



# Medical Bureau of Road Safety

**ANNUAL REPORT 2009**

School of Medicine & Medical Science  
**University College Dublin**



**Report for the  
year ended  
31st December 2009**

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## **ESTABLISHMENT AND FUNCTIONS OF THE MEDICAL BUREAU OF ROAD SAFETY**

The responsibility for chemical testing of intoxicants in driving in Ireland rests with the Medical Bureau of Road Safety, which is a corporate body established in November 1968 by the Minister for Local Government under Part V of the Road Traffic Act, 1968. The Minister's title was altered to Minister for the Environment & Local Government 22<sup>nd</sup> July 1997. In June 2002 the Medical Bureau of Road Safety came under the ageis of the Minister for Transport following the transfer of Departmental Administration and Ministerial Functions Order 2002.

The functions of the Bureau are laid down in the Road Traffic Acts 1968 –2007 and their regulations and they include:

- The receipt and analysis for intoxicants of specimens of blood and urine forwarded to the Bureau.
- The issue of certificates of analysis.
- The provision of equipment for the taking or provision of specimens of blood and urine.
- Approval, supply and testing of equipment or apparatus for indicating the presence of alcohol in the breath.
- Approval, supply and testing of equipment or apparatus for determining the concentration of alcohol in the breath.
- Research on drinking and drugs in relation to driving, including the methods of determining the amount of alcohol or drugs in a person's body and the epidemiology of driving under the influence of intoxicants.

The Bureau derives its finances from an Annual Grant out of the Vote for the Department of Transport. The Board which comprises of five members (including the Director) is appointed by the Minister for Transport. The Board members are Professor Cecily Kelleher (Chairperson), Professor Denis A. Cusack (Director), Mr. Declan Hayes, Mr. Philip Joyce and Dr. Niall McNamara.

The Medical Bureau of Road Safety utilises the premises and staff provided under an agreement with University College Dublin, School of Medicine and Medical Science, Health Sciences Centre, Belfield, Dublin 4. The Bureau currently employs, one Chief Analyst, three Principal Analysts, five Senior Analysts, eight Analysts, one Senior Technical Officer, one Technical Officer, two Laboratory Attendants, two Reception Attendants, one Senior Administrative Officer, one Administrative Officer, three Senior Executive Assistants and three Executive Assistants. The Director is responsible for the day to day management of the Medical Bureau of Road Safety.

## ACTIVITIES OF THE MEDICAL BUREAU OF ROAD SAFETY

In 2009 a total of 15,989 blood, urine and breath specimens were analysed for alcohol concentration. This represents an overall decrease of 14.5% on the total number of specimens analysed during 2008. Chart 1 shows the breakdown of all blood, urine and breath specimens analysed during 2009 and in the previous ten year period. 1,980 were analysed for the presence of drugs and this represents an increase of 6.1% on 2008.

The activities of the Medical Bureau of Road Safety for this report have been classified into the following five main programmes:

1. **Blood and Urine Alcohol Analysis**
2. **Breath Alcohol Analysis**
3. **Blood and Urine Drug Analysis**
4. **Research – Driving under the Influence of Intoxicants**
5. **Professional Expert Services and Court Attendance**

The breakdown is as follows:

### 1. **Blood and Urine Alcohol Analysis**

A total of 5,355 blood and urine specimens were received for analysis during 2009. Analyses were carried out and certificates were issued in 5,226 of these cases. In 129 (2.4%) cases certificates were not issued either because of some defect in the specimen or in the documentation accompanying it. The number of blood and urine specimens received in 2009 shows a decrease of 10.9% on the number received during 2008.

#### 1.1 **Number of Specimens Provided in Hospitals**

In 2009 there were 322 specimens provided in hospitals, this represents an increase of 1.3% on 2008. 24.8% of these had alcohol concentrations in excess of 150mg/100ml blood or 200mg/100ml urine while 23.6% were in excess of 200mg/100ml blood or 267mg/100ml urine.

#### 1.2 **Analysis of Time**

Of the total number of blood and urine specimens received 73% were provided between the hours of 9.00 p.m. and 6.00 a.m., 12.8% between 4.00 p.m. and 9.00 p.m., and the remaining 14.2% between 6.00 a.m. and 4.00 p.m. This follows a similar pattern to 2008 and 2007.

#### 1.3 **Mean Alcohol Levels in Blood & Urine Specimens**

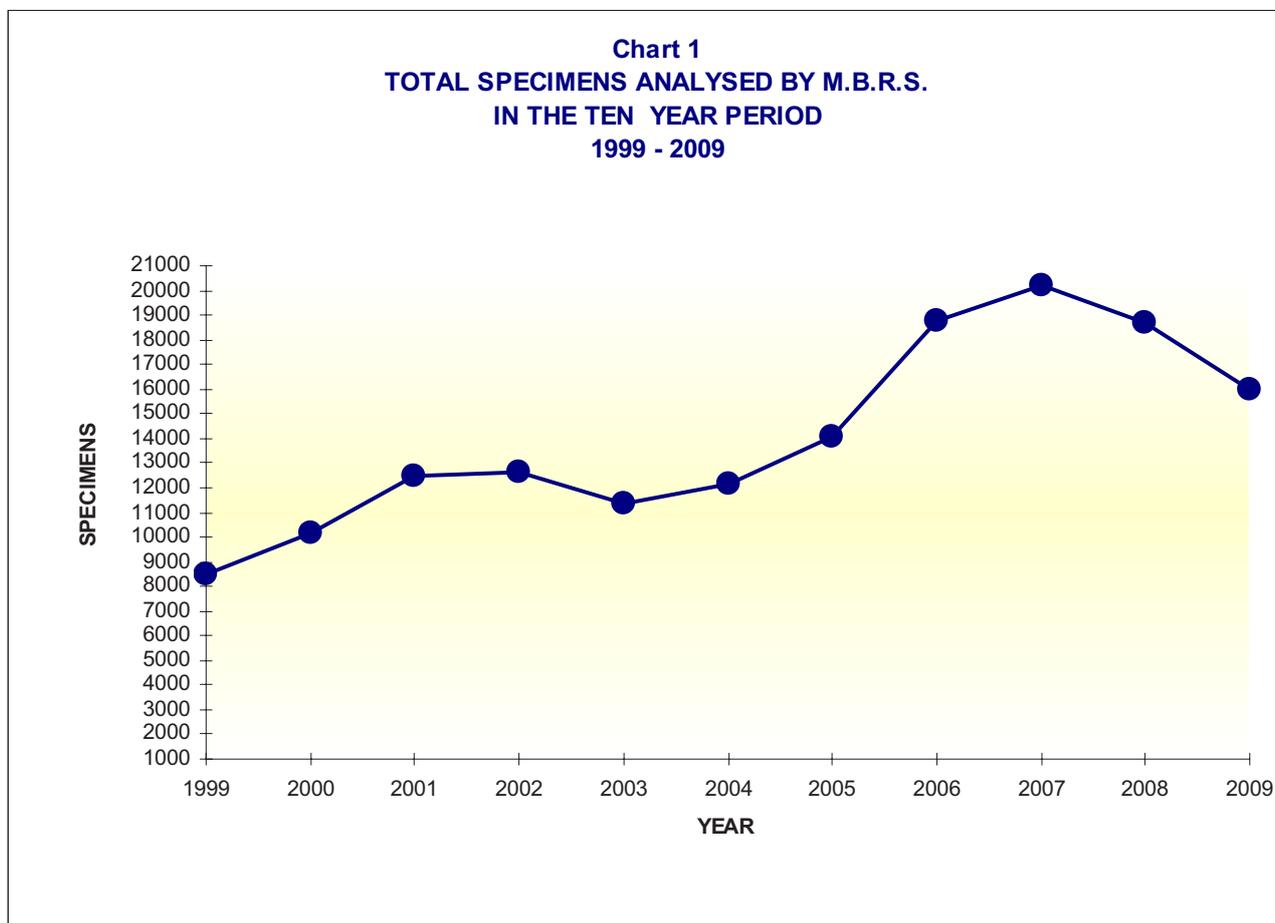
The mean alcohol level in blood was 125mg/100ml.  
The mean alcohol level in urine was 130mg/100ml.

### 1.4 Twice Over the Legal Limit

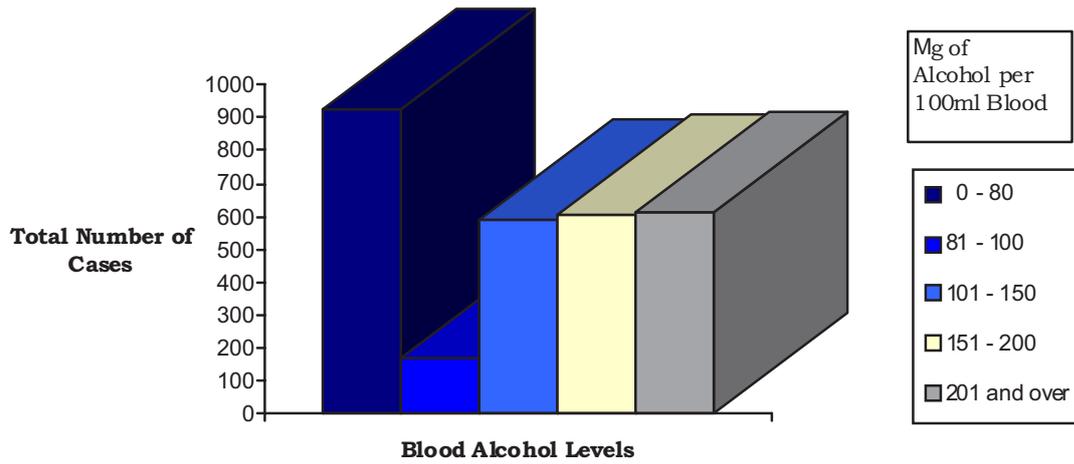
During 2009 there were 1,729 specimens certified which were twice or more over the legal limit. This figure represents 33.1% of the total number of specimens certified.

### 1.5 Alcohol Levels in Blood & Urine Specimens

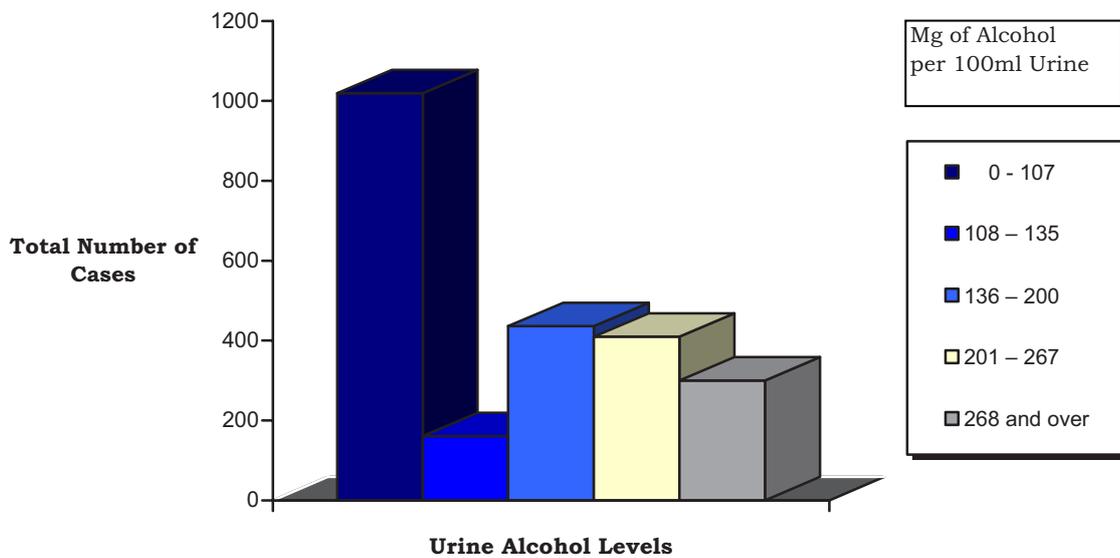
Tables I and II to this report give a breakdown of alcohol concentrations in blood and urine specimens received during 2009. Tables III and IV compare the levels of blood and urine with previous years. Charts 2 and 3 correspond to Tables I and II and Charts 4 and 5 correspond to Tables III and IV respectively. Mandatory Alcohol testing was introduced in July 2006.



**CHART 2**  
**CERTIFIED ALCOHOL CONTENT OF BLOOD SPECIMENS**  
**RECEIVED IN 2009**



**CHART 3**  
**CERTIFIED ALCOHOL CONTENT OF URINE SPECIMENS**  
**RECEIVED IN 2009**



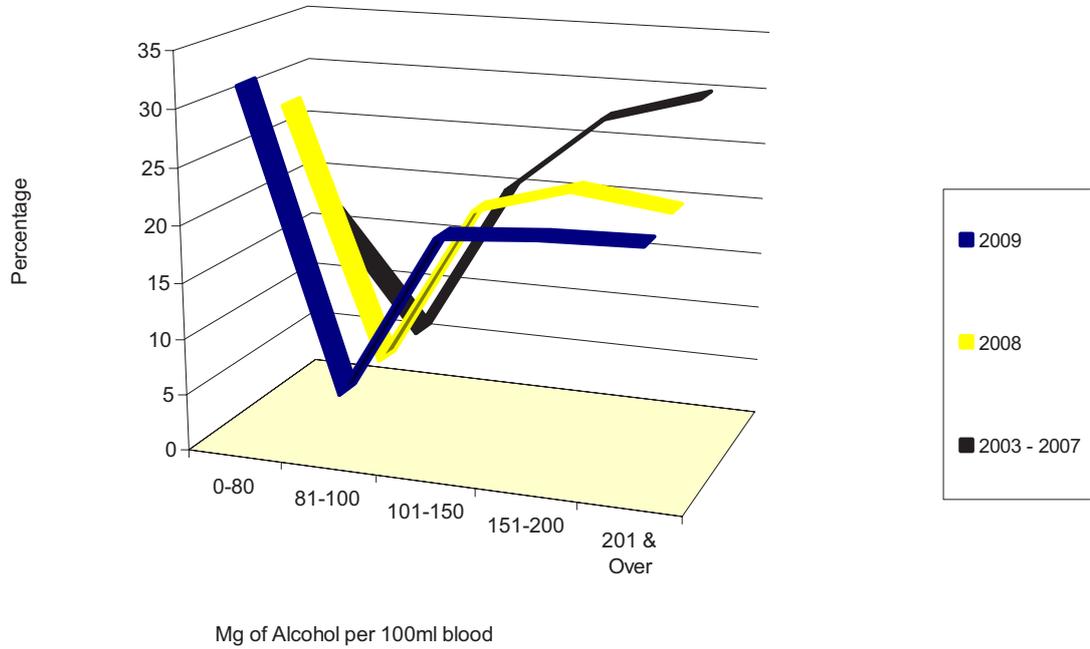
**TABLE I**  
**CERTIFIED ALCOHOL CONTENT OF BLOOD SPECIMENS**  
**RECEIVED IN 2009**

<b>Mg. of Alcohol per 100ml of Blood</b>	<b>First Quarter</b>	<b>Second Quarter</b>	<b>Third Quarter</b>	<b>Fourth Quarter</b>	<b>TOTAL</b>
<b>0 - 80</b>	240	265	223	198	<b>926</b>
<b>LEGAL LIMIT</b>					
<b>81 - 100</b>	48	39	34	45	<b>166</b>
<b>101 - 150</b>	137	161	148	143	<b>589</b>
<b>151 - 200</b>	155	155	157	138	<b>605</b>
<b>201 &amp; Over</b>	154	152	166	142	<b>614</b>

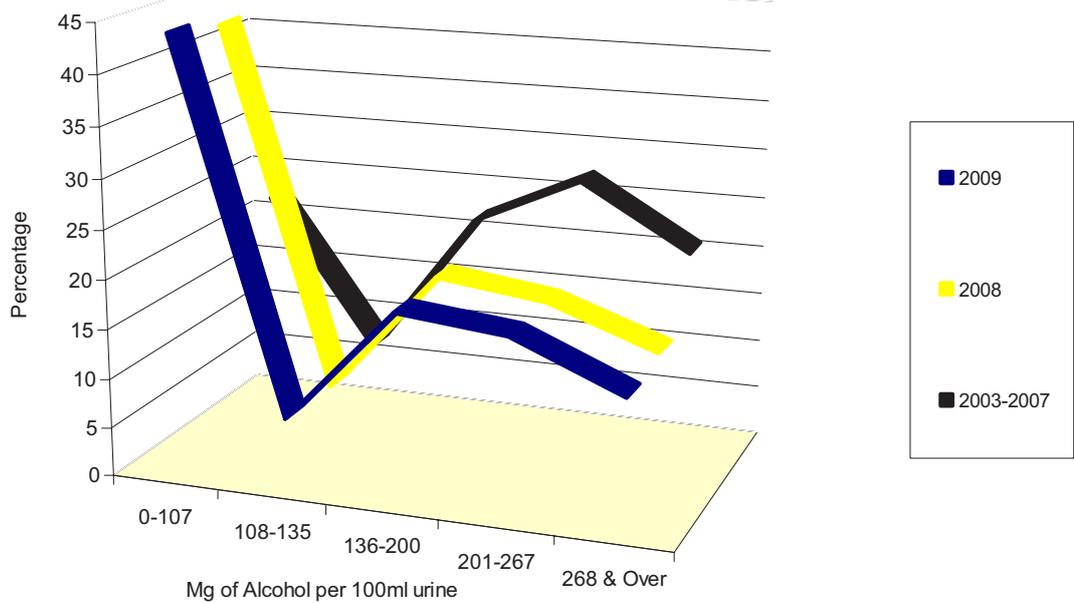
**TABLE II**  
**CERTIFIED ALCOHOL CONTENT OF URINE SPECIMENS**  
**RECEIVED IN 2009**

<b>Mg. of Alcohol per 100ml of Urine</b>	<b>First Quarter</b>	<b>Second Quarter</b>	<b>Third Quarter</b>	<b>Fourth Quarter</b>	<b>TOTAL</b>
<b>0 - 107</b>	274	278	256	211	<b>1,019</b>
<b>LEGAL LIMIT</b>					
<b>108 - 135</b>	34	39	49	39	<b>161</b>
<b>136 - 200</b>	94	115	127	100	<b>436</b>
<b>201 - 267</b>	103	105	111	91	<b>410</b>
<b>268 &amp; Over</b>	71	86	81	62	<b>300</b>

**Chart 4**  
**BLOOD ALCOHOL LEVELS WITH PREVIOUS YEARS**



**Chart 5**  
**URINE ALCOHOL LEVELS IN PREVIOUS YEARS**



**TABLE III**  
**BLOOD ALCOHOL LEVEL – COMPARISON WITH PREVIOUS YEARS**

Mg. of Alcohol Per 100ml of Blood	2009		2009		5 Year Period 2003-2007	
	No.	%	No.	%	No.	%
0 - 80	926	31.9	943	28.6	2,166	16.5
<b>Legal Limit</b>						
81 - 100	166	5.7	197	6.0	785	6.0
101 - 150	589	20.3	677	20.5	2,669	20.3
151 - 200	605	20.9	759	23.0	3,600	27.4
201 & Over	614	21.2	724	21.9	3,927	29.8

**TABLE IV**  
**URINE ALCOHOL LEVEL – COMPARISON WITH PREVIOUS YEARS**

Mg. of Alcohol Per 100ml of Urine	2009		2008		5 Year Period 2003-2007	
	No.	%	No.	%	No.	%
0 - 107	1,019	43.8	1,091	42.8	2,097	22.6
<b>Legal Limit</b>						
108 - 135	161	6.9	169	6.6	695	7.5
136 - 200	436	18.7	487	19.1	2,054	22.1
201 - 267	410	17.6	452	17.7	2,517	27.1
268 & Over	300	12.9	352	13.8	1,926	20.7

## **2. Breath Alcohol Analysis**

In 2009 a total of 10,634 breath specimens were taken in Garda Stations, this is a decrease of 16.3% on 2008. 9,722 of the specimens were certified; 72.7% were over the legal limit. Of the total number of breath tests registered, 912 tests did not result in a statement under Section 17 of the Road Traffic Act being provided.

### **2.1 Installation of Instruments**

The total number of Instruments installed in Garda Stations Nationwide remains at sixty-four.

### **2.2 Testing & Visits to Garda Stations**

Bureau Scientists visited and tested each instrument that had been previously installed in Garda stations on at least two occasions during 2009. Bureau scientists have made in excess of one hundred and seventy visits to EBT instrument locations throughout Ireland in the year. These visits covered testing, maintenance, and court ordered inspections.

### **2.3 Evidential Breath Testing Training**

The two-day EBT training course devised to train Garda Operators and Supervisors continued throughout 2009. The training courses were conducted by a Bureau scientist and a member of the Garda Síochána in-service training school relocated from Harcourt Square to the Medical Bureau of Road Safety.

The following training courses were held during 2009:

- Eight Training Course for Operators
- Four Supervisor Training Courses

### **2.4 Mean Alcohol Level in Breath**

The mean alcohol level in breath was 52µg/100ml.

### **2.5 Twice over the Legal Limit**

22.3% of the number of breath specimens provided were over twice the legal limit.

### **2.6 Roadside Breath Alcohol Screening**

The Bureau continued to support the Draeger 6510 electronic devices and to issue Draeger Alcotest 80A blow in the bag devices to the Gardai.

Since 2005 the Bureau has purchased a total of 1,187 Dreager electronic roadside devices. To date 175 (14.7%) of these devices have been lost or destroyed. At any time in excess of 84% of devices are issued to the Gardai.

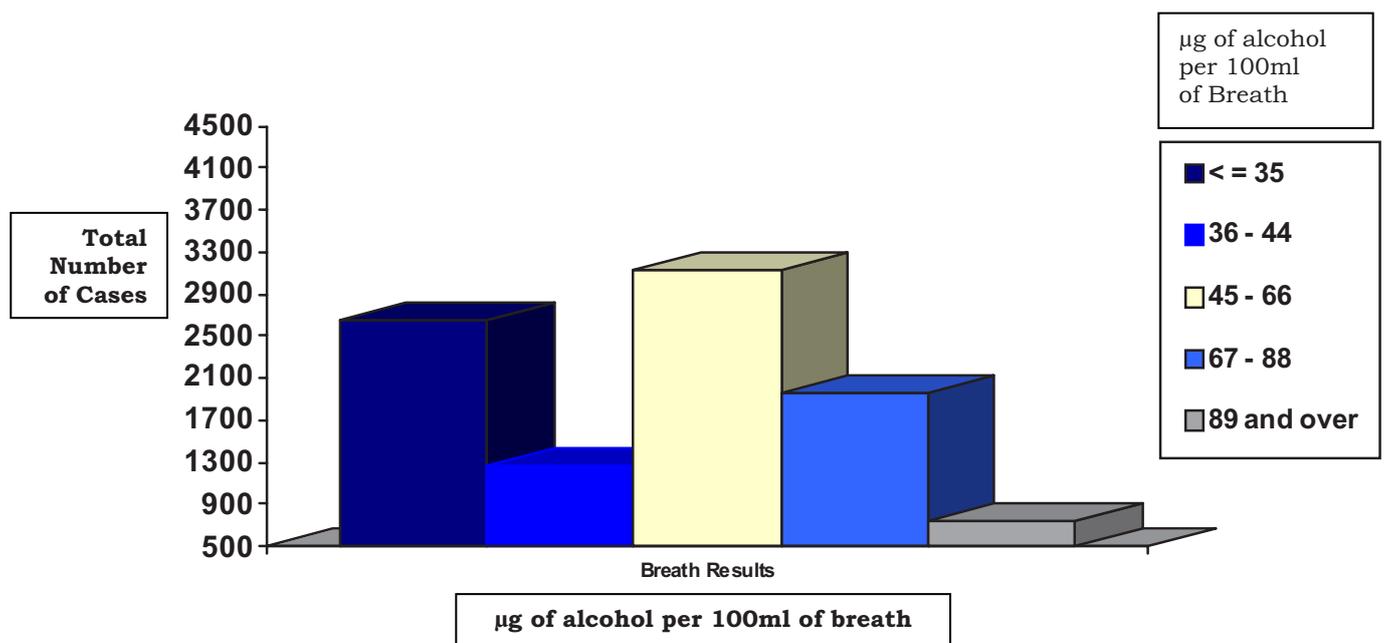
### **2.7 Analysis of Breath Specimens**

Chart 6 and Table V provided a breakdown of alcohol levels measured in breath during 2009. Table VI compares the levels of alcohol in breath specimens found in 2009 with levels found in 2008.

**TABLE V**  
**CERTIFIED ALCOHOL CONTENT OF BREATH SPECIMENS PROVIDED IN 2009**

Mg. of Alcohol per 100ml of Breath	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	TOTAL
<b>0 - 35</b>	632	679	725	616	<b>2,652</b>
<b>LEGAL LIMIT</b>					
<b>36 - 44</b>	305	328	330	298	<b>1,261</b>
<b>45 - 66</b>	784	798	807	731	<b>3,120</b>
<b>67 - 88</b>	516	533	453	447	<b>1,949</b>
<b>89 &amp; Over</b>	177	213	196	154	<b>740</b>

**Chart 6**  
**CERTIFIED ALCOHOL CONTENT OF BREATH SPECIMENS ANALYSED IN 2009**



**TABLE VI  
ALCOHOL BREATH LEVEL COMPARISON  
WITH PREVIOUS YEARS**

µg of alcohol per 100ml of Breath	2009		2008		5 Year Period 2003 - 2007	
	No.	%	No.	%	No.	%
<b>0 - 35</b>	2,652	27.3	2,898	25.2	10,320	21.7
<b>LEGAL LIMIT</b>						
<b>36 - 44</b>	1,261	13.0	1,530	13.3	5,464	11.5
<b>45 - 66</b>	3,120	32.1	3,782	32.9	16,213	34.0
<b>67 - 88</b>	1,949	20.0	2,401	20.9	11,385	23.9
<b>89 &amp; Over</b>	740	7.6	890	7.7	4,227	8.9

**TABLE VII  
ALCOHOL LEVELS BLOOD, URINE & BREATH SPECIMENS COMPARISON  
WITH PREVIOUS YEARS**

Alcohol Content			2009		2008		5 year period 2003- 2007	
BLOOD mg/100ml	URINE mg/100ml	BREATH µg/100ml	No.	%	No.	%	No.	%
0 - 80	0 - 107	0 - 35	4,597	30.8	4,932	28.4	14,583	20.8
<b>LEGAL LIMIT</b>								
81-100	108 - 135	36 - 44	1,588	10.6	1,896	10.9	6,944	9.9
101 - 150	136 - 200	45 - 66	4,145	27.7	4,946	28.5	20,936	29.9
151 - 200	201 - 267	67 - 88	2,964	19.8	3,612	20.8	17,502	25
201 and upwards	268 and upwards	89 and upwards	1,654	11.1	1,966	11.4	10080	14.4

Table VII shows the comparison between 2009 and 2008 for certified results of blood, urine and breath specimens received for analysis and with previous five year period.

### 3. Blood and Urine Drug Analysis

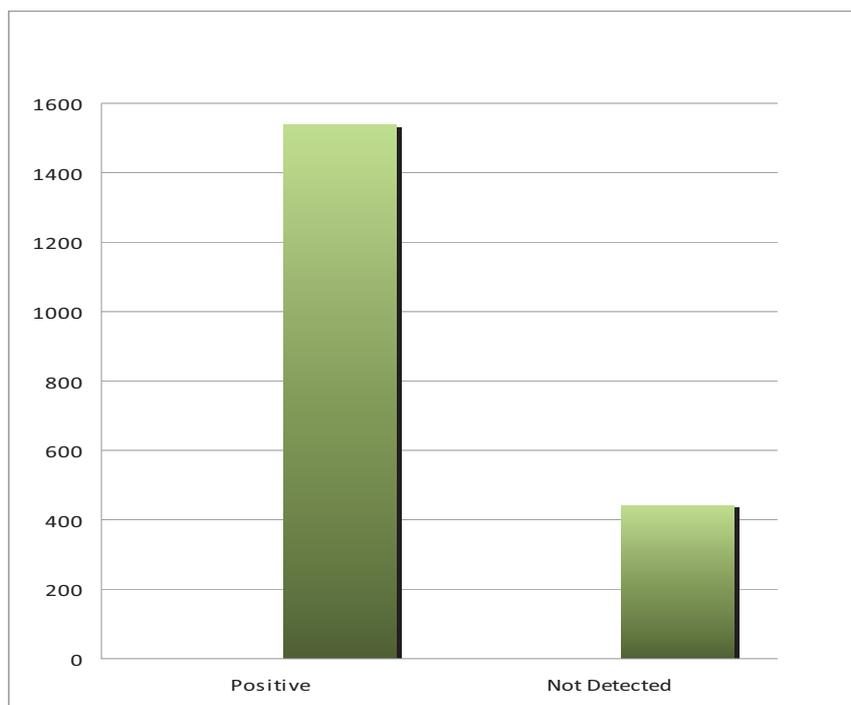
The Medical Bureau of Road Safety analyses blood and urine specimens for the presence of drugs under the Road Traffic Acts (DUID).

The Bureau analyses for the presence of seven different drugs or drug classes using an immunoassay technique (ELISA) and confirmatory analysis is carried out using Gas Chromatography / Mass Spectrometry (GC/MS) or Liquid Chromatography (LC/MS). Specimens testing positive were forwarded to the Laboratory of the Government Chemist (LGC) for confirmatory analysis.

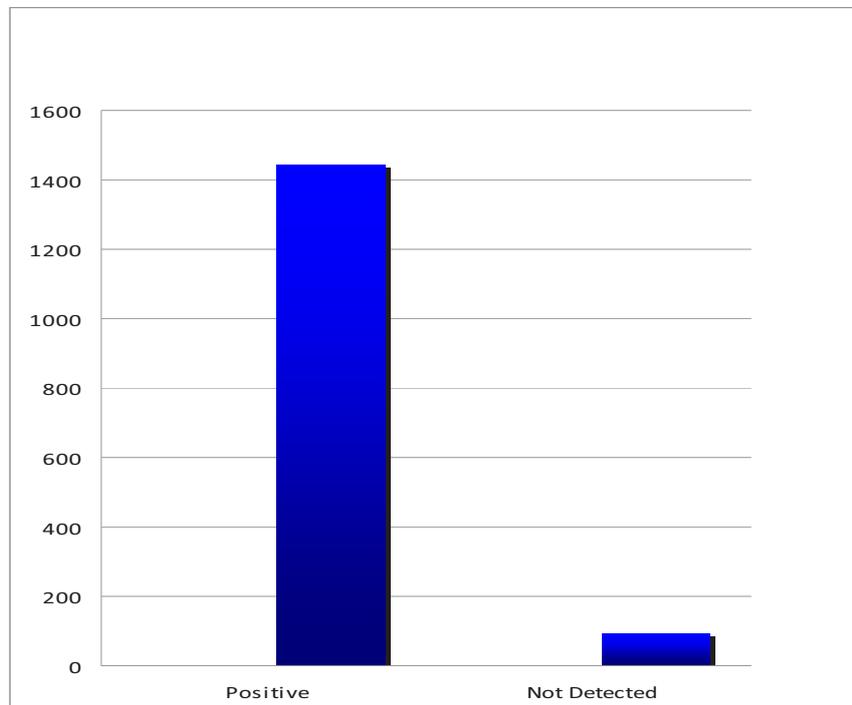
A total of 1,980 blood and urine specimens were received for analysis during 2009. 1,444 (73%) of specimens were certified for the presence of a drug or drugs, 534 (27%) of specimens were certified for no drug detected and 2 (0.1%) of specimens were not certified due to technical reasons.

This is an increase of 6.1% on the number of DUID specimens tested in 2008. This included all the specimens received which were under the legal limit for alcohol and 44 specimens where the alcohol level was over the legal limit and drug analysis was requested by Gardaí. There also were 3 specimens where alcohol analysis had been carried out by an evidential breath alcohol test and drug analysis was requested by Gardaí.

**Chart 7**  
**DRUGS ANALYSIS – INITIAL TESTING 2009**



**Chart 8**  
**DRUGS ANALYSIS – CONFIRMATORY TESTING 2009**



#### **4. Professional Expert Services and Court Attendance**

The total number of occasions that different members of Bureau staff had to provide expert professional expert evidence in court cases during the year was twenty nine, of which five related to blood and urine alcohol analysis. Ten were legal challenges in relation to Evidential Breath Testing and fourteen related to drug analysis. Staff members on several occasions were on stand-by to attend court but were not required.

The Bureau continues to provide independent professional expert support to assist the courts in the administration of justice. The number of queries and requests for information from parties in criminal proceedings continued in similar numbers as for 2008.

### **MEMBERSHIP OF COMMITTEES RELATING TO ROAD SAFETY**

The Director is a member of the Road Safety Authority Advisory Panel and attended a meeting on 2<sup>nd</sup> April 2009.

## CONFERENCES, COURSES AND MEETINGS ATTENDED BY STAFF DURING 2009

1. A Technical Officer attended a one day Intoxilyzer 6000IRL Training Course on the 19<sup>th</sup> January 2009 in Cardiff, UK.
2. The Director and the Chief Analyst attended a one day Medico-Legal Society of Ireland / Medico-Legal Society of Northern Ireland Conference in Farmleigh House, Dublin on the 27<sup>th</sup> January 2009.
3. Two Principal Analysts attended a one day UK and Ireland Forensic Toxicology Network Meeting on the 30<sup>th</sup> January 2009 in London, UK.
4. A Technical Officer attended a one day Draeger 6510 Training Course on the 11<sup>th</sup> February 2009 in Newcastle, UK.
5. A Principal Analyst attended a half day UK and Ireland Forensic Toxicology Network Meeting on the 26<sup>th</sup> March 2009 in Glasgow UK.
6. A Principal Analyst attended a one and a half day UK and Ireland Forensic Toxicology Network Conference on the 26<sup>th</sup> and 27<sup>th</sup> March 2009 in Glasgow, UK.
7. Two Senior Analysts attended a two day Achieving Results Through People Course on the 31<sup>st</sup> March and 7<sup>th</sup>/26<sup>th</sup> May 2009 in UCD, Belfield, Dublin.
8. An Analyst attended a six day Borckenstein Course on the effects of drugs on human performance and behaviour from the 5<sup>th</sup> - 10<sup>th</sup> April 2009 in Indiana, USA.
9. The Director attended a Road Safety Authority Policy Advisory Panel Meeting on the 2<sup>nd</sup> April 2009 for half a day in Dublin.
10. A Principal Analyst and two Senior Analysts attended a two day LCMS (Q trap 4000) Applied Biosystems Training Course on the 15<sup>th</sup> and 16<sup>th</sup> April 2009 in the MBRS, UCD.
11. The Director attended a one day Conference at the Faculty of Occupational Medicine, Royal College of Physicians of Ireland, Dublin on the 24<sup>th</sup> April 2009.
12. A Senior Technical Officer attended a half day LC-MS Applied Biosystems Training Course on the 27<sup>th</sup> April 2009 in the MBRS, UCD.

13. A Senior Analyst, four Analysts and a Senior Technical Officer attended a Headspace Gas Chromatography Training Course for two days on the 28<sup>th</sup> and 29<sup>th</sup> April 2009 in the MBRS, UCD.
14. Two Senior Analysts attended a HPLC Troubleshooting Course by Mason Technology on the 5<sup>th</sup> May 2009, in the MBRS, UCD.
15. The Director attended a two day Conference at the Faculty of Forensic & Legal Medicine, Royal College of Physicians in London on the 8<sup>th</sup> & 9<sup>th</sup> May 2009.
16. An Analyst attended a one week Borkenstein Course on Alcohol and Highway Safety: Testing, Research and Litigation from the 8<sup>th</sup> – 16<sup>th</sup> May 2009 in Indiana, USA.
17. The Chief Analyst, a Principal Analyst and a Senior Analyst attended the Irish Mass Spec Society (IMSS) Meeting on the 13<sup>th</sup> May 2009 for one day in Dublin.
18. Five Analysts, a Technical Officer and two Executive Assistants attended a Courtroom Skills Training Course on the 21<sup>st</sup> May 2009 in the MBRS, UCD.
19. The Director attended a three day International Academy of Legal Medicine Conference on the 28<sup>th</sup>, 29<sup>th</sup> & 30<sup>th</sup> May 2009 in Lisbon, Portugal.
20. A Senior Analyst, six Analysts, a Technical Officer and four Laboratory Assistants and a Senior Executive Assistant attended a one day Gas Safety Course on the 27<sup>th</sup> May 2009 in the MBRS, UCD.
21. A Principal Analyst attended a one day UK and Ireland Forensic Toxicology Network Meeting on the 5<sup>th</sup> June 2009 in Bournemouth, UK.
22. A Principal Analyst and a Senior Analyst attended a one day Course on Good Weighing Practice on the 9<sup>th</sup> June 2009 in the Clarion Hotel, Liffey Valley, Dublin.
23. A Principal Analyst and two Senior Analysts attended an LCMS Course for three days from the 9<sup>th</sup> June to 11<sup>th</sup> June 2009 in the MBRS, UCD.
24. A Technical Officer attended a half day Development Programme for University Technical Staff on the 15<sup>th</sup> June 2009 in DIT, Dublin.
25. A Senior Analyst and a Senior Technical Officer attended a one and a half day Development Programme for University Technical Staff on the 15<sup>th</sup> and 16<sup>th</sup> June 2009 held in DIT, Kevin Street, Dublin.

26. A Principal Analyst attended the CEN TC/367 on Breath Screeners Devices Meeting for two days on the 15<sup>th</sup> and 16<sup>th</sup> June 2009 in AFNOR, Paris, France.
27. The Director attended a Road Safety Authority Policy Advisory Panel Meeting for half a day on the 30<sup>th</sup> June 2009 in Dublin.
28. A Laboratory Assistant attended a half day Time Management Course on the 6<sup>th</sup> July 2009 in UCD, Belfield, Dublin.
29. Two Analysts and a Senior Executive Assistant attended an Access Course for two days on the 20<sup>th</sup> and 21<sup>st</sup> July 2009 in Sure Skills, Fitzwilliam Place, Dublin.
30. A Senior Analyst attended a one day LC-MS Applied Biosystems Training Course on the 18<sup>th</sup> August 2009 in the MBRS, UCD.
31. The Chief Analyst attended a four day International Association of Forensic Toxicologists Conference from the 23<sup>rd</sup> August – 27<sup>th</sup> August 2009 held in Geneva.
32. A Technical Officer and two Laboratory Assistants attended a one and a half day B.M.S Course on the 10<sup>th</sup> and 11<sup>th</sup> September 2009 in UCD, Belfield, Dublin.
33. A Principal Analyst attended a one day UK and Ireland Forensic Toxicology Network Meeting on the 11<sup>th</sup> September 2009 in Sheffield, UK.
34. An Executive Assistant attended an Access Introductory Course for two days on the 14<sup>th</sup> and 15<sup>th</sup> September 2009 in Sure Skills, Fitzwilliam Place, Dublin
35. A Principal Analyst attended the OIML R126 Meeting for two days on the 17<sup>th</sup> and 18<sup>th</sup> September 2009 in NIST, Washington DC, USA.
36. A Senior Executive Assistant attended a half day Finance in UCD Course on the 7<sup>th</sup> October 2009 in UCD, Belfield, Dublin.
37. A Senior Analyst and an Analyst attended a one day LC-MS Applied Biosystems Training Course on the 7<sup>th</sup> October 2009 in the MBRS, UCD.
38. The Director attended a one day European Transport Safety Council Conference on the 12<sup>th</sup> October 2009 in Dublin Castle.

39. The Director attended a three day Mediterranean Association of Forensic Science Conference on the 15<sup>th</sup>, 16<sup>th</sup> & 17<sup>th</sup> October 2009 in Antalya, Turkey.
40. A Principal Analyst attended a two day Course on Society of Forensic Toxicologists on the 19<sup>th</sup> and 20<sup>th</sup> October 2009 in Oklahoma City, USA.
41. A Senior Analyst and an Analyst attended an Applied Biosystems Seminar on the 22<sup>nd</sup> October 2009 in the Crowne Plaza Hotel, Santry, Dublin.
42. A Principal Analyst attended a three day Conference on Society of Forensic Toxicologists on the 21<sup>st</sup>, 22<sup>nd</sup> and 23<sup>rd</sup> October 2009 in Oklahoma City, USA.
43. A Senior Executive Assistant attended a Pre Retirement Course for two days on the 22<sup>nd</sup> and 23<sup>rd</sup> October 2009 in UCD, Belfield, Dublin.
44. A Principal Analyst attended a one day Project Management Course on the 6<sup>th</sup> November 2009 in UCD, Belfield, Dublin.
45. A Principal Analyst attended a one day Managers Toolkit Course on the 10<sup>th</sup> November 2009 in UCD, Belfield, Dublin.
46. A Principal Analyst attended a half day Communication Course in UCD, Belfield, Dublin on the 11<sup>th</sup> November 2009.
47. The Senior Administrative Officer attended a one day La Touch Training Conference on The Essential Guide to Regulatory Enforcement in the Fitzwilliam Hotel, Dublin on the 19<sup>th</sup> November 2009.
48. A Senior Analyst attended an Advanced Skills in Microsoft Access Course for one day on 24<sup>th</sup> November 2009 in Sure Skills, Fitzwilliam Place, Dublin.
49. An Analyst attended a two day NSAI ISO 9001:2008 Internal Auditor Training Course on the 25<sup>th</sup> and 26<sup>th</sup> November 2009 in Santry, Dublin.
50. A Principal Analyst attended a CEN TC/367 on Breath Screeners Devices Meeting for two days on the 25<sup>th</sup> and 26<sup>th</sup> November 2009 in AFNOR, Paris, France
51. A Principal Analyst attended an Advanced Project Management course for one day on the 4<sup>th</sup> December 2009 in UCD, Belfield, Dublin.

52. A Principal Analyst, an Analyst and two Executive Assistants attended a Paradigm Training Course for one day on the 10<sup>th</sup> December 2009 in the MBRS, UCD.

## **STAFF APPOINTMENTS IN 2009**

The Medical Bureau of Road Safety continued to phase in and implement the new staffing and restructuring in the Bureau throughout 2009.

## **CORPORATE GOVERNANCE**

The Board of the Medical Bureau of Road Safety is committed to maintaining the highest standards of Corporate Governance. The Code of Practice for the Governance of State Bodies published by the Department of Finance is the foundation used by the Board for corporate governance. The Board is accountable to the Department of Transport and the Department of Finance. The Board meets regularly and is responsible for the proper management of the Bureau. It makes major strategic decisions and reviews the Bureau's risk management strategy and control processes on an annual basis.

### **1. Compliance**

The Board are pleased to report that during the year ended 31<sup>st</sup> December 2009 the Medical Bureau of Road Safety complied with the relevant provisions of the Code of Practice for the Governance of State Bodies. An internal audit was performed.

### **2. Bureau Membership and Meetings**

During 2009 the Medical Bureau of Road Safety held four meetings. These meetings were held on 26<sup>th</sup> March 2009, 23<sup>rd</sup> July 2009, 5<sup>th</sup> November 2009 and 17<sup>th</sup> December 2009.

### **3. Interests of Board**

The Board who held office at the 31<sup>st</sup> December 2009 had no interests for the purposes of the Ethics in Public Office Acts 1995 and 2001.

### **4. Audit Committee**

The Audit Committee reviews any aspect which relates to the financial matters of the Medical Bureau of Road Safety. The committee operates under formal terms of reference. The meetings are normally attended by the members of the Committee and it reports to the Board on a bi-annual basis.

## 5. Procurement

The Board of the Medical Bureau of Road Safety affirms that it complied with procurement procedures and relevant EU Directives as set out in the Code of Practice for the Governance of State Bodies during 2009.

## 6. Schedule of Fees and Aggregate Expenses Paid to Directors During 2009

During 2009 the following fees were paid:

<b>Board Member</b>	<b>TYPE OF FEE</b>	<b>PAID</b>
Professor Cecily Kelleher, Chairperson	Fee for Non- Executive Chairpersons of Boards of State Bodies	€9,800
Mr. Philip Joyce, Member	Fee for Non-Executive members of Boards of State Bodies	€6,533
Dr. Niall McNamara	Fee for Non-Executive members of Boards of State Bodies	€6,533

## PROMPT PAYMENT OF ACCOUNTS ACT, 1997

The Prompt Payment of Accounts Act came into operation on the 2<sup>nd</sup> January 1998, the Medical Bureau of Road Safety has come under the remit of the Act and since that time has complied with the terms under the Act. Under an agreement with University College Dublin, suppliers are paid in the first instance by the College which is then reimbursed by the Bureau. It is the policy of the Medical Bureau of Road Safety to ensure that all invoices are paid promptly. University College Dublin, as a public sector body, is required to comply with the requirements of the Act in relation to payments to suppliers for the supply of goods or services and therefore has very strict procedures in operation.

In the case of a small number of suppliers, when the Bureau receives an invoice it will issue a payment by cheque directly to the supplier. These controls in relation to processing of invoices and disputes can only provide reasonable and not absolute assurance against material non-compliance with the Act.

## STATEMENT ON INTERNAL FINANCIAL CONTROL

### Responsibility of Internal Control

On behalf of the Members of the Medical Bureau of Road Safety, I acknowledge our responsibility for ensuring that an effective system of internal financial control is maintained and operated.

The system can only provide reasonable and not absolute assurance that assets are safeguarded, transactions authorised and properly recorded, and that material errors or other irregularities are either prevented or would be detected in a timely period.

### Key Control Procedures

The Bureau has set out the following key procedures designed to provide effective internal financial control within the Bureau. The Bureau has agreed that the Director and staff are responsible for operational matters. The Director reports to the Bureau at its meetings of which four were held in 2009.

The Bureau has set out its financial procedures and delegation practices to ensure a transparent control environment appropriate to a small semi-state agency. The Bureau established an Audit Committee during 2003 to support quality assurance of financial procedures. The Committee held three meetings during 2009 and reported to the Bureau.

The system of internal financial control is based on a framework of regular management information, administrative procedures including segregation of duties, and a system of delegation and accountability. In particular it includes:

- Comprehensive budgeting system with an annual budget which is reviewed and agreed by the Bureau.
- Regular reviews by the Bureau of periodic and annual financial reports which indicate financial performance against forecasts.
- Setting targets to measure operational financial and other performance.
- Formal project management disciplines.

In accordance with the Code of Practice for the Governance of State Bodies an Internal Auditor was appointed in 2006. The Internal Auditor carried out an independent review of the accounts for 2009.

### Annual Review of Controls

The Bureau did carry out a review of the effectiveness of its system of internal financial control in 2009.

Professor Cecily Kelleher,  
Chairperson.

## FREEDOM OF INFORMATION

During 2009 the Bureau received one request.

<b>REQUESTS RECEIVED DURING 2009</b>	
<b>Refused</b>	<b>1</b>
<b>Withdrawn/Dealt with Outside FOI</b>	<b>0</b>
<b>Requests Part Granted</b>	<b>0</b>
<b>Total Requests</b>	<b>1</b>

<b>REVIEWS</b>	
<b>Requests for Internal Reviewer</b>	<b>1</b>
<b>Requests to the Information Commissioner to review</b>	<b>1</b>

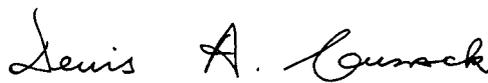
<b>REQUESTERS 2009</b>	
<b>General Public</b>	<b>0</b>
<b>Others</b>	<b>1</b>

The Bureau continues to make FOI information available as readily as possible. The Bureau's Section 15 and 16 Reference Book is available on request.

The FOI Unit can also be contacted by telephone or email [forensic.medicine@ucd.ie](mailto:forensic.medicine@ucd.ie). This email address can be used for general queries on FOI but cannot be used to submit a request where an application fee is required.



Chairman



Director

Date: 15<sup>th</sup> July 2010

