



**Report for the year ended
31 December 2011**

**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 22nd July 1997. In June 2002 the Medical Bureau of Road Safety came under the agency 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 –2010 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, eleven 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 2011 a total of 10,852 blood, urine and breath specimens were analysed for alcohol concentration. This represents an overall decrease of 16.25% on the total number of specimens analysed during 2010. In October 2011, the reductions in the permitted levels for alcohol in blood, urine and breath set out in the Road Traffic Act 2010 were implemented being 50mg, 67mg and 22µg respectively for drivers other than specified drivers for whom the levels are 20mg, 27mg and 9µg respectively. Chart 1 shows the breakdown of all blood, urine and breath specimens analysed during 2011 and in the previous ten year period. 1,180 were analysed for the presence of drugs and this represents a decrease of 23% on 2010. The transfer of the alcohol programme to a Laboratory Information Management System (LIMS) was successfully achieved in 2011.

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**

The breakdown is as follows:

1. **Blood and Urine Alcohol Analysis**

A total of 3,722 blood and urine specimens were received for analysis during 2011. Analyses were carried out and certificates were issued in 3,598 of these cases. In 124 (3.3%) 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 2011 shows a decrease of 16.2% on the number received during 2010.

1.1 **Number of Specimens Provided in Hospitals**

In 2011 there were 298 specimens provided in hospitals, this represents an increase in specimen numbers of 7.2% on 2010. The overall proportion of specimens taken in hospitals in 2011 is 8%, and this is an increase of 2% on 2010. 21% of these had alcohol concentrations in excess of 150mg/100ml blood or 200mg/100ml urine while 25.2% 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 71.2% were provided between the hours of 9.00 p.m. and 6.00 a.m., 13.7% between 4.00 p.m. and 9.00 p.m., and the remaining 15.1% between 6.00 a.m. and 4.00 p.m. This follows a similar pattern to 2010 and 2009.

1.3 Mean Alcohol Levels in Blood & Urine Specimens

The mean alcohol level in blood was 131mg/100ml.
The mean alcohol level in urine was 133mg/100ml.

1.4 Twice Over the Legal Limit

During 2011 there were 1,455 specimens certified which were twice or more over the legal limit. 998 of these occurred in the first ten months under the previous levels and 457 occurred in the last two months under the new lower levels (the legal limit for this purpose is taken as 50mg/100ml blood or 67mg/100ml urine). This figure represents 40.4% of the total number of specimens certified.

1.5 Alcohol Levels in Blood & Urine Specimens

Tables I a & b and II a & b of this report give a breakdown of alcohol concentrations in blood and urine specimens received during 2011. Tables III and IV compare the levels of blood and urine with previous years. Charts 2 a & b and 3 a & b correspond to Tables I a & b and II a & b, and Charts 4 and 5 correspond to Tables III and IV respectively. Reductions in the permitted levels of alcohol in blood and urine were implemented in October 2011 and Mandatory Alcohol Testing was introduced in July 2006.

Chart 1
TOTAL SPECIMENS ANALYSED BY M.B.R.S.
IN THE TEN YEAR PERIOD 2001 - 2011



CHART 2 a
CERTIFIED ALCOHOL CONTENT OF BLOOD SPECIMENS
RECEIVED IN 2011 (First 10 months)

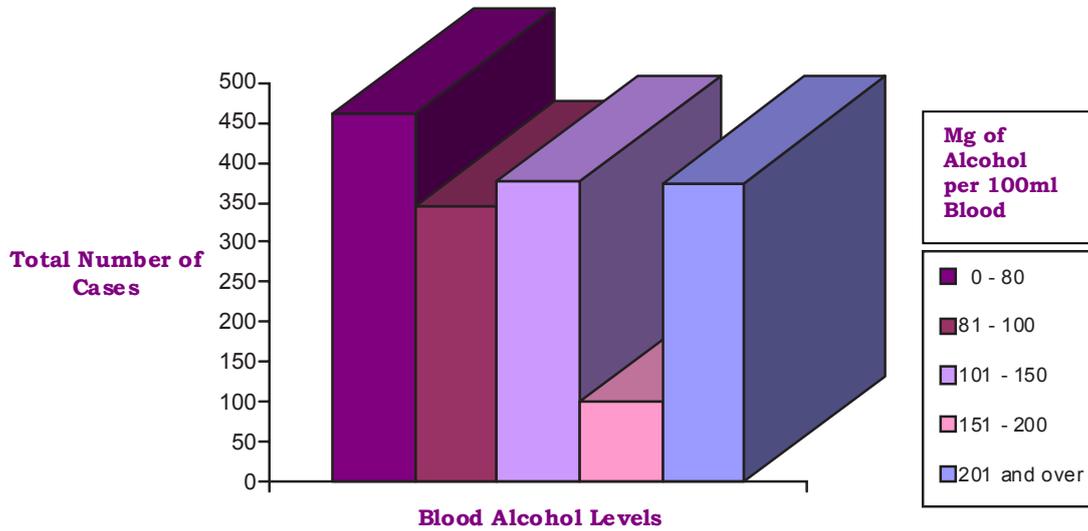
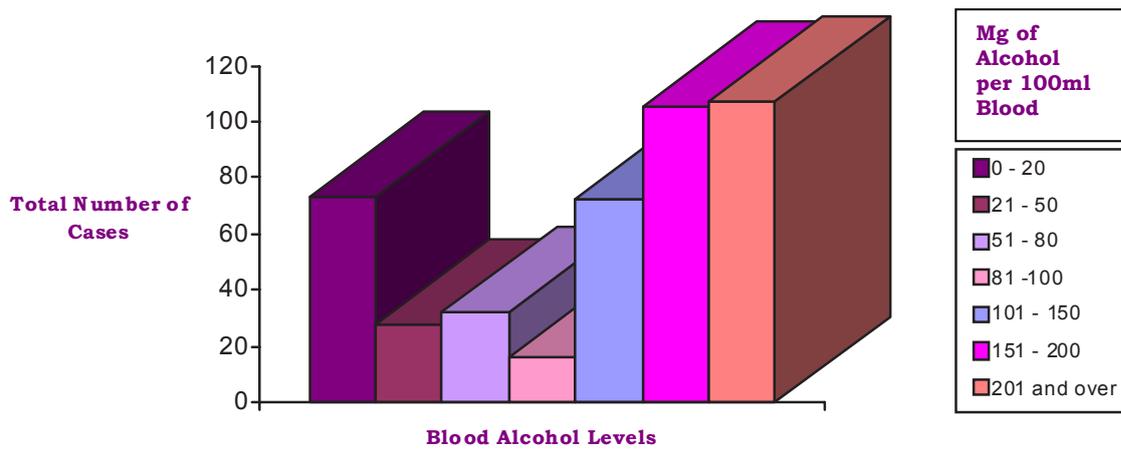


Chart 2 b
CERTIFIED ALCOHOL CONTENT OF BLOOD SPECIMENS
RECEIVED IN 2011 (Last 2 months/reduced levels)



CHART

CHART 3 a
CERTIFIED ALCOHOL CONTENT OF URINE SPECIMENS
RECEIVED IN 2011(First 10 months)

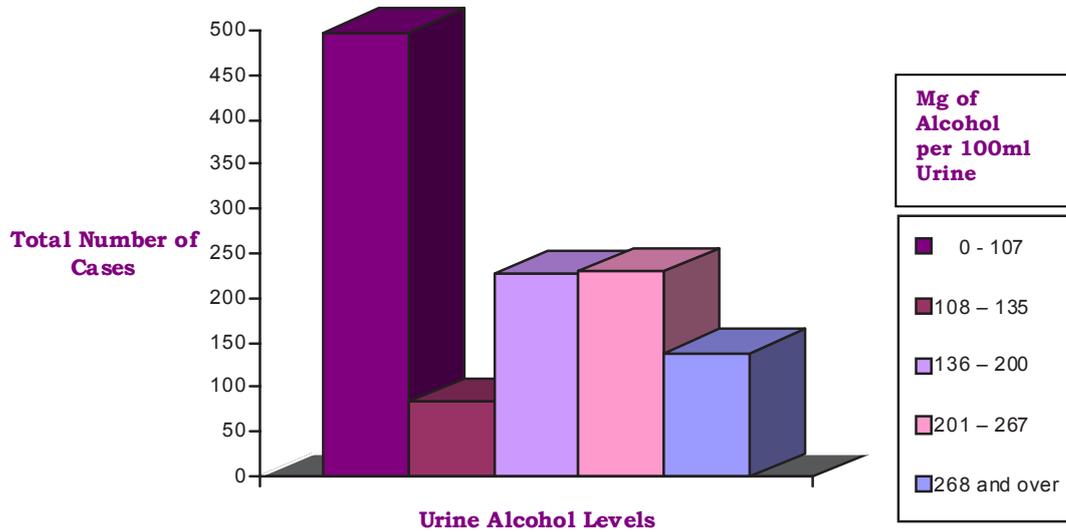


CHART 3 b
CERTIFIED ALCOHOL CONTENT OF URINE SPECIMENS
RECEIVED IN 2011(Last 2 months/reduced levels)

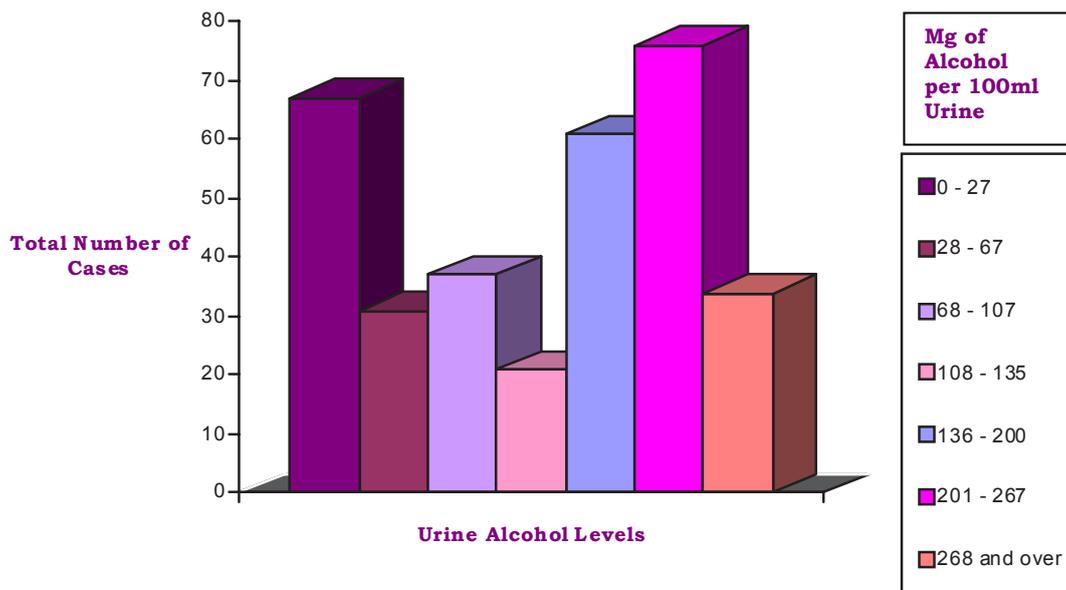


TABLE I a
CERTIFIED ALCOHOL CONTENT OF BLOOD SPECIMENS
RECEIVED IN 2011 (First 10 months)

Mg. of Alcohol per 100ml of Blood	First Quarter	Second Quarter	Third Quarter	Fourth Quarter (Oct)	TOTAL
0 - 80	132	147	145	38	462
LEGAL LIMIT					
81 - 100	53	21	42	9	125
101 - 150	116	94	106	39	355
151 - 200	86	113	107	36	342
201 & Over	122	111	109	33	375

TABLE I b
CERTIFIED ALCOHOL CONTENT OF BLOOD SPECIMENS
RECEIVED IN 2011 (Last 2 months/reduced levels)

Mg. of Alcohol per 100ml of Blood	November	December	TOTAL
0 - 20	46	27	73
21 - 50	14	14	28
LEGAL LIMIT			
51 - 80	17	15	32
81 - 100	11	5	16
101 - 150	50	22	72
151 - 200	66	39	105
201 & Over	55	52	107

TABLE II a
CERTIFIED ALCOHOL CONTENT OF URINE SPECIMENS
RECEIVED IN 2011(First 10 months)

Mg. of Alcohol per 100ml of Urine	First Quarter	Second Quarter	Third Quarter	Fourth Quarter (Oct)	TOTAL
0 - 107	171	160	133	34	498
LEGAL LIMIT					
108 - 135	27	22	30	5	84
136 - 200	75	60	69	24	228
201 - 267	75	62	77	16	230
268 & Over	51	41	39	8	139

TABLE II b
CERTIFIED ALCOHOL CONTENT OF URINE SPECIMENS
RECEIVED IN 2011(Last 2 months/reduced levels)

Mg. of Alcohol per 100ml of Urine	November	December	TOTAL
0 - 27	40	27	67
28 - 67	20	11	31
LEGAL LIMIT			
68 - 107	27	10	37
108 - 135	14	7	21
136 - 200	37	24	61
201 - 267	45	31	76
268 & Over	23	11	34

TABLE III
BLOOD ALCOHOL LEVEL – COMPARISON WITH PREVIOUS YEARS

Mg. of Alcohol Per 100ml of Alcohol	2011 Jan - Oct		2010		5 Year Period 2005-2009	
	No.	%	No.	%	No.	%
0 - 80	462	27.8	737	31.3	3,570	24.1
LEGAL LIMIT						
81 - 100	101	6.1	152	6.5	924	6.2
101 - 150	345	20.8	442	18.8	3,020	20.4
151 - 200	376	22.7	523	22.2	3,638	24.6
201 & Over	375	22.6	500	21.2	3,660	24.7

Mg. of Alcohol per 100ml of Blood	November		December		TOTAL	
	No.	%	No.	%	No.	%
0 - 20	46	17.8	27	15.5	73	16.9
21 - 50	14	5.4	14	8.1	28	6.5
LEGAL LIMIT						
51 - 80	17	6.6	15	8.6	32	7.4
81 - 100	11	4.2	5	2.9	16	3.7
101 - 150	50	19.3	22	12.6	72	16.6
151 - 200	66	25.5	39	22.4	105	24.2
268 & Over	55	21.2	52	29.9	107	24.7

In 2011 of the total 2092 blood specimens analysed 563 (26.9%) were under the limit and 1529 (73.1%) were over the limit (combined figures).

TABLE IV
URINE ALCOHOL LEVEL – COMPARISON WITH PREVIOUS YEARS

Mg. of Alcohol Per 100ml of Urine	2011 Jan - Oct		2010		5 Year Period 2005-2009	
	No.	%	No.	%	No.	%
0 – 107	498	42.2	804	41.5	3,736	33.9
LEGAL LIMIT						
108 - 135	84	7.1	133	6.9	810	7.4
136 - 200	228	19.3	366	18.9	2,289	20.8
201 - 267	230	19.5	378	19.5	2,416	21.9
268 & Over	139	11.8	256	13.2	1,769	16

Mg. of Alcohol per 100ml of Urine	November		December		TOTAL
	No.	%	No.	%	
0 - 27	40	19.4	27	22.3	67
28 - 67	20	9.7	11	9.1	31
LEGAL LIMIT					
68 - 107	27	13.1	10	8.3	37
108 - 135	14	6.8	7	5.8	21
136 - 200	37	18	24	19.8	61
201 - 267	45	21.8	31	25.6	76
268 & Over	23	11.2	11	9.1	34

In 2011 of the total 1506 urine specimens analysed 596 (39.6%) were under the limit and 910 (60.4%) were over the limit (combined figures).

2. Breath Alcohol Analysis

In 2011 a total of 7,130 breath specimens were taken in Garda Stations, this is a decrease of 16.3% on 2010. 6474 of the specimens were certified; 53% were over the legal limit in the first 10 months 2011. 78% were over the legal limit in the last 2 months of 2011. Of the total number of breath tests registered, 656 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. All of the installed Intoxilyser instruments were replaced with the new EvidenzerIRL instruments following the change in legislation and reduction to drink driving limits.

2.2 Testing & Visits to Garda Stations

Bureau scientists have made in excess of two hundred and twenty visits to EBT instrument locations throughout Ireland in 2011. These visits covered testing and maintenance of the Intoxilyser instruments till 27th October 2011 and court ordered inspections. Bureau scientists also visited all 64 stations and tested each new EvidenzerIRL instrument that had been commissioned in Garda stations in 2011.

2.3 Evidential Breath Testing Training

A series of new one day EBT conversion training courses devised to train Garda Operators and Supervisors on the operation of the Intoxilyser instruments were held throughout 2011. 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. Over one thousand members of An Garda Síochána attended these training courses.

The following training courses were held during 2011:

- Sixty-five Conversion Training Courses for Operators and Supervisors
- One EBT Training Course (Intoxilyser)
- Five PBT Training Courses (Draeger 6510)

2.4 Mean Alcohol Level in Breath

The mean alcohol level in breath was 54.3µg/100ml for the first 10 months of 2011, and 46.8µg/100ml for the last two months of 2011.

2.5 Twice over the Legal Limit

24% of the number of breath specimens provided in the first 10 months of 2011 were over twice the legal limit.

54% of the number of breath specimens provided in the last 2 months of 2011 were over twice the legal limit.

2.6 Roadside Breath Alcohol Screening

The Bureau continued to support the Draeger 6510 electronic devices issued to the Gardaí. Since 2005 the Bureau has purchased a total of 1,437 Dreager electronic roadside devices. To date 191(13.3%) of these devices have been lost and 54(3.8%) have been deemed to be beyond economical repair. In normal circumstances approximately 90% of devices are issued to the Gardaí. In 2011 the Bureau purchased 250 “dual limit” devices before the introduction of the lower limits for drink driving and the identification of different categories of drivers. All of the other roadside devices had to undergo recalibration to enable them to be “dual limit” devices. This process began in August 2011 and 1015 devices were recalibrated and re-issued to An Garda Síochána.

2.7 Analysis of Breath Specimens

Chart 6 a and Table V a provided a breakdown of alcohol levels measured in breath from January to October 2011. Table VI compares the levels of alcohol in breath specimens found in 2011 with levels found in 2010.

TABLE V a
CERTIFIED ALCOHOL CONTENT OF BREATH SPECIMENS PROVIDED IN
2011(January to October)

Mg. of Alcohol per 100ml of Breath	First Quarter	Second Quarter	Third Quarter	Fourth Quarter Oct	TOTAL
0 - 35	436	434	428	115	1,413
LEGAL LIMIT					
36 - 44	236	235	208	67	746
45 - 66	596	516	541	149	1,802
67 - 88	359	338	367	109	1,173
89 & Over	132	152	144	43	471

TABLE V b
CERTIFIED ALCOHOL CONTENT OF BREATH SPECIMENS PROVIDED IN
2011(November and December)

µg. of Alcohol per 100ml of Breath	2011 November & December
0 - 9	95
10 - 22	100
LEGAL LIMIT	
23 - 35	120
36 - 44	84
45 - 66	228
67 & Over	242

Chart 6 a
CERTIFIED ALCOHOL CONTENT OF BREATH SPECIMENS ANALYSED IN
2011 (January to October)

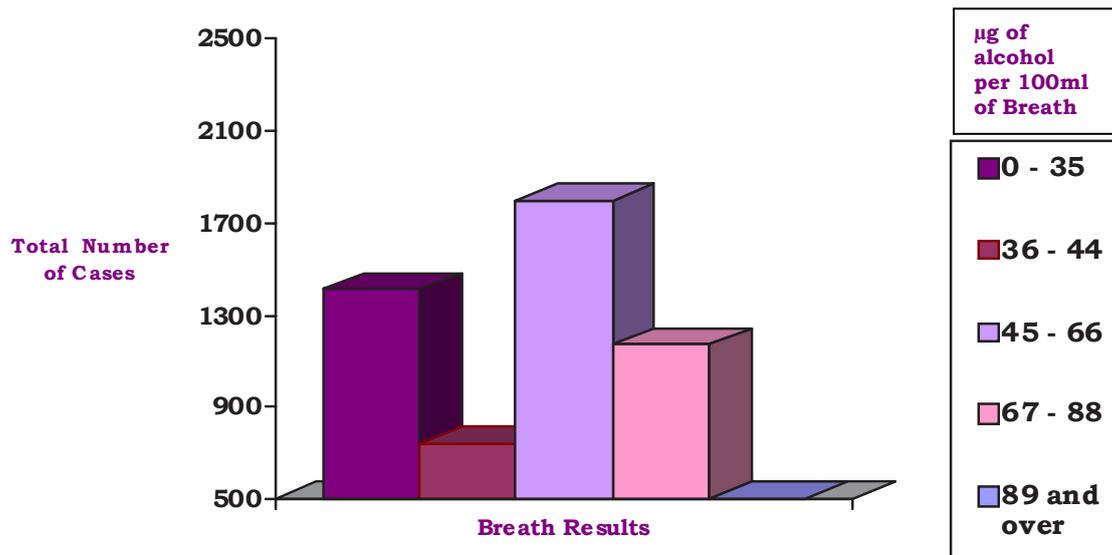


Chart 6 b
CERTIFIED ALCOHOL CONTENT OF BREATH SPECIMENS ANALYSED IN 2011 (January to October)

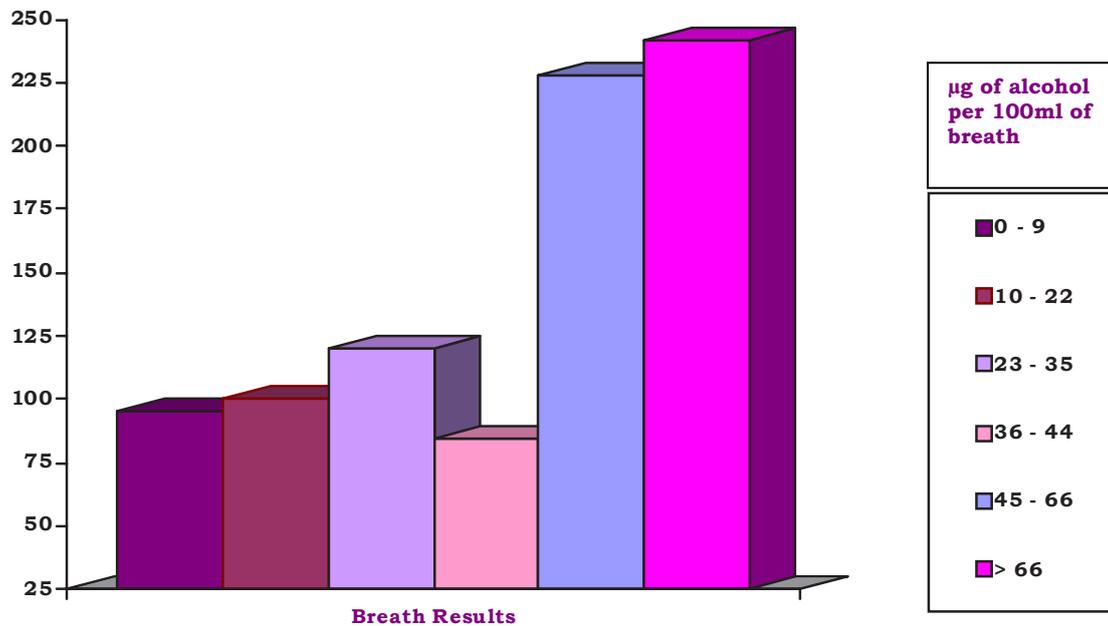


TABLE VI
ALCOHOL BREATH LEVEL COMPARISON WITH PREVIOUS YEARS

µg of alcohol per 100ml of Breath	2011 Jan - Oct		2010		5 Year Period 2005-2009	
	No.	%	No.	%	No.	%
0 - 35	1,413	25.2	2,024	26.0	11,968	22.8
LEGAL LIMIT						
36 - 44	746	13.3	1011	13.0	6,397	12.2
45 - 66	1,802	32.2	2,510	32.2	17,689	33.6
67 - 88	1,173	20.9	1,649	21.2	12,068	22.9
89 & Over	471	8.4	593	7.6	4,463	8.5

Mg. of Alcohol per 100ml of Breath	2011 November & December	
	No.	%
0 - 9	95	10.9
10 - 22	100	11.5
LEGAL LIMIT		
23 - 35	120	13.8
36 - 44	84	9.7
45 - 66	228	26.2
67 & Over	242	27.9

In 2011 of the total 6474 breath specimens analysed 1608 (24.8%) were under the limit and 4866 (75.2%) were over the limit (combined figures).

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

Alcohol Content			2011 Jan - Oct		2010		5 year period 2005- 2009	
BLOOD mg/100ml	URINE mg/100ml	BREATH µg/100ml	No.	%	No.	%	No.	%
0 - 80	0 - 107	0 - 35	2373	28.1	3,565	29.5	3,570	24.1
LEGAL LIMIT								
81-100	108 - 135	36 - 44	931	11	1,296	10.7	924	6.2
101 - 150	136 - 200	45 - 66	2,375	28.1	3,318	27.5	3,020	20.4
151 - 200	201 - 267	67 - 88	1,779	21.1	2,550	21.1	3,638	24.6
201 and Upwards	268 and upwards	89 and upwards	985	11.7	1,349	11.2	3,660	24.7

Table VII shows the comparison between 2011(Jan – Oct) and 2010 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 in April 2010, and benzodiazepines in urine in April 2011 at its University College Dublin premises. The Bureau continued to develop the confirmatory testing of benzodiazepines in blood method.

The Bureau received 1199 specimens for drug analysis in 2011 and 1180 of these specimens were analysed for the presence of drugs. This represents a decrease of 22.8% in specimens received and 23.9% in specimens analysed in 2010. This included all the specimens received which were under the legal limit for alcohol and 9 specimens where the alcohol level was over the legal limit and drug analysis was requested by Gardaí. The Bureau carried out confirmatory testing on 635 specimens for the presence of cannabinoid class drugs and 97 specimens for the presence of benzodiazepines class drugs using GC/MS analysis. The 163 other specimens testing positive were forwarded to the Laboratory of the Government Chemist (LGC) for confirmatory analysis. 285 specimens were certified for no drug detected.

Confirmatory analysis was conducted on 895 specimens, 82% of this analysis was carried out in the Bureau.

Charts 7 and 8 provide a breakdown of the results of drugs analysis by initial and confirmatory testing.

Chart 7
DRUGS ANALYSIS – INITIAL TESTING 2011

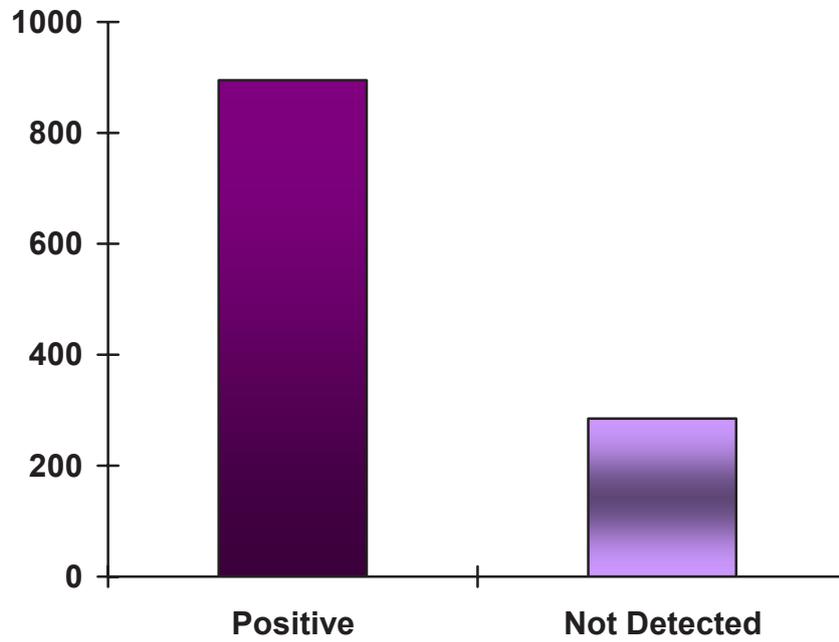
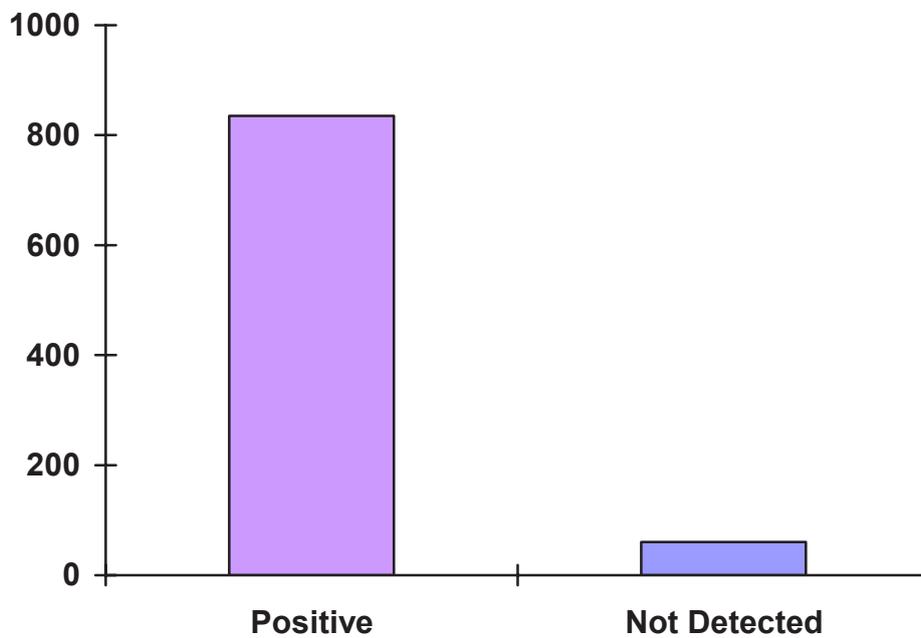


Chart 8
DRUGS ANALYSIS – CONFIRMATORY TESTING 2011



3.1 Road Traffic Impairment Testing

The Road Traffic Act 2010 provides for road traffic impairment testing to be carried out at the roadside by An Garda Síochána. This comprises a combination of tasks to be undertaken by the driver to assess for the presence of intoxicants including drugs other than alcohol. Training courses were designed by the Forensic and Legal Medicine speciality of the School of Medicine at University College Dublin in conjunction with the Medical Bureau of Road Safety and the Training College of An Garda Síochána. Five training courses each of five days duration were held in the MBRS premises in 2011 for 80 Garda Trainers who were successfully examined and graduated with a University Certificate in Road Traffic Impairment Testing (RTIT). The Garda Trainers will train Garda members in RTIT in preparation for its implementation during 2012.

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 thirty one, of which five related to blood and urine alcohol analysis. Nine were legal challenges in relation to Evidential Breath Testing and seventeen 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 decrease in the number of court cases compared to 2010, in which there were 83 cases, was significant. This was due to a reduction in the amount of DUID cases being called but some of these cases are still pending into 2012 from 2010.

Court attendance continued to demand a high level of commitment for Bureau analytical personnel in 2011 and contributed 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 7th April and 12th October 2011.

CONFERENCES, COURSES AND MEETING ATTENDED BY STAFF DURING 2011

1. A Principal Analyst, a Senior Analyst, two Analysts and the IT Officer attended a two-day LIMS Configured System training course from 10th to 11th of January 2011 in Medical Bureau of Road Safety (MBRS).
2. A Principal Analyst attended a two-day CEN Standards Meeting for Screening Devices for Breath Testing from the 25th to the 26th January 2011 in AFNOR, Paris, France.

3. The Chief Analyst and 2 Principal Analysts attended a one-day Meeting for UK & Ireland Association for Forensic Toxicologists on 28th January 2011 in Trinity College, Dublin.
4. The IT Officer, a Senior Analyst and two Analysts attended a two-day LIMS Report Writing course from 15th February 2011 to 16th February 2011 in MBRS.
5. A Senior Analyst and an Analyst attended a one-day training course on 22nd February 2011 for the Tecan Freedom Evo 100 in MBRS.
6. A Principal Analyst , Senior Analyst and two Analysts attended a one-day GC course on 10th March 2011 in MBRS.
7. The Director attended the Royal College of Physicians Ireland's policy group on Medical Fitness to Drive on 21st March 2011 in the Royal College of Physicians Ireland, Dublin 2.
8. Five Staff members attended a half day LIMS training course on 23rd March 2011 in MBRS.
9. A Principal Analyst and two Analysts attended a one-day LIMS Training course on 25th of March 2011 in MBRS.
10. The Chief Analyst and a Principal Analyst visited NANOPULS, manufacturers of the EvidenzerIRL 6000, on the 29th March 2011, in Uppsala, Sweden.
11. Two Senior Analysts and three Analysts attended a one-day LIMS Training course on 30th March 2011 in MBRS.
12. An Analyst attended a five and a half day Borckenstein Course on The effects of Drugs on Human Performance and Behaviour from 10th to 15th April 2011 held in Indiana University, Bloomington, Indiana, USA.
13. A Principal Analyst attended the five-day IACT Annual Conference from 17th to the 21st April 2011 in St. Louis, USA.
14. The Chief Analyst, Senior Administrative Officer and two staff members attended at UCD Core Time and Attendance Course on 20thApril 2011 for half-day in UCD.
15. A Senior Analyst attended a one-day Irish Mass Spectrometry Meeting on 11th of May 2011 at the Red Cow Hotel, Dublin.
16. The Senior Administrative Officer attended a half-day training course on Opera II on 13thMay 2011 in MBRS.

17. The Director attended the Faculty of Forensic and Legal Medicine's Annual Conference on 13th and 14th May in London, England.
18. An Analyst attended a five-day Borkenstein course in Alcohol from 16th May 2011 to 19th May 2011 held in Indiana University, Bloomington, Indiana, USA.
19. The Chief Analyst attended a one-day Conference for the Road Safety Authority on 26th May 2011 in Dublin Castle, Dublin.
20. A Senior Analyst and two Analysts attended two, two-day GCMS Triple Quadruple Operation Training provided by Agilent (Part 1) on 2nd and 3rd June 2011 and (Part 2) on 20th and 21st July 2011.
21. A Principal Analyst, a Senior Analyst and four Analysts attended a two-day Evidenzer IRL Training course on Breath Testing from 9th to 10th of June, 2011, in UCD. The Chief Analyst, a Principal Analyst, a Senior Analyst & an SEO attended this course for one day on 9th June 2011.
22. The Director and a Principal Analyst attended an Expert Witness Conference on 23rd June 2011 in the Radisson Blu Hotel, Dublin 8.
23. Four Analysts attended a two-day Train the Trainer course from 28th to 29th June 2011 in UCD.
24. A Principal Analyst attended a two-day Meeting for UK & Ireland Association for Forensic Toxicologists on 25th and 26th July 2011 in Aberdeen, Scotland.
25. An Analyst attended a two-day ISO 9001:2009 Internal Auditor Training course on 8th and 9th September 2011 at NSAI Training Centre, Santry, Dublin.
26. The Director attended the International Association of Forensic Science Conference on 13th to 17th September in Madeira, Portugal.
27. The Director and the Chief Analyst attended the DRUID Final Conference on 27th and 28th September 2011 in Cologne, Germany.
28. A Principal Analyst attended the Annual SOFT/TIAFT Conference from 26th to 30th September 2011 in Marriott Hotel, San Francisco, USA.
29. A Principal Analyst attended an Irish Mass Spectrometry Committee Meeting on 13th October 2011 in Isaacs Hotel, Dublin.
30. A Senior Analyst attended a one-day GCMSMS Applications Training course on 18th October 2011 in MBRS.

31. An Analyst attended a two-day ISO 9001:2009 Internal Auditor Training Course on 25th and 26th October 2011 at NSAI Training Centre, Santry, Dublin.
32. A Senior Analyst and three Analysts attended a two-day course on 8th and 9th November 2011 with Agilent GCMS Maintenance & Troubleshooting (Anthias Consulting Limited) in MBRS.
33. The Chief Analyst and a Principal Analyst attended a two-day PMDS course from 24th to the 25th November 2011 in UCD.
34. The Director attended the British Association in Forensic Medicine's Winter Meeting on 26th November 2012 in Belfast.
35. A Principal Analyst attended a one-day CEN Standards Meeting for Screening Devices for Breath Testing on the 1st December 2011 in AFNOR, Paris, France.
36. A Senior Analyst attended a two-day Supervisor/Team Leader PMDS course from 1st to 2nd of December 2011 in UCD.
37. The Director attended the Royal College of Physicians Ireland's newly established Working Group on Traffic Medicine on 5th December 2011 in the Royal College of Physicians Ireland, Dublin 2.
38. An Analyst attended a two-day ISO 9001:2009 Internal Auditor Training Course on 6th and 7^h December 2011 at NSAI Training Centre, Santry, Dublin.
39. The Chief Analyst, two Principal Analysts, two Senior Analysts and a staff member attended Paradigm Instruction Sessions on 14th December 2011 in MBRS.
40. One staff member attended a Fire Extinguisher course on 15th December 2011 in UCD.
41. A Technical Officer continued a two year part-time M.Eng In Electronic Systems course from February to May and September to December 2011 in DCU, Dublin.
42. A Senior Analyst commenced a two year part-time course G.Dip in Information Technology on 26th September 2011 in DCU, Dublin.

STAFF APPOINTMENTS IN 2011

The Medical Bureau of Road Safety successfully recruited four new members of staff in 2011:

Scientific:

- Two Temporary Analysts.

Technical:

- One Reception Attendant
- One Senior Reception Attendant (part time/job share basis)

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 is pleased to report that during the year ended 31st December 2011 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 2011 the Medical Bureau of Road Safety held five meetings. These meetings were held on 23rd March 2011, 21st July 2011, 11th October 2011, 11th November 2011 and 8th December 2011.

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 31st December 2011 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 2011.

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 2011

During 2011 the following fees were paid:

Board Member	Type of Fee	Paid
Professor Cecily Kelleher, Chairperson	Fee for Non- Executive Chairpersons of Boards of State Bodies	€7,875
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 2nd 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 five were held in 2011.

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 two meetings during 2011 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 2011.

Annual Review of Controls

The Bureau did carry out a review of the effectiveness of its system of internal financial control in 2011 in accordance with the requirements.

FREEDOM OF INFORMATION

During 2011 the Bureau received no requests under the Freedom of Information Act process.

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. 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.



Professor Cecily Kelleher,
Chairperson



Professor Denis Cusack,
Director

Date: