



**Report for the year ended  
31 December 2010**

**MEDICAL BUREAU OF ROAD SAFETY  
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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 aegis 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, nine Analysts, one IT Officer, one Senior Technical Officer, one Technical Officer, two Laboratory Attendants, two Reception Attendants, one Senior Administrative Officer, two Administrative Officer, three Senior Executive Assistants and four 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 2010 a total of 12,958 blood, urine and breath specimens were analysed for alcohol concentration. This represents an overall decrease of 19% on the total number of specimens analysed during 2009. Chart 1 shows the breakdown of all blood, urine and breath specimens analysed during 2010 and in the previous ten year period. 1,554 were analysed for the presence of drugs and this represents an decrease of 21.5% on 2009.

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 4,443 blood and urine specimens were received for analysis during 2010. Analyses were carried out and certificates were issued in 4,291 of these cases. In 152 (3.4%) 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 2010 shows a decrease of 17% on the number received during 2009.

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

In 2010 there were 278 specimens provided in hospitals, this represents an decrease in specimen numbers of 13.7% on 2009 but the overall proportion of specimens taken in hospitals remains at 6%. 23% of these had alcohol concentrations in excess of 150mg/100ml blood or 200mg/100ml urine while 24% 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 71.8% were provided between the hours of 9.00 p.m. and 6.00 a.m., 13.4% between 4.00 p.m. and 9.00 p.m., and the remaining 14.8% between 6.00 a.m. and 4.00 p.m. This follows a similar pattern to 2009 and 2008.

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

The mean alcohol level in blood was 127mg/100ml.

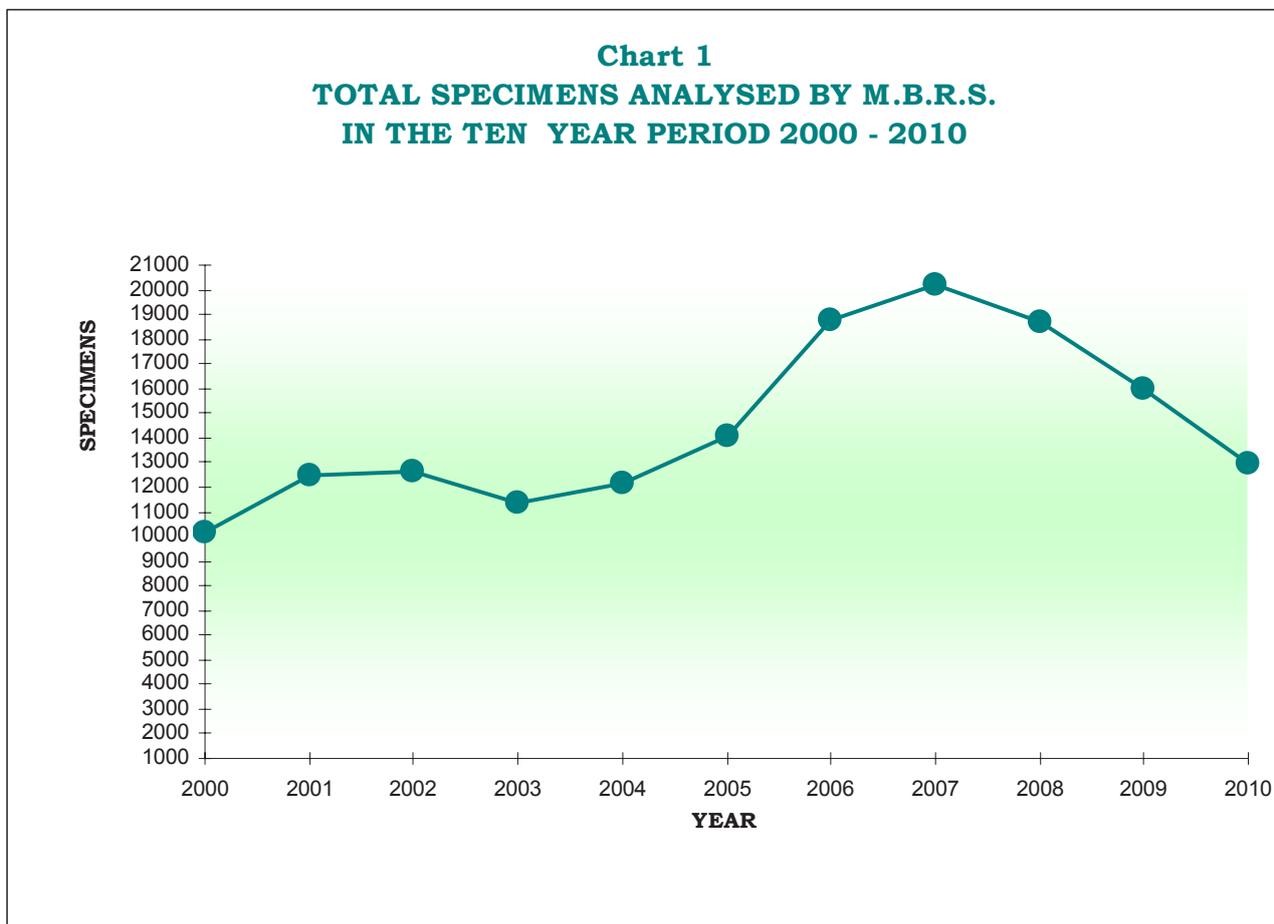
The mean alcohol level in urine was 135mg/100ml.

### 1.4 Twice Over the Legal Limit

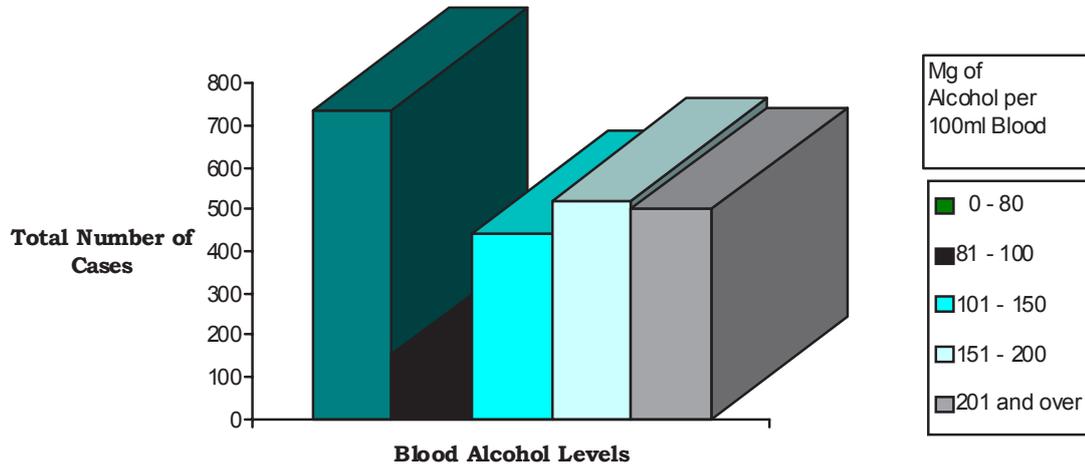
During 2010 there were 1,469 specimens certified which were twice or more over the legal limit. This figure represents 34.2% of the total number of specimens certified.

### 1.5 Alcohol Levels in Blood & Urine Specimens

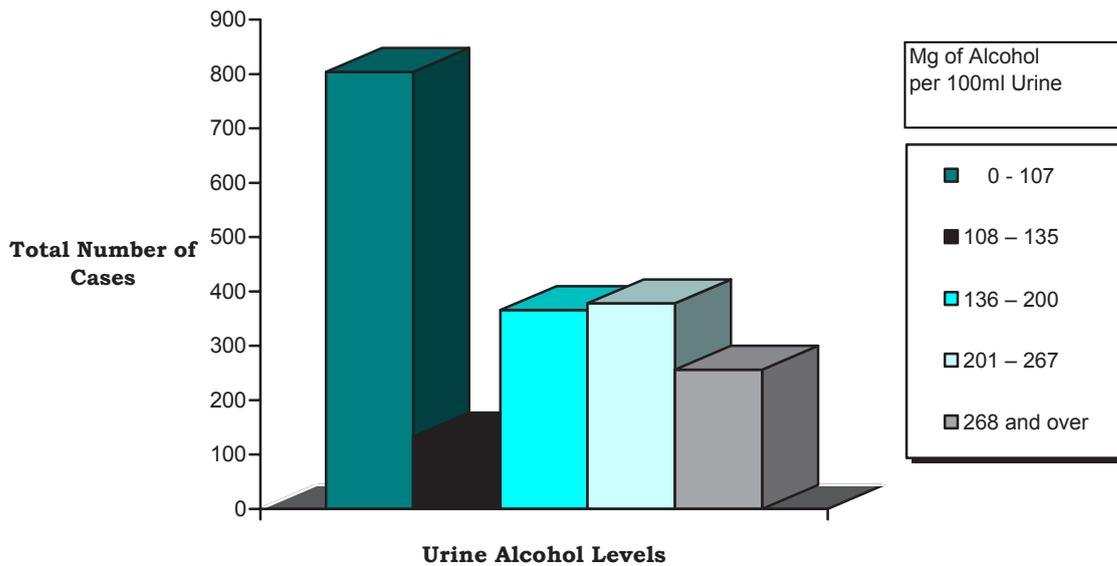
Tables I and II to this report give a breakdown of alcohol concentrations in blood and urine specimens received during 2010. Tables III and IV compare the levels of blood and urine with previous years. Charts 2 and 3 correspond to Tables I and II and Charts 4 and 5 correspond to Tables III and IV respectively. Mandatory Alcohol testing was introduced in July 2006.



**Chart 2**  
**CERTIFIED ALCOHOL CONTENT OF BLOOD SPECIMENS**  
**RECEIVED IN 2010**



**Chart 3**  
**CERTIFIED ALCOHOL CONTENT OF URINE SPECIMENS**  
**RECEIVED IN 2010**



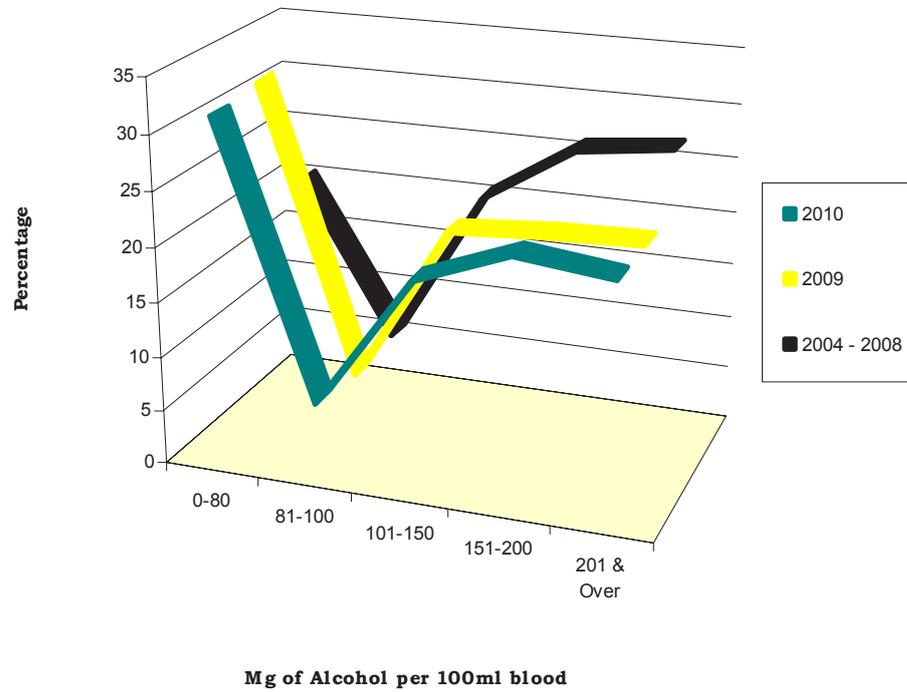
**TABLE I**  
**CERTIFIED ALCOHOL CONTENT OF BLOOD SPECIMENS**  
**RECEIVED IN 2010**

Mg. of Alcohol per 100ml of Blood	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	TOTAL
<b>0 - 80</b>	171	211	182	173	<b>737</b>
<b>LEGAL LIMIT</b>					
<b>81 - 100</b>	50	36	38	28	<b>152</b>
<b>101 - 150</b>	120	122	106	94	<b>442</b>
<b>151 - 200</b>	120	151	144	108	<b>523</b>
<b>201 &amp; Over</b>	135	112	130	123	<b>500</b>

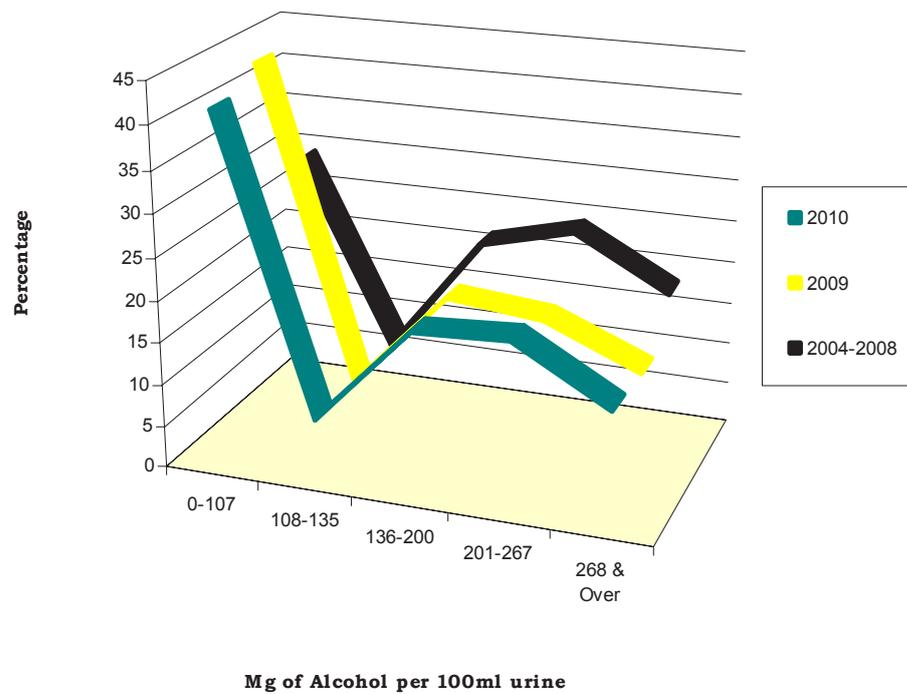
**TABLE II**  
**CERTIFIED ALCOHOL CONTENT OF URINE SPECIMENS**  
**RECEIVED IN 2010**

Mg. of Alcohol per 100ml of Urine	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	TOTAL
<b>0 - 107</b>	222	212	190	180	<b>804</b>
<b>LEGAL LIMIT</b>					
<b>108 - 135</b>	35	40	30	28	<b>133</b>
<b>136 - 200</b>	95	111	101	59	<b>366</b>
<b>201 - 267</b>	106	83	89	100	<b>378</b>
<b>268 &amp; Over</b>	66	74	53	63	<b>256</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	2010		2009		5 Year Period 2004-2008	
	No.	%	No.	%	No.	%
0 - 80	737	31.3	926	31.9	2,899	20.4
<b>Legal Limit</b>						
81 - 100	152	6.5	166	5.7	873	6.1
101 - 150	442	18.8	589	20.3	2,926	20.5
151 - 200	523	22.2	605	20.9	3,709	26.0
201 & Over	500	21.2	614	21.2	3,853	27.0

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

Mg. of Alcohol Per 100ml of Urine	2010		2009		5 Year Period 2004-2008	
	No.	%	No.	%	No.	%
0 - 107	804	41.5	1,019	43.8	3,009	29.0
<b>Legal Limit</b>						
108 - 135	133	6.9	161	6.9	756	7.3
136 - 200	366	18.9	436	18.7	2,215	21.4
201 - 267	378	19.5	410	17.6	2,507	24.2
268 & Over	256	13.2	300	12.9	1,878	18.1

## **2. Breath Alcohol Analysis**

In 2010 a total of 8,515 breath specimens were taken in Garda Stations, this is a decrease of 19.9% on 2009. 7,787 of the specimens were certified; 74% were over the legal limit. Of the total number of breath tests registered, 728 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 annually. Bureau scientists have made in excess of one hundred and seventy visits to EBT instrument locations throughout Ireland in 2010. 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 2010. The training courses were conducted by a Bureau scientist and a member of the Garda Síochána in-service training school at the Medical Bureau of Road Safety, University College Dublin.

The following training courses were held during 2010:

- Eight Training Course for Operators
- Four Supervisor Training Courses

### **2.4 New Instruments**

In preparation for the change in legislation in reduction to drink driving limits, the Bureau engaged in an EU competitive dialogue process. All instruments submitted were assessed and evaluated and this whole process involved a major commitment by the Bureau in 2010.

### **2.5 Mean Alcohol Level in Breath**

The mean alcohol level in breath was 52.36µg/100ml.

### **2.6 Twice over the Legal Limit**

23.5% of the number of breath specimens provided were over twice the legal limit.

### **2.7 Roadside Breath Alcohol Screening**

The Bureau continued to support the Draeger 6510 electronic devices issued to the Gardai. Since 2005 the Bureau has purchased a total of 1,287 Draeger electronic roadside devices. To date 179(13.9%) of these devices have been lost or destroyed. In normal circumstances approximately 90% of devices are issued to the Gardai.

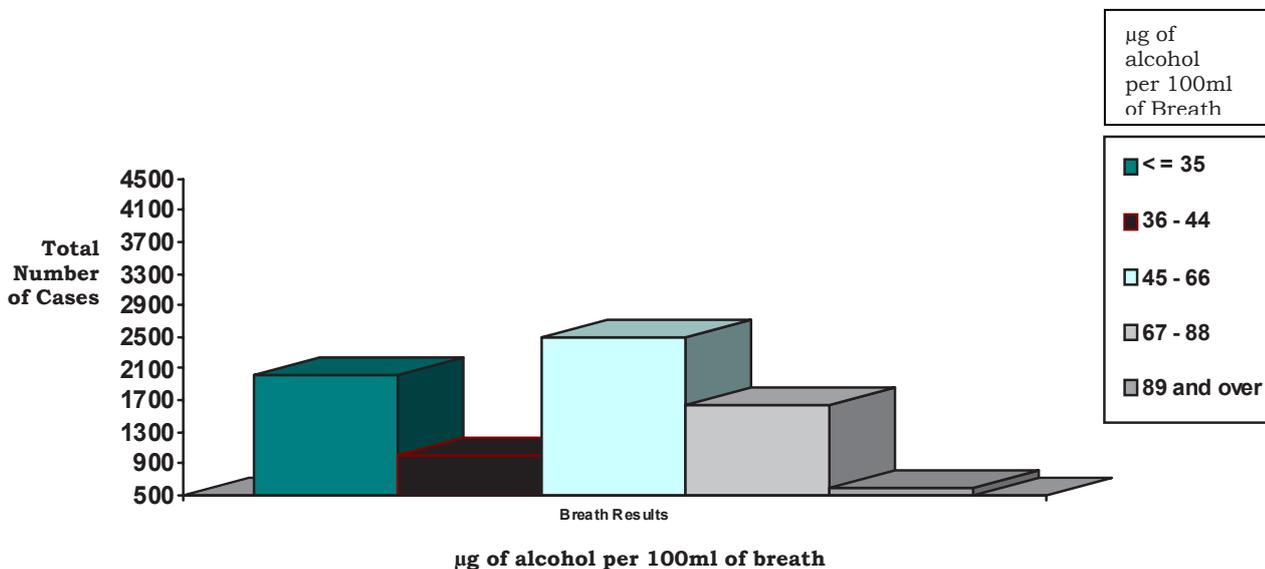
**2.8 Analysis of Breath Specimens**

Chart 6 and Table V provided a breakdown of alcohol levels measured in breath during 2010. Table VI compares the levels of alcohol in breath specimens found in 2010 with levels found in 2009.

**TABLE V  
CERTIFIED ALCOHOL CONTENT OF BREATH SPECIMENS PROVIDED IN 2010**

Mg. of Alcohol per 100ml of Breath	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	TOTAL
<b>0 - 35</b>	489	585	499	451	<b>2,024</b>
<b>LEGAL LIMIT</b>					
<b>36 - 44</b>	226	278	276	231	<b>1,011</b>
<b>45 - 66</b>	627	670	631	582	<b>2,510</b>
<b>67 - 88</b>	394	412	447	396	<b>1,649</b>
<b>89 &amp; Over</b>	137	162	141	153	<b>593</b>

**Chart 6  
CERTIFIED ALCOHOL CONTENT OF BREATH SPECIMENS ANALYSED IN 2010**



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

µg of alcohol per 100ml of Breath	2010		2009		5 Year Period 2004 - 2008	
	No.	%	No.	%	No.	%
<b>0 - 35</b>	<b>2,024</b>	<b>26.0</b>	<b>2,652</b>	<b>27.3</b>	<b>11,968</b>	<b>22.8</b>
<b>LEGAL LIMIT</b>						
<b>36 - 44</b>	<b>1,011</b>	<b>13.0</b>	<b>1,261</b>	<b>13.0</b>	<b>6,397</b>	<b>12.2</b>
<b>45 - 66</b>	<b>2,510</b>	<b>32.2</b>	<b>3,120</b>	<b>32.1</b>	<b>17,689</b>	<b>33.6</b>
<b>67 - 88</b>	<b>1,649</b>	<b>21.2</b>	<b>1,949</b>	<b>20.0</b>	<b>12,068</b>	<b>22.9</b>
<b>89 &amp; Over</b>	<b>593</b>	<b>7.6</b>	<b>740</b>	<b>7.6</b>	<b>4,463</b>	<b>8.5</b>

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

Alcohol Content			2010		2009		5 year period 2004- 2008	
BLOOD mg/100ml	URINE mg/100ml	BREATH µg/100ml	No.	%	No.	%	No.	%
<b>0 - 80</b>	<b>0 - 107</b>	<b>0 - 35</b>	<b>3,565</b>	<b>29.5</b>	<b>4,597</b>	<b>30.8</b>	<b>17,876</b>	<b>23.1</b>
<b>LEGAL LIMIT</b>								
<b>81-100</b>	<b>108 - 135</b>	<b>36 - 44</b>	<b>1,296</b>	<b>10.7</b>	<b>1,588</b>	<b>10.6</b>	<b>8,026</b>	<b>10.4</b>
<b>101 - 150</b>	<b>136 - 200</b>	<b>45 - 66</b>	<b>3,318</b>	<b>27.5</b>	<b>4,145</b>	<b>27.7</b>	<b>22,830</b>	<b>29.6</b>
<b>151 - 200</b>	<b>201 - 267</b>	<b>67 - 88</b>	<b>2,550</b>	<b>21.1</b>	<b>2,964</b>	<b>19.8</b>	<b>18,284</b>	<b>23.7</b>
<b>201 and Upwards</b>	<b>268 and upwards</b>	<b>89 and upwards</b>	<b>1,349</b>	<b>11.2</b>	<b>1,654</b>	<b>11.1</b>	<b>10,194</b>	<b>13.2</b>

Table VII shows the comparison between 2010 and 2009 for certified results of blood, urine and breath specimens received for analysis and with previous five year period.

### **3 Blood and Urine Drug Analysis**

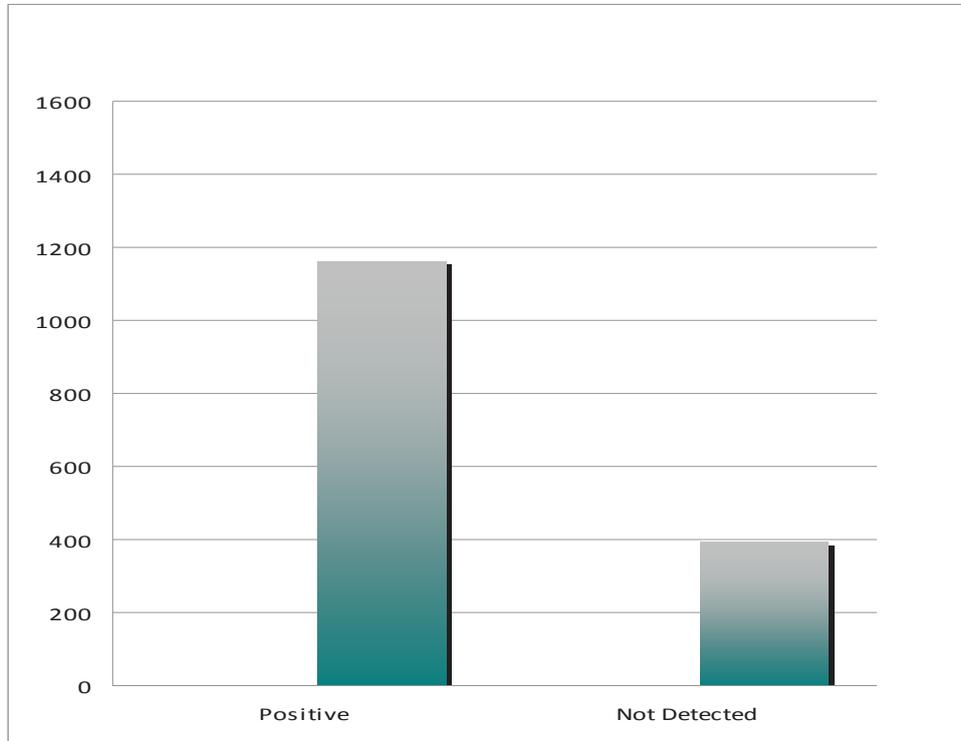
The Medical Bureau of Road Safety analyses blood and urine specimens for the presence of drugs under the Road Traffic Acts (DUID).

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/Mass Spectrometry (LC/MS). The Bureau introduced confirmatory testing for the presence of cannabinoids class drugs in both blood and urine specimens at its University College Dublin premises in April 2010. The Bureau analysed 562 specimens using GC/MS analysis. All other specimens testing positive were forwarded to the Laboratory of the Government Chemist (LGC) for confirmatory analysis. The Bureau continued to develop the confirmatory testing of benzodiazepines in urine method at its University College Dublin.

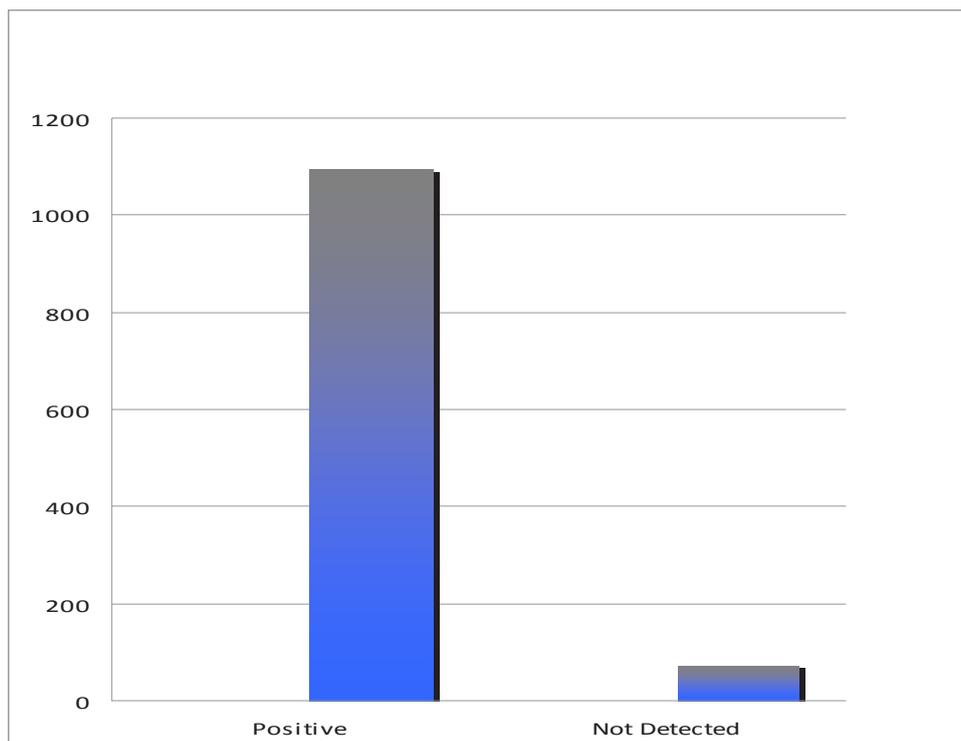
A total of 1,554 blood and urine specimens were received for analysis during 2010. 1,163 (75%) of specimens were certified for the presence of a drug or drugs, 391 (25%) of specimens were certified for no drug detected.

This is a decrease of 21.6% on the number of DUID specimens tested in 2009. This included all the specimens received which were under the legal limit for alcohol and 18 specimens where the alcohol level was over the legal limit and drug analysis was requested by Gardaí. There also was 1 specimen 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 2010**



**Chart 8**  
**DRUGS ANALYSIS – CONFIRMATORY TESTING 2010**



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

The total number of occasions that different members of Bureau staff had to provide independent professional expert evidence in court cases during the year was eighty three, of which four related to blood and urine alcohol analysis. Eleven were legal challenges in relation to Evidential Breath Testing and sixty eight 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 increase in the number of court cases compared to 2009, in which there were 29 cases, contributed significantly to the workload of the Bureau.

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

The Director is a member of the Road Safety Authority Advisory Panel and attended two meetings on 9<sup>th</sup> April and 27<sup>th</sup> June 2010.

### **CONFERENCES, COURSES AND MEETING ATTENDED BY STAFF DURING 2010**

1. A Technical Officer attended a five-day Microsoft Server Management course in Sureskills, 14 Fitzwilliam Place, Dublin 2 from 11<sup>th</sup> to 15<sup>th</sup> January, 2010.
2. A Principal Analyst attended a half-day course in Advanced Communication Skills on 13<sup>th</sup> January, 2010 in University College Dublin, Belfield, Dublin 4.
3. A Senior Analyst and an Analyst attended an AB Sciex LCMS application training day on 4<sup>th</sup> February 2010 in Medical Bureau Road Safety.
4. A Senior Executive Assistant attended a UCD information session on “Info View for Cost Centre Reporting” on 11<sup>th</sup> February 2010 University College Dublin, Belfield Dublin 4.
5. A Senior Executive Assistant attended an Occupational First Aid Course on 8<sup>th</sup> March 2010 in University College Dublin, Belfield, Dublin 4.
6. An Analyst attended a three-day Course on Basic Operator Training with Analyst® Software for 3200 QTRAP® System in AB Sciex Warrington, UK from 9<sup>th</sup> to 11<sup>th</sup> March 2010.
7. A Senior Analyst visited The Forensic Science Service Laboratory on 11<sup>th</sup> March 2010 in Lambeth North, London.

8. A Principal Analyst attended a two-day CEN Standards Meeting for Breath Alcohol Self Testers from the 18<sup>th</sup> to 19<sup>th</sup> March 2010 in National Standards Authority of Ireland, Dublin.
9. A Senior Analyst attended a three-day course “Achieving Results Through People” on 26<sup>th</sup> March, 22<sup>nd</sup> April and 20<sup>th</sup> May, 2010 in University College Dublin, Belfield, Dublin 4.
10. An Analyst attended a one-day “Improve Your Communication Skills” course on the 9<sup>th</sup> April 2010 in University College Dublin, Belfield, Dublin 4.
11. An Analyst attended a six-day Borckenstein Course on DUID (Driving under the Influence of Drugs) from 11<sup>th</sup> to 16<sup>th</sup> April held in Indiana University, Bloomington, Indiana, USA.
12. A Principal Analyst and a Senior Analyst visited the State Laboratory in Backweston Laboratory, Celbridge, Co.Kildare on 22<sup>nd</sup> April 2010.
13. A Senior Analyst attended a five-day Borckenstein course in Alcohol and Traffic Safety from April 25<sup>th</sup> to April 30<sup>th</sup> 2010 in Indiana University, Bloomington, Indiana, USA.
14. A Principal Analyst, a Senior Analyst and an Analyst attended a one-day Paradigm training day on 27<sup>th</sup> April, 2010 in the Medical Bureau of Road Safety.
15. Three staff members attended Manual Handling Course on 28<sup>th</sup> April, 2010 held in University College Dublin, Belfield, Dublin 4.
16. A Principal Analyst and a Senior Analyst attended a one-day Irish Mass Spectrometry Meeting on 12<sup>th</sup> of May 2010 at the Red Cow Hotel, Dublin.
17. An Analyst attended a two-day Report Writing Course from the 18<sup>th</sup> to 19<sup>th</sup> May 2010 held in University College Dublin, Belfield, Dublin 4.
18. A Senior Analyst and an Analyst attended a half-day Bar Code Software Training Course on 21<sup>st</sup> May, 2010 in the Medical Bureau of Road Safety.
19. A Principal Analyst attended a two-day Meeting in the National Metrology Institute from the 24<sup>th</sup> to 25<sup>th</sup> May 2010 in Dordrecht, Netherlands.
20. A Principal Analyst attended a three-day CEN Standards Meeting for Breath Alcohol Self Testers from the 2<sup>nd</sup> to the 4<sup>th</sup> June 2010 in AFNOR, Paris, France.
21. Two Principal Analysts attended a one-day Meeting for UK & Ireland Association for Forensic Toxicologists on 4<sup>th</sup> June 2010 in Forensic Science Service Trident Laboratory, Birmingham, United Kingdom.

22. A Senior Analyst attended a two-day GC Troubleshooting & Maintenance course from 15<sup>th</sup> to 16<sup>th</sup> June 2010 held in Carl Stuart Limited Tallaght, Dublin 24.
23. A Reception Attendant attended a half-day UCD "Introduction to Performance Management Development System" course on 17<sup>th</sup> June 2010 in University College Dublin, Belfield, and Dublin 4.
24. A Principal Analyst visited LGC Laboratory on 22<sup>nd</sup> July 2010 in Culham, UK.
25. The Director and the Chief Analyst attended the International Conference on Alcohol and Drugs and Traffic Safety from 22<sup>nd</sup> to 25<sup>th</sup> August 2010 held in Oslo Congress Centre, Norway.
26. A Principal Analysts and three Senior Analysts attended a three-day LIMS Training Course from 24<sup>th</sup> to 26<sup>th</sup> August, 2010 in Medical Bureau of Road Safety.
27. A Senior Analyst attended The International Association of Forensic Toxicologists Conference held in Bonn, Germany from 29<sup>th</sup> August to 2<sup>nd</sup> of September 2010.
28. A Principal Analyst attended the UK & Ireland Association of Forensic Toxicologists meeting from 6<sup>th</sup> to 7<sup>th</sup> September, 2010 in Glasgow University, Scotland.
29. The IT Officer, a Senior Analyst and an Analyst attended a three-day course on Managing Nautilus (LIMS) from 7<sup>th</sup> to 9<sup>th</sup> September 2010 in Medical Bureau of Road Safety.
30. The Quality Manager attended a half-day Quality Management Meeting in the State Laboratory in Backweston, Celbridge, Co.Kildare on 23<sup>rd</sup> September, 2010
31. A Senior Analyst attended a two-day Internal Auditor Training Course from 28<sup>th</sup> to 29<sup>th</sup> September, 2010 in National Standard Authority of Ireland.
32. A Principal Analyst and a Senior Analyst attended a one-day Vendor Audit Meeting on 30<sup>th</sup> September 2010 at Thermofisher Informatics in Altringham, Cheshire, UK.
33. A Senior Analyst and three Analysts attended a two-day Course on GC-MS Chemstation & Instrument Operation from the 30<sup>th</sup> September to 1<sup>st</sup> October 2010 held in the Medical Bureau of Road Safety.
34. A Senior Analyst attended a two-day Lion Users Group Meeting from the 7<sup>th</sup> to the 8<sup>th</sup> of October, 2010 in Stratford-Upon-Avon, United Kingdom.

35. The Director attended a two-day Faculty of Forensic & Legal Medicine Autumn Conference from the 14<sup>th</sup> to 16<sup>th</sup> October 2010 with a one-day joint conference in the Royal Society of Medicine on 16<sup>th</sup> October, 2010 both in London.
36. A Senior Analyst attended The Society Of Forensic Toxicologists five-day Conference from 18<sup>th</sup> to 22<sup>nd</sup> October, 2010 in Richmond, Virginia, USA.
37. A Senior Analyst and an Analyst attended a two-day Course “HPLC for the Laboratory Analyst” from 26<sup>th</sup> to 27<sup>th</sup> October 2010 in the Glenroyal Hotel, Maynooth.
38. The Chief Analyst, a Senior Analyst and an Analyst attended a one-day LC/MS/MS for Chromatographers Course on 28<sup>th</sup> October 2010 in The Glenroyal Hotel, Maynooth.
39. An Executive Assistant attended a UCD Health & Well Being seminar on “Effective Communication in the Workplace” on 5<sup>th</sup> November 2010 in University College Dublin, Belfield, Dublin 4.
40. An Analyst attended a two-day Internal Auditor Course from 23<sup>rd</sup> to 24<sup>th</sup> November 2010 in the National Standards Authority of Ireland, Santry, Dublin.
41. A Principal Analyst attended a two-day CEN Standards Meeting for Breath Alcohol Self Testers from the 9<sup>th</sup> and 10<sup>th</sup> November, 2010 in AFNOR, Paris, France.
42. A Technical Officer commenced a two year part-time course M.Eng In Electronic Systems in 2010 in DCU, Dublin.

### STAFF APPOINTMENTS IN 2010

The Medical Bureau of Road Safety completed its staffing and restructuring in the Bureau in 2010. It successfully recruited new members of staff:

**Scientific:**

- One Analyst

**Administrative:**

- One temporary Administrative Officer
- Two Executive Assistants

## IT

- One IT Officer

## **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 2010 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. The Board's Chairman confirms annually to the Minister for Transport compliance with the Code.

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

During 2010 the Medical Bureau of Road Safety held four meetings. These meetings were held on 30<sup>th</sup> March 2010, 15<sup>th</sup> July 2010, 7<sup>th</sup> October 2010 and 9<sup>th</sup> December 2010.

### **3. Ethics in Public Office Acts**

The Medical Bureau of Road Safety comes within the scope of the Ethics in Public Office Acts, Board Members and staff holding designated positions complete statements of interest in compliance with the provisions of the Acts. The Board who held office at the 31<sup>st</sup> December 2010 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 2010.

### **6. Official Irish Languages Act 2003**

The Medical Bureau of Road Safety comes under the remit of the Official Irish Languages Act 2003 and in accordance with this Act publishes legal documents, and its Annual Report in Irish and English.

### 7. Data Protection Acts, 1988 and 2003

The Medical Bureau of Road Safety is a registered data controller under the Data Protection Acts.

### 8. Schedule of Fees and Aggregate Expenses Paid to Directors During 2010

During 2010 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	€9,452
Mr. Philip Joyce, Member	Fee for Non-Executive members of Boards of State Bodies	€6,300
Dr. Niall McNamara	Fee for Non-Executive members of Boards of State Bodies	€6,300

### 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 2010.

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 2010 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 in 2010.

### Annual Review of Controls

The Bureau did carry out a review of the effectiveness of its system of internal financial control in 2010 in accordance with the requirements.

Professor Cecily Kelleher,  
Chairperson.

## FREEDOM OF INFORMATION

During 2010 the Bureau received two requests.

<b>REQUESTS RECEIVED DURING 2010</b>	
<b>Refused</b>	<b>1</b>
<b>Withdrawn/Dealt with Outside FOI</b>	<b>0</b>
<b>Requests Granted</b>	<b>1</b>
<b>Total Requests</b>	<b>2</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 2010</b>	
<b>General Public</b>	<b>0</b>
<b>Others</b>	<b>2</b>

The Freedom of Information Act was amended during 2010 providing the records of the Bureau are subject to a restriction under section 46 (1) (bb) which was implemented in August 2010. Therefore, since that date records held or created by the Bureau, other than those relating to the general administration of the Bureau, are not accessible under the FoI Act. This means, for example, that records concerning alleged criminal offences under the Road Traffic Acts are not accessible under the FoI Act.

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.



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Chairman



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Director

Date: 15th July 2011

