

Cost: Free of charge

Description: Invest NI contracts currently available for tender

Availability: [CPD website](#) (contact [Michelle McLoughlin](#) Finance 028 9069 8620)

Cost: Free of charge

Lists of contracts awarded and their value

Description: Invest NI contracts awarded and their value

Availability: [CPD website](#) (contact [Michelle McLoughlin](#) Finance 028 9069 8620)

Cost: Free of charge

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Financial statements for projects and events

Description: [Invest NI's Performance Information Report](#) – Demonstrates the impact of our activities on the performance of clients and the economy in general

Availability: [On Invest NI website](#): by request (contact [Michelle McLoughlin](#) Finance 028 9069 8620)

Cost: Free of charge

Internal financial regulations

Description: Internal financial regulations relating to Admin Expenditure Approval Limits (found within the summary Operating Manual), [Fraud Response plan](#), [Invest NI Fraud Policy](#), [National Fraud Initiative](#), [Invest NI business procedures](#).

Availability: [On Invest NI website](#): by request (contact [Michelle McLoughlin](#) Finance 028 9069 8620)

Cost: Free of charge

Staff and Board Members allowances and expenses

Description: [Details of TMT allowances and expenses](#) and [Board members allowances and expenses](#).

Availability: [On Invest NI website](#): by request (contact [Claire Donaghy](#) Strategic Management and Planning 028 9069 8233)

Cost: Free of charge

Description: Details of allowances and expenses that can be claimed by Staff

Availability: Financial Intervention Principles and Processes: by request (contact [Mark Carruthers](#) Strategic Management and Planning 028 9069 8257)

Cost: Free of charge

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CLASS 3 - WHAT ARE OUR PRIORITIES AND HOW ARE WE DOING

Strategic 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: [On Invest NI website](#); by request (contact [Julia Scott](#) Communications and Marketing Unit 028 9069 8148)

Cost: Free of Charge.

Annual business plan

Description: [The Operating Plan 2010-11](#), describes how the strategy will be implemented during 2009/10.

Availability: [On Invest NI website](#): by request (contact [Gerard McNally](#) Strategic Management & Planning 028 9069 8454)

Cost: Free of charge

Annual Report

Description: Invest NI accounts and financial projections. [Annual report and accounts](#)

Availability: [On Invest NI website](#): by request (contact [Julia Scott](#) Corporate Communications and Marketing Unit 028 9069 8148)

Cost: Free of charge

Internal and external performance reviews

Description: Invest NI's [Performance Information Report](#) – Demonstrates the impact of our activities on the performance of clients and the economy in general

Availability: [On Invest NI website](#): by request (contact [Darrell McCullough](#) Strategic, Management & Planning 028 9069 8291)

Cost: Free of charge

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Description: [Summary Customer Satisfaction Surveys](#) – An indicator of how clients view our performance

Availability: [On Invest NI website](#): by request (contact [Julia Scott](#) Corporate Communications and Marketing Unit 028 9069 8148)

Cost: Free of charge

Description: Summary reports of internal evaluation of programmes we provide to clients

Availability: [On Invest NI website](#): by request (contact [Richard Molyneaux](#) Strategic Management and Planning 028 9069 8344)

Cost: Free of charge

Description: [Focus on Food](#) is a jointly agreed strategy between the private sector (food) and government. The strategy is a partnership between DETI, DARD, Invest Northern Ireland and the agri-food industry through the Industry Advisory Panel (IAP)

Availability: [On Invest NI website](#): by request (contact [Nigel Hardy](#) Food Division 028 9069 8143)

Cost: Free of charge

Reports to Parliament

Description: NI Assembly: Invest NI provides answers to Assembly Questions. There are also answers to Parliamentary Questions available on the House of Commons website.

Availability: [NI Assembly website](#) [House of Commons website](#) by request (contact [Gary Cushnahan](#) Strategic Management and Planning 028 9069 8263)

Cost: Free of charge

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Inspection reports where the NDPB is subject to formal inspection

Description: Information in relation to Internal Audit reports in [Annual Report and Accounts](#)

Availability: [On Invest NI website](#): by request (contact [Julia Scott](#) Corporate Communications and Marketing Unit 028 9069 8148)

Cost: Free of charge

Service standards

Description: [IT Security service standard](#)

Availability: [External internet site](#) – ISO27001: by request (contact [Neil McGarry](#) IT Team 028 9069 8012)

Cost: Free of charge

Description: [Investors in People certificate](#). [Investors in People website](#)

Availability: [On Invest NI Website](#): by request (contact [Olivia Cleland](#) HR 028 9069 8326)

Cost: Free of Charge

Statistics produced in accordance with Invest NI's requirements

Description: [Performance Information Report](#)

Availability: [On Invest NI website](#): by request (contact [Julia Scott](#) Corporate Communications and Marketing Unit 028 9069 8148)

Cost: Free of charge

Public service agreements

Description: The Public Service Agreements which apply to Invest NI – PSA 1 and PSA 3 can be found on the website below.

Availability: [NI Executive External website](#) : by request (contact [Gerard McNally](#) Strategic Management and Planning 028 9069 8261)

Cost: Free of charge

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CLASS 4 - HOW WE MAKE DECISIONS

Public consultations

Description: [Public consultation for Invest NI's Corporate Plan](#)

Availability: [On Invest NI website](#): by request (contact [Paul Curry](#) Strategic Management and Planning 028 9069 8454)

Cost: Free of charge

Major policy proposals and decisions including background information, minutes of senior level meetings including reports and papers.

Description: [Invest NI's Board](#) and [Senior Management Team](#) (TMT) 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.

Availability: By request before January 2009:
On [Invest NI website](#) from January 2009 (contact [Margaret Sansome](#) 028 9069 8255 Chairman's Office)
Senior Management Team meetings
(Contact [Claire Donaghy](#) 028 9069 8233
Chief Executive's Office)

Cost: Free of Charge

Description: Details of proposals and decisions made in the last three years such as [A Guide To Support](#) (see brochure), [Acquisition Strategy Summary](#) (Property Services Unit), [Draft Equality Impact Assessment](#) and Operation Manual.

Availability: [On Invest NI website](#) (contact [Paul Curry](#) Strategic Management and Planning 028 9069 8454)

Cost: Free of Charge

INVEST NORTHERN IRELAND

Internal communications guidance and criteria used for decision making i.e. process systems and key personnel

Description: Guidance for accounting officers used by Invest NI is on the [Accountability and Accountancy Services Division](#) (AASD).
[European Union Guidelines](#) (DETI website)

Availability: On websites linked above: by request (contact [Michelle McLoughlin](#) Finance 028 9069 8620)

Cost: Free of charge

Description: Internal communication guidance used for major policy proposals and decisions.

Availability: Financial Intervention Principles and Processes on [Invest NI website](#): by request (contact [Mark Carruthers](#) Strategic Management and Planning 028 9069 8257)

Cost: Free of charge

INVEST NORTHERN IRELAND

CLASS 5 - OUR POLICIES AND PROCEDURES

Policies and procedures for the conduct of departmental business and for the provision of services

Description: Financial Intervention Principles and Processes

Availability: [On Invest NI website](#), by request (contact [Mark Carruthers](#) Strategic Management and Planning 028 9069 8257)

Cost: Free of charge

Description: Policy regarding State Aids

Availability: [On European Commission website](#): by request (contact [Deirdre Convery](#) Strategic Management and Planning 028 9069 8276)

Cost: Free of charge

Policies and procedures for the recruitment and employment of staff

Description: HR procedures relating to employee welfare, pay and conditions, performance appraisal. [Staff Handbook](#) etc can be found in our A-Z publications. Information on [Health and Safety](#) is also available here.

Availability: [On Invest NI website](#): by request: (contact [Catherine McCallan](#) Human Resources 028 9069 8117)

Cost: Free of Charge

Description: [Invest NI Equality Scheme](#) – Invest NI is committed to achieving a successful economy in Northern Ireland which provides equal opportunities for all citizens. The organisation works to fulfil its responsibilities across the spectrum of Government policy relating to Equality, the Lifetime Opportunities – Anti-Poverty and Social Inclusion Strategy and Human Rights. Our Equality Scheme, Equality Impact Assessments and Policy and Programme Screenings are all available to the public.

Availability: On Invest NI Website: [Invest NI Equality Scheme](#), [Invest NI Policy and Programme Screenings](#) and [Invest NI EQIA Reports](#). If you would like to obtain any of these documents in hard copy or in alternative formats, you can do so by contacting:

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[Pamela Marron/Joanne Stewart](#)

The Equality Unit, Strategic Management & Planning
Invest Northern Ireland, 3rd Floor, Bedford Square
Bedford Street, Belfast, BT2 7ES

Cost: Free of Charge.

Description: [Invest NI Career opportunities](#) and current vacancies.

Availability: [On Invest NI website](#); by request (contact [Catherine McCallan](#) Human Resources 028 9069 8117)

Cost: Free of charge

Customer service

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: [On Invest NI website](#); by request (contact [Julia Scott](#) Corporate Communications and Marketing Unit 028 9069 8148)

Cost: Free of Charge

Description: [Invest NI Customer Feedback Mechanism](#) - a mechanism for obtaining feedback from customers about the organisation's services.

Availability: [On Invest NI website](#); by request (contact [Paul Curry](#) Strategic Management and Planning 028 9069 8454)

Cost: Free of Charge

Description: [Freedom of Information](#). The process for making a request for information under the above legislation.

Availability: [On Invest NI website](#); by request (contact [Paul Curry](#) Strategic Management and Planning. 028 9069 8454)

Cost: Free of charge

INVEST NORTHERN IRELAND

Records management and personal data policies

Description: [Freedom of Information](#). The process for making a request for information under the above legislation.

Availability: [On Invest NI website](#); by request (contact [Paul Curry](#) Strategic Management and Planning. 028 9069 8454)

Cost: Free of charge

Description: [Instruction and guidance for staff on the use of ICT equipment and security, Internet and email facilities \(summary of policies\)](#)

Availability: [On Invest NI website](#); by request: (contact [Neil McGarry](#) ICT Team 028 9069 8012)

Cost: Free of Charge

Description: [Invest N I Data Protection](#) - sets out the organisation's commitment to adhering to the requirements of the Data Protection Act 1998. Also available is Invest NI's [Access to Information Procedures Manual](#).

Availability: [On Invest NI website](#); by request (contact [Paul Curry](#) Strategic Management and Planning 028 9069 8454)

Cost: Free of Charge

Description: [Records Management Policy](#)

Availability: [On Invest NI website](#): by request (contact [Michelle Davidson](#) Strategic Management and Planning 028 9069 8252)

Cost: Free of charge

Description: [E-mail Policy](#)

Availability: [On Invest NI website](#): by request (contact [Michelle Davidson](#) Strategic Management and Planning 028 9069 8252)

Cost: Free of charge

Description: [Scanning policy](#)

Availability: [On Invest NI website](#): by request (contact [Michelle Davidson](#) Strategic Management and Planning 028 9069 8252)

Cost: Free of charge

INVEST NORTHERN IRELAND

Charging regimes and Policies

Description: Our aim is to make as much information as possible free of charge. Where such charges apply this is clearly identified. See contact and details for each class

Availability: [On Invest NI website](#): by request (contact [Paul Curry](#) Strategic Management and Planning 028 9069 8454)

Cost: Free of charge

INVEST NORTHERN IRELAND

CLASS 6 - LISTS AND REGISTERS

Asset registers and information asset register

Description: [Annual Reports and Accounts](#)

Availability: Details on Invest NI's Asset Register can be found in notes 14, 15, 16 and 17 on pages 67 – 73 of our Annual report (further information available from Finance) [Annual report and accounts](#): by request (contact [Julia Scott](#) Corporate Communications and Marketing Unit 028 9069 8148)

Cost: Free of charge

Register of gifts and hospitality provided to Board members and senior personnel

Description: [Register of gifts](#) and [hospitality](#) provided to Top Management Team members and Chief Executive of Invest NI

Availability: [On Invest NI website](#): by request (contact [Claire Donaghy](#) Strategic Management and Planning 028 9069 8233)

Cost: Free of charge

Description: [Register of gifts and hospitality](#) provided to the Chairman and Board members of Invest NI

Availability: [On Invest NI website](#): by request (contact [Margaret Sansome](#) Strategic Management and Planning 028 9069 8255)

Cost: Free of charge

Register of Board members' expenses by financial year

Description: [Register of expenses](#) claimed by the Chairman and Board members

Availability: [On Invest NI website](#): by request (contact [Margaret Sansome](#) Strategic Management and Planning 028 9069 8255)

Cost: Free of charge

INVEST NORTHERN IRELAND

Any register of interests kept in the department

Description: [Register of Interests of the Chairman and Board members](#)

Availability: [On Invest NI website](#): by request (contact [Margaret Sansome](#)
Strategic Management and Planning 028 9069 8255)

Cost: Free of charge

INVEST NORTHERN IRELAND

CLASS 7 - THE SERVICES WE OFFER

Regulatory responsibilities

Description: Click [Industrial Development Act \(Northern Ireland\) 2002](#) for the legislation which established Invest NI and sets out the functions of Invest NI. Click [The Industrial Development \(Northern Ireland\) Order 1982](#) and [The Energy Efficiency \(Northern Ireland\) Order 1999](#) for further information on the functions of Invest NI.

Availability: External Websites; by request (contact [Nuala Watkins](#) Strategic Management & Planning 028 9069 8268)

Cost: Free of Charge.

Services for industry

REGIONAL ECONOMIC DEVELOPMENT

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

Availability: [On Invest NI website](#); by request (contact Enquiries Team, Regional Business Team 028 9069 8000)

Cost: Free of Charge

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

Availability: [On Invest NI website](#); by request (contact Enquiries Team, Regional Business Team 028 9069 8000).

Cost: Free of Charge

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PROPERTY SOLUTIONS UNIT

Description: Details of assistance available to companies to address market failure in the provision of industrial space through the provision of gap funding (the difference between total development cost and market value)

Availability: [On Invest NI website](#); by request (contact [Adrian Orr](#) Property Solutions Unit 028 9069 8081)

Cost: Free of Charge

INNOVATION RESEARCH AND TECHNOLOGY

Description: [Research and Development Scheme](#)

Availability: [On Invest NI website](#); by request (contact [Brona Fitzpatrick](#) Innovation Research and technology 028 9069 8607)

Cost: Free of charge

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

Availability: [On Invest NI website](#); by request (contact [Brona Fitzpatrick](#) Innovation Research and technology 028 9069 8607)

Cost: Free of Charge

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: [On Invest NI website](#); by request (contact [Brona Fitzpatrick](#) Innovation Research and technology 028 9069 8607)

Cost: Free of Charge

INVEST NORTHERN IRELAND

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: [On Invest NI website](#); by request (contact [Richard Christie](#) Innovation Research and technology 028 9069 8482)

Cost: Free of Charge

CORPORATE FINANCE, APPRAISAL AND ADVISORY

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

Availability: [On Invest NI Website](#); by request (contact [Helen Kirkpatrick](#) Corporate Finance, Appraisal and Advisory Division 028 9069 8674)

Cost: Free of Charge

FOOD DIVISION

Description: Invest NI has a team of four Food Sector Marketing Advisors (two GB-based covering England and Wales and two NI-based covering ROI and Scotland respectively) whose main role is to support Northern Ireland food and drink companies in identifying and developing new business opportunities in ROI and GB.
The Invest NI Food Trade PR Service identifies positive PR opportunities in GB and ROI by actively engaging with company representatives to source good news stories relating to product innovation, sales successes, new product launches, awards etc. The free PR service then pitches these good news stories to targeted GB and ROI trade press editors to secure media coverage.

Availability: On external website www.buynifood.com; by request (contact [Nigel Hardy](#) Food Division 028 9069 8143)

Cost: Free of charge

INVEST NORTHERN IRELAND

BUSINESS IMPROVEMENT SERVICES

Description: Details of Invest NI's approach to offering clients [business solutions](#) that meet their growth needs and enable them to exploit opportunities faster.

Availability: [On Invest NI website](#) by request (contact [Alan Ritchie](#) Business Improvement Services 028 9069 8396)

Cost: Free of Charge

Description: [Business Improvement Training Programme](#)

Availability: [On Invest NI website](#) by request (contact [Alan Ritchie](#) Business Improvement Services 028 9069 8396)

Cost: Free of charge

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: [On Invest NI website](#); by request (contact [Alan Ritchie](#) Business Improvement Services 028 9069 8396)

Cost: Free of Charge

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: [On Invest NI website](#); by request (contact [Alan Ritchie](#) Business Improvement Services 028 9069 8396)

Cost: Free of Charge

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: [On Invest NI website](#); by request (contact [Alan Ritchie](#) Business Improvement Services 028 9069 8396)

Cost: Free of Charge

INVEST NORTHERN IRELAND

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

Availability: [On Invest NI website](#); by request (contact [Alan Ritchie](#) Business Improvement Services 028 9069 8396)

Cost: Free of Charge

TECHNOLOGY AND PROCESS DEVELOPMENT

Description: E-business and Information Services – [Innovation Vouchers Scheme](#) enables small Northern Ireland registered enterprises to access expertise from public sector knowledge providers to develop innovative solutions to business issues.

Availability: [On Invest NI website](#): by request (contact [Helen Moore](#) Technology and Process Development 028 9069 8800)

Cost: Free of charge

Description: [E-Business and E-process scheme](#) – To support and improve businesses through technology solutions

Availability: [On Invest NI website](#): by request (contact [Helen Moore](#) Technology and Process Development 028 9069 8800)

Cost: Free of charge

Description: [Management Information Scheme](#) – Helps businesses to use information and communication technology (ICT) to improve quality of management information and thus remain competitive

Availability: [On Invest NI website](#) by request (contact [Helen Moore](#) Technology and Process Development 028 9069 8800)

Cost: Free of charge

Description: [ICT Advisory Service](#) – Provides businesses with free, practical and impartial advice on all aspects of information and communication technology

Availability: [On Invest NI website](#): by request (contact [Helen Moore](#) Technology and Process Development 028 9069 8800)

Cost: Free of charge

INVEST NORTHERN IRELAND

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

Availability: [On Invest NI website](#); by request (contact [Helen Moore](#) Technology and Process Development 028 9069 8800)

Cost: Free of Charge

Description: [Technical Advisory Unit](#) (TAU) supports business growth by providing specialised guidance on a wide range of technical and environmental issues

Availability: [On Invest NI website](#): by request (contact [Helen Moore](#) Technology and Process Development 028 9069 8800)

Cost: Free of charge

Description: [The Technical Development Incentive \(TDI\) Scheme](#) provides businesses with technical and process service support.

Availability: [On Invest NI website](#): by request (contact [Helen Moore](#) Technology and Process Development 028 9069 8800)

Cost: Free of charge

Description: How to maximise business efficiency and achieve environmental sustainability

Availability: [On Invest NI website](#); by request (contact [Helen Moore](#) Technology and Process Development 028 9069 8800)

Cost: Free of Charge

INVEST NORTHERN IRELAND

TRADE DEVELOPMENT SERVICES

Description: Details of the market entry support available to assist companies considering exporting for the first time or targeting new export markets. The services include market research provided under the Export Development Service and a series of Export Capability Workshops which help companies with the development of an export strategy and also address key export issues.

Availability: [On Invest NI website](#); by request (contact [Christine Browne](#) Trade Development Services 028 9069 8034)

Cost: Free of Charge

Description: Details of an extensive programme of market visits including trade missions and trade exhibitions which offer new or inexperienced exporters the opportunity to test a market, gather intelligence, attract suppliers, appoint agents and make sales. Events available to companies are outlined in the Market Visits Programme published annually.

Availability: [On Invest NI website](#); by request (contact [Christine Browne](#) Trade Development Services 028 9069 8034)

Cost: Free of Charge

Description: Details of a range of In-market Support services designed to ensure that companies have a well-connected presence on the ground in chosen export markets. They include the Trade Advisory Service, Trade Development Centres in key markets and the Overseas Market Introduction Service (OMIS) provided by UK Trade & Investment.

Availability: [On Invest NI website](#); by request (contact [Christine Browne](#) Trade Development Services 028 9069 8034)

Cost: Free of Charge

Description: Details of the information and expertise provided to companies by the Business Information Centre and Enterprise Europe Network which house Northern Ireland's most comprehensive range of directories, company databases, market research and related business information.

Availability: [On Invest NI website](#); by request (contact the [Business Information Centre](#) 028 9069 8135)

INVEST NORTHERN IRELAND

Cost: Free of Charge

Services for other organisations

Description: [List of bodies on which there is Invest NI representation](#)

Availability: On [Invest NI website](#): by request (contact [Paul Curry](#) Strategic Management and Planning 028 9069 8454)

Cost: Free of charge

Services for members of the public

Description: Information and Guidance provided to members of the public. [Northern Ireland Business information Invest NI business information](#) and our [business information centre](#)

Availability: [On Invest NI website](#) and websites above: By request (contact [Paul Curry](#) Strategic Management and Planning 028 9069 8454 [NIbusinessinfo.co.uk](#): by request (contact Shauna Fenton 08000270639 nibusinessinfo@investni.com

Cost: Free of charge

Services for which Invest NI are entitled to recover a fee together with those fees

Description: Technical Advisory Unit – [CE marking Programme](#)

Availability: [On Invest NI website](#): by request (contact [Helen Moore](#) Technology and Process Development 028 9069 8800)

Cost: For information: Free of charge
For cost of Programme: £550

Leaflets, booklets and newsletters

Description: Invest NI corporate Brochures are available on [A-Z publications](#)

Availability: [On Invest NI website](#) by request (contact [Julia Scott](#) Corporate Communications and Marketing Unit 028 9069 8148)

Cost: Free of charge

INVEST NORTHERN IRELAND

Advice and guidance

Description: General advice and Guidance can be found on our [Invest NI](#) website and other external websites such as [NIbusinessinfo.co.uk](#)

Availability: [On Invest NI website](#): by request (contact [Paul Curry](#) Strategic Management and Planning 028 9069 8454)
[NIbusinessinfo.co.uk](#): by request (contact Shauna Fenton 08000270639 nibusinessinfo@investni.com)

Cost: Free of charge

Media releases

Description: [Invest NI media centre](#)

Availability: [On Invest NI website](#); by request (contact Media Centre 028 9069 8036)

Cost: Free of Charge

Description: Future materials approved for publication, e.g. 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: Invest NI website will give availability and access details as appropriate.

Cost: This class may include some chargeable items

Cost: Free of Charge

INVEST NORTHERN IRELAND

Further information on this publication scheme or other Freedom of Information related queries within Invest NI may be obtained from:

Information Governance Team

Strategic Management & Planning
Bedford Square
Bedford Street
Belfast
BT2 7ES

Tel: 028 9069 8864 or 028 9069 8655

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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 or 08456 30 60 60 (ICO Helpline)

Fax: 01625 524 510

Web: <http://www.ico.gov.uk/>

E-mail: mail@ico.gsi.gov.uk

If you require this document in an alternative format (including Braille, disk, audio cassette or in minority languages to meet the needs of those whose first language is not English) then please contact:

Invest NI's Equality Team

T : 028 9069 8390/8268 Textphone : 028 9069 8585

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