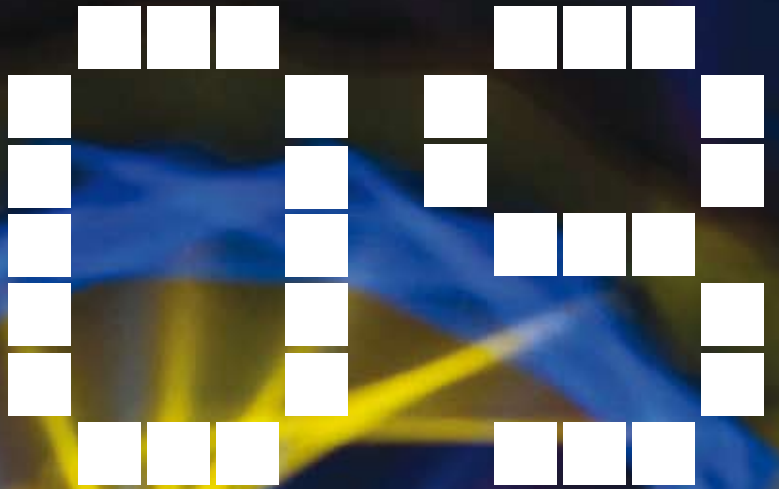




The Property Registration Authority
An tÚdarás Clárúcháin Maoine

ANNUAL REPORT



Providing excellent services through innovation



Our Mission

To promote and safeguard the legal, societal and economic framework of property ownership in Ireland. This will be achieved by maintaining and extending a comprehensive and reliable system of registration of title, which secures property rights and facilitates property transactions.

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The Role of the Property Registration Authority

The Property Registration Authority (PRA) was established on 4th November 2006. The key contributions of the PRA to the Irish economy are to provide a register of title to land and to guarantee security for those dealing with property.

We have now reached a position where over **95% of the total land mass, comprising almost 88% of the legal titles in Ireland, is registered in the Land Registry.** The system of recording deeds, in respect of the remaining titles, operated by the Registry of Deeds, while still functioning effectively and efficiently, is gradually reducing and will, ultimately, be of interest primarily to historians and genealogists.

Security of title is the cornerstone of the services which the PRA provides and the systems of “Title Registration” and the “Register of Deeds”, as described above, collectively provide a comprehensive record of property transactions.

Following the enactment of the Registration of Deeds and Titles Act, 2006, both systems are under the control of the Property Registration Authority. The Authority has a statutory remit to complete the Irish land register leading to a single system of title registration supportive of Government policies on land administration, including electronic registration, electronic conveyancing and the emerging Irish Spatial Data Infrastructure.

The principal functions of the PRA are to:

1. Provide and maintain a system of registration of Titles and Deeds in accordance with the relevant legislation
2. Promote and extend the registration of ownership to land
3. Deal with applications under Part 3 of the Landlord and Tenant (Ground Rents) (No. 2) Act, 1978
4. Keep the Minister for Justice, Equality and Law Reform informed of progress in relation to the registration of ownership to land and to assist him or her in the development of policy in relation to such registration
5. Provide reliable and comprehensive information and certification services
6. Maintain financial viability.

Mission and Values

The Mission of the Property Registration Authority is:

To promote and safeguard the legal, societal and economic framework of property ownership in Ireland.

This will be achieved by maintaining and extending a comprehensive and reliable system of registration of title, which secures property rights and facilitates property transactions.

The PRA will conduct its business adhering to the following values:

SERVICE TO OUR CUSTOMERS

The PRA is committed to providing its customers with an excellent service which is readily accessible through a variety of channels.

PUBLIC INTEREST

The PRA is committed to carrying out its functions in the public interest in an open and transparent manner.

COMMITMENT TO STAFF

The PRA values the dedication of its staff and is committed to supporting them in delivering a high quality service to its customers and in developing fulfilling careers within the organisation.

GOVERNANCE AND VALUE FOR MONEY











The PRA is committed to compliance with good governance, probity, and conducting its business in a cost effective manner.

CONSULTATION

The PRA is committed to consultation with its stakeholders in the ongoing development and delivery of its services.

Members of the Property Registration Authority at 31 December 2009

THE PROPERTY REGISTRATION AUTHORITY

				
John T. Coleman Chairperson	Seamus Carroll	Emer Daly	Michael Edwards	Michael Kelly
John is a former President and CEO of Bose Corporation and currently is a Board member of 4 organisations.	Seamus is a Principal Officer in the Department of Justice, Equality and Law Reform.	Emer is a former Director of Strategic Planning and Risk Management at AXA Ireland.	Michael is a member of staff of the PRA and is the Staff Representative on the Authority.	Michael is the Securities Policy Manager for AIB and is a member of the Irish Mortgage Council's Legal & Conveyancing Committee.
				
Peter Savage	John Shaw	Roderick Tyrrell	Máire R. Whelan	Una Woods
Peter is an elected member of Louth County Council.	John is a Practising Solicitor (J A Shaw & Co) nominated by the Law Society of Ireland.	Roderick is a Practising Solicitor (Tyrrell Solicitors).	Máire is a Senior Counsel and Practising Barrister nominated by the Bar Council of Ireland.	Una is a lecturer, School of Law, University of Limerick.

Senior Management Team at 31 December 2009

SENIOR MANAGEMENT TEAM



Catherine Treacy

Chief Executive



Paul Brent

Mapping Advisor



Diarmuid Clancy

Director of Operations



John Deeney

Deputy Registrar



Brian Kelly

Deputy Registrar



Fran Leahy

HR Manager



James O'Boyle

Financial Controller



John O'Sullivan

ICT Manager



Frank Treacy

Deputy Registrar



Michael Treacy

Corporate Services
Manager



JOHN T. COLEMAN
Chairperson

“The PRA’s commitment to the delivery of efficient services to our customers remained a high priority throughout the year. This Annual Report contains a detailed account of the level of activity throughout 2009.”

Foreword by the Chairperson of the Property Registration Authority

On behalf of the Property Registration Authority (PRA) I am pleased to introduce the Annual Report for 2009. This is the fourth report since the establishment of the PRA.

2009 was again a year of considerable achievements for the PRA. The PRA has made significant progress in delivering one of its key statutory mandates “to promote and extend the registration of ownership of land”. Compulsory first registration (CFR) was extended to a further 12 counties in 2009 and the title registration system is now operational in 24 of the 26 counties. Further substantial progress was made in the PRA’s Digital Mapping Project which is on target for completion on time and within budget in 2010. The Comptroller and Auditor General, in his Annual Report, published in September 2009, acknowledged the considerable productivity gains which are already being delivered by the PRA through its Digital Mapping processes.

The commitment of the PRA to eGovernment is evidenced in the progress made during 2009 in its eRegistration programme. eDischarges was successfully launched in March 2009 and preparatory work is underway on eCharges. The PRA was also a key contributor in the implementation of the Revenue Commissioner’s eStamping project which they launched in 2009.

The PRA’s commitment to the delivery of efficient services to our customers remained a high priority throughout the year. This Annual Report contains a detailed account of the level of activity throughout 2009. The success of the PRA’s online service *landdirect.ie* can be seen from the ongoing upward trend in the level of usage of this service since its launch in 2000. The level of transactions increased again in 2009, up from 2.5 million in 2008 to 2.6 million in 2009. This level of usage also reflects the quality and level of services now available online to the PRA’s customers.

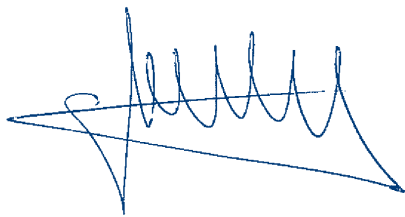
The PRA is also committed to the highest standards of corporate governance and ensuring that the principles of value for money are applied throughout the organisation.

The McCarthy Report, published in July 2009, recommended the amalgamation of Ordnance Survey Ireland (OSi) and the Valuation Office with the PRA. A Government decision is awaited on this matter. The PRA will continue to deliver on its strategic objectives in the years ahead and a new draft Strategic Plan for the period 2010 - 2012 has been submitted to the Minister for Justice, Equality and Law Reform.

I would like to thank my predecessor as Chairperson Gerard McCaughey, who retired from the Authority during 2009, to Brid Carter and Michael Cahill whose terms of office ended

during 2009, and the current members, for their commitment and contribution on the Authority. I also wish to welcome the two new members who were appointed by the Minister for Justice Equality and Law Reform, Peter Savage who was appointed in 2009 and Paul McSweeney who was appointed earlier this year.

Finally, I would like to express my thanks to Ms. Catherine Treacy, Chief Executive, and to the Management and Staff of the PRA for their professionalism, dedication and commitment throughout 2009. I look forward to their continued support and to the support of my fellow members of the Authority as we face the challenges in the years ahead.



John T. Coleman

CHAIRPERSON

122
To The Register

A Memorial of an

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CATHERINE TREACY
Chief Executive

“.....31 [of 32 challenging IT projects] have been successfully completed so far and the final one, a digital mapping project, covering a five year implementation period, will be completed shortly. It is a credit to all involved that all of these projects have been delivered within their tight delivery timeframes and budgets. They are an excellent reflection of the delivery of public service at its best.”

Overview of the Chief Executive

As I write this overview of the activities of the Property Registration Authority (PRA) for 2009, I am acutely aware of the impact of the economic crisis in Ireland and of the consequential upheaval in the property market, the banking sector and the public finances. From the PRA perspective this is apparent on several fronts. There was a significant reduction in the intake of casework when compared with 2008 and we are now operating in a difficult environment which is challenging for both staff and management.

Viewing these issues from an optimistic and positive perspective, we availed of the opportunity to make very significant inroads into the volume of casework on hand which had arisen from the unprecedented level of intake during the period when activity in the property market was at its height. This provides an opportunity to consider whether the primary mandate of the organisation, the extension of Compulsory First Registration and the completion of the Register, can now be further accelerated.

The high level of output recorded was achieved at a time when staff numbers were reduced from 686 at the beginning of the year to 616 by the end of the year. In addition, there were no replacements for staff who availed of the Term Time or Shorter Working Year Schemes (equivalent to a loss of 14 staff), and no expenditure on overtime was incurred for processing casework, generating a further saving of €1.7m (the equivalent of 40 full time staff).

The combination of these factors had an overall effect equal to a reduction of 124 staff, which contributed to a decrease in the cost of providing our services by €6.018m over 2008. This substantial reduction was achieved following a rigorous appraisal of all areas of expenditure and a renewed emphasis on delivering value for money across the organisation.

Notwithstanding the prevailing economic and fiscal environment the PRA recorded many successes and achievements during the year. I am delighted to relate, on behalf of everyone in the PRA that, of the 32 challenging IT projects set down initially in a comprehensive and radical modernisation agenda and subsequently encompassed in successive strategic plans, 31 have been successfully completed so far and the final one, a digital mapping project, covering a five year implementation period, will be completed shortly. It is a credit to all involved that all of these projects have been delivered within their tight delivery timeframes and budgets. They are an excellent reflection of the delivery of public service at its best.

All of these individual computer systems are interactive and interlinked having been developed as part of an overall system architecture. The result is that the PRA now holds one of the most extensive databases of information in Government the principle elements of which include:

1. A fully electronic register and associated indices
2. An extensive mapping system with all registered boundaries digitised
3. Images of all historical paper ownership records
4. A major suite of online services www.landdirect.ie
5. An online facility for the electronic lodgement of applications
6. Electronic registration/conveyancing www.eRegistration.ie
7. A website with rich and varied content www.prai.ie
8. Online Registry of Deeds searching facilities
9. A system for the electronic payment of fees
10. A comprehensive internal business information system.

The PRA has come a long way from the launch of the first phase of its modernisation programme known as the Integrated Title Registration Information System (ITRIS), becoming the first Government Department or Office in Ireland to offer its customers online access to, and transactional services on, its then (limited) database of information. A new range of users, in addition to its traditional customers of Solicitors, Lending Institutions, Government Departments and Agencies etc, have also emerged as a result of the convenience and availability of the online services and the overall transformation programme. As is evident throughout this report the usage of these systems continues to grow year on year. Change, of course, must be ongoing in order that an organisation continues to provide the best service possible for its customers. The mechanism for the delivery of online services, while well established, was reviewed in 2009. The model adopted to date has focussed on, though has not been exclusive to, the business community who opened accounts on a subscription basis. With the ongoing growth in the use of internet services there is a clear demand to widen access to occasional or one-off users and work has commenced to make this possible.

A further significant step in the PRA's transformation programme was undertaken

during 2009 with the introduction of a system for the electronic discharge of registered charges. This system, which is completely paperless, and which marked the first tangible delivery of a future system of electronic conveyancing in Ireland, has been a resounding success and has exceeded the expectations set down in the business case for the project. The success of the system was acknowledged by its selection for two prestigious awards:-

- A Public Sector Times eGovernment Award in the “Best Project by a State Body” category which was presented by Minister Mary Hanafin in March and
- An Taoiseach’s “Public Service Excellence Award” which will be presented in July.

Planning is now underway for further developments in the area of electronic registration which will build on this success.

As part of the PRA’s ongoing change process, the Registry of Deeds Abstract Management Information System (RAMIS), which was launched in 1990, was “re-freshed” and fully integrated into ITRIS during 2009. This achievement provided further improvements for our customers and delivered additional efficiencies to our internal operations.

The success of our overall programme of change has also enabled the PRA to play a key role in national and international projects such as the Irish Spatial Data Infrastructure (ISDI) and the European Land Information Service (EULIS) and we are currently working with NAMA to provide it with relevant information, services and support.

During 2009 work commenced on the construction of a new building in Roscommon town for the PRA’s second decentralisation project. As with the decentralisation to Waterford, the PRA is working diligently to ensure a successful outcome with the minimum of disruption for our customers. The present indications are that construction work will be completed later this year and that the building will be ready for occupation in the spring of 2011.

Additional important milestones for the PRA which came about during the past year included:

- the commencement of the Land and Conveyancing Law Reform Act
- the further extension of Compulsory First Registration, which now covers 24 of 26 counties
- the abolition of Land Certificates and Certificates of Charge
- an encouraging and optimistic organisational review of the PRA, undertaken by the Department of the Taoiseach
- the Comptroller and Auditor General’s positive report on our Digital Mapping project.

All of the achievements set out in this report could not have been accomplished without the ingenuity, hard work and enthusiasm of the staff and management of the PRA who have, in a challenging environment, once again demonstrated their commitment to delivering an excellent service. To all of them I say a very sincere “thank you” and I look forward to their continued co-operation and support in delivering on the mandates of the PRA during 2010.

Finally, I would like to welcome the new Chairperson of the Property Registration Authority, John T. Coleman, with whom I look forward to working. I would also like to take this opportunity to express my appreciation to the previous Chairperson, Gerard McCaughey, and to the members of the Authority, both current and outgoing, for their support throughout the year.



Catherine Treacy

CHIEF EXECUTIVE

Progress against the objectives set out in the Strategic Plan 2008-2010

OBJECTIVE 1: Extension of Compulsory First Registration (CFR)

Advance the completion of the Irish Land Register by extending Compulsory First Registration (CFR) while arresting the growth of unregistered titles

The PRA, in accordance with its statutory mandate, continued to actively implement the strategies and options available to it to extend compulsory registration of ownership of land.

- By virtue of S.I. No. 176 of 2009, with effect from 31st December 2009, CFR was extended to the following additional counties: Cavan, Donegal, Galway, Kerry, Kildare, Leitrim, Limerick, Mayo, Monaghan, North Tipperary, Offaly, South Tipperary and Waterford and to the Cities of Galway, Limerick and Waterford.
- During the year 9,508 unregistered titles were transferred from the deeds system to the titles system, compared to 8,342 in 2008, an increase of 13.9%.
- The level of voluntary certification in compulsory first registration areas was maintained despite the nationwide downturn in sale transactions. This was due mainly to the continued successful implementation of an “out-reach” programme utilising the expertise of the professional staff of the Land Registry supported by comprehensive online information.

The ongoing growth of the Land Register, as a result of the CFR programme and the subdivision of existing registered titles, can be seen from the total number of folios that were live at the end of each of the last five years.

2005	2006	2007	2008	2009
1,716,662	1,770,223	1,808,552	1,849,388	1,908,843

OBJECTIVE 2: Digital Mapping

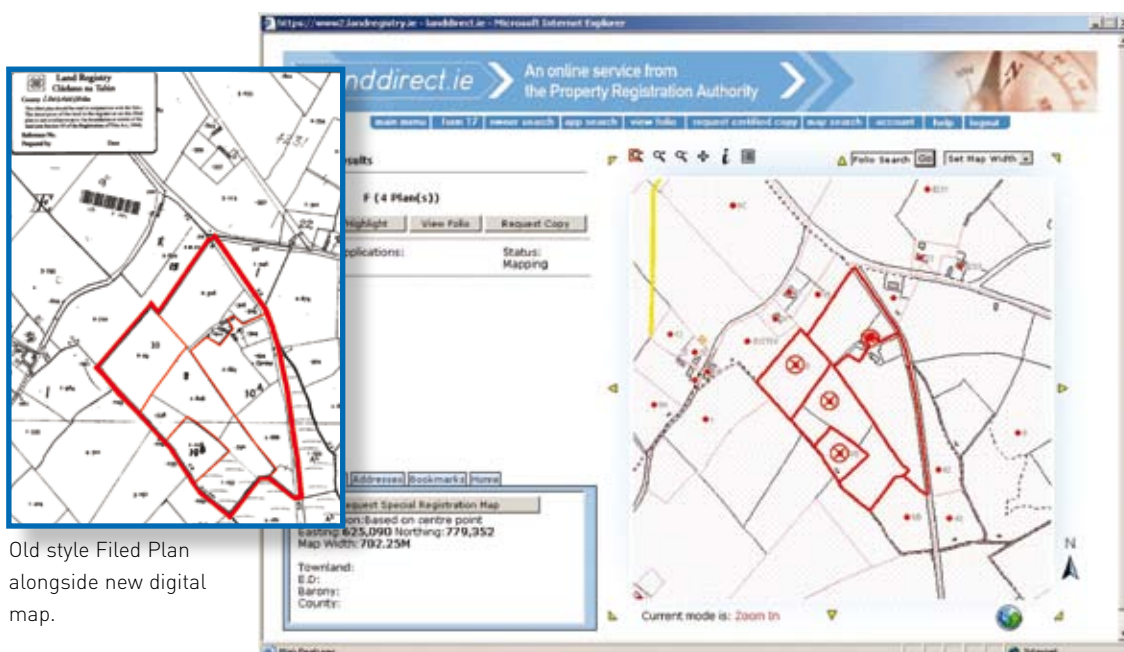
Facilitate the eConveyancing and eRegistration initiatives by advancing the rollout of the Digital Mapping Project, with the ultimate objective of achieving full conversion of all registered land parcels by 2010.

The Digital Mapping Project progressed throughout 2009 when Counties Limerick, Mayo, Donegal, Leitrim, Kerry, Laois and Monaghan were digitised. This resulted in approximately 2.2 million parcels being available for case processing requirements and also available for our customers on the *landdirect.ie* service. This brought to 22 the number of counties where the registration of all parcels using the digital mapping technology is fully operational.

During 2010 it is planned that the remaining 4 counties will be digitised. The project remains within budget and on target for completion in mid 2010 when the final county - Galway - will be completed.

As a result of the digitisation programme, customers now have access to a significantly larger digital database of geographic information through the *landdirect.ie* service.

To date, digital map related services have added over 1 million transactions per year to the total number conducted online.



Old style Filed Plan
alongside new digital
map.

OBJECTIVE 3: eRegistration

Contribute to the national eConveyancing programme by preparing for and commencing roll out of an electronic Registration of Title (eRegistration) programme.

In support of Government policy to move towards a system of electronic conveyancing (eConveyancing), the PRA initiated its eRegistration project in 2007. This development was the first step in the development of a national system of electronic registration of title. eDischarges is the latest in a generation of successful business projects introduced by the PRA over the past decade. The service has brought about a fundamental change in the work processes of all stakeholders and has resulted in increased efficiency, improved security and greater transparency for all participating organisations and their customers.

Close customer collaboration at executive board and design team levels and the development of the system by an in-house team has ensured a successful outcome. The Law Society, the Irish Mortgage Council, the Revenue Commissioners and the Companies Registration Office were all represented on the Project Board. This model provides an ideal structure and valuable platform for the ongoing development of electronic registration services in Ireland.

eDischarges was launched in March 2009 and enables lending institutions to apply by electronic means for the cancellation of a charge (mortgage) registered against property, without the need to submit any paperwork. Nominated third parties, usually solicitors, are automatically notified at the address supplied when the charge is cancelled. The development of eDischarges is central to a national system of electronic registration of title and the system marks the delivery of the first element of electronic conveyancing in Ireland.

Achievements:

- Lenders, representing over 90% of commercial lending in Ireland are actively using eDischarges.
- Local Authorities have commenced using the service and uptake is growing.
- There has been an 800% productivity gain in processing these cases within the PRA.
- More than 15,000 applications had been lodged and processed by the end of the year.

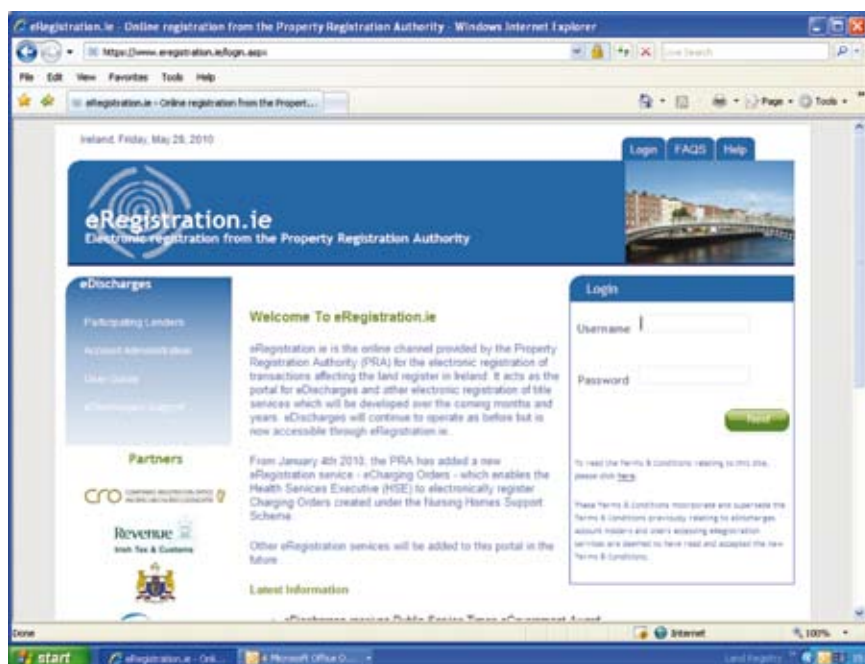
- There have been tangible benefits which have been acknowledged by all stakeholders.
- There have been measurable cost savings and environmental benefits.
- The system was developed in-house without the use of external contractors.

The eDischarges project was submitted for the *Irish eGovernment Awards* and for the Taoiseach's *Public Service Excellence Awards* competitions at the end of 2009.

NEXT PHASE OF eREGISTRATION

During 2009 the PRA worked in partnership with the Department of Health and Children and the Health Services Executive (HSE) to develop a further eRegistration service known as eCharging Orders. This service will enable the HSE to electronically submit applications for the registration of Charging Orders created under the Nursing Homes Support Scheme without the need to lodge any paper. Building on the experience and success of the eDischarges system, the three bodies collaborated successfully on legislative changes and system specifications. All testing had been completed and the system became available from January 2010.

Further projects are now under consideration for 2010 and beyond.



OBJECTIVE 4: Legislative Framework

Ensure appropriate legislative provisions and Practice Directions are in place to achieve objectives.

NEW RULES AND PRACTICE DIRECTIONS IN 2009

A significant volume of work on new rules, which became necessary as a result of new legislation, was undertaken in 2009. During the year the Working Group on Rules and Practice Directions considered draft rules for submission to the Registration of Deeds and Title Rules Committee, to provide for:

1. The use of maps in electronic form.
2. The cancellation of Property Adjustment Orders pursuant to Sections 74 and 75 of the Civil Law (Miscellaneous Provisions) Act 2008.
3. The abolition of land and charge certificates.
4. The reduction in the length of time required for a good root of title, from 40 years down to 15 years.

The Registration of Deeds and Title Rules Committee made rules dealing with the above and same were agreed by the Minister for Justice, Equality and Law Reform and came into effect on 1st December 2009.

The Working Group also recommended that the Authority approve new Practice Directions addressing:

- applications made in electronic form for the cancellation of registered charges pursuant to the Land Registration Rules 2008.
- the requirements under the Family Home Protection Act 1976 and the Family Law Act 1995.

The group also commenced consideration on the rescission of and amendments to a considerable number of Practice Directions arising from the commencement of the Land and Conveyancing Law Reform Act of 2009. Consideration is also being given to changes required in relation to the electronic registration of charging orders under the Nursing Home Support Scheme Act 2009 and the Group will consider a Practice Direction in relation to the cancellation of Property Adjustment Orders in the coming year.

The necessary Office Notices have been published and, as an interim measure, amendments have been made to the relevant Practice Directions pending signing off on same by the PD Working Group.

NEW FORM OF MORTGAGE DOCUMENTATION

The Land and Conveyancing Law Reform Act 2009 brought about an important change in relation to charges over registered land whereby the former provision which provided discretion as to the form of charges was removed and a new prescribed form of present and future charge was published in the Land Registry (No. 2) Rules 2009. The deed must be one page only with any mortgage conditions filed on a separate document. The existing form of charge for principal sums was not altered.

In accordance with the foregoing it was agreed that lending institutions may apply to the Authority for the pre-approval of deeds of charge/mortgage conditions in respect of residential loans and commercial loans/debentures. The necessary documentation and their charges have now been submitted, approved and published on the PRA's website.

LAND CERTIFICATES AND CERTIFICATES OF CHARGE

Land Certificates and Certificates of Charge were abolished under the Registration of Deeds and Title Act 2006 and these provisions came into effect from January 1st 2010.

Up until 31st December 2009 existing certificates still required to be lodged in respect of applications for registration. On completion of the application these certificates were cancelled and the lodging party so informed. A number of requests were made during this period to preserve Land Certificates of historical or sentimental value to the lodging party and, where possible, these certificates have been preserved and retained. In addition, a policy of review and identification of certificates which may have historical or particular archival interest was implemented. These certificates have been preserved without formal requests being made by the parties.

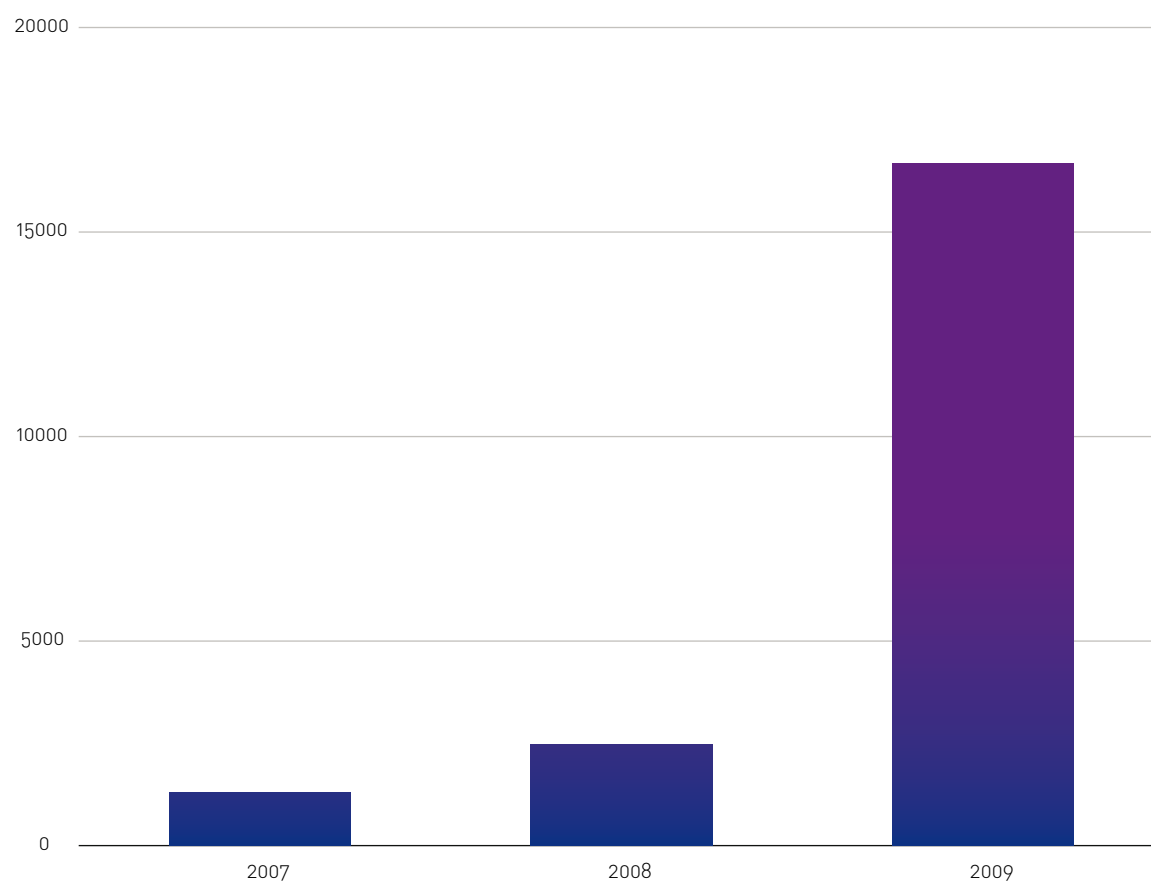
LIENS

A Practice Direction on Liens, setting out the requirements for registration, was published and a dedicated unit was established to process the applications. Appropriate training was provided for the larger lending institutions to enable them to lodge their applications by electronic means. The following table sets out the number of such applications received over the three year period.

Year	2007	2008	2009
Applications	1,304	2,474	16,693

A total of 6,064 applications were lodged in December 2009 alone.

APPLICATIONS FOR LIEN LODGED 2007 -2009



Objective 5: Developing Customer Service

Anticipate and meet customer expectations together with existing and emerging market demands, nationally and internationally .

CUSTOMER FOCUS GROUP

This forum continued to meet during 2009. These meetings provide a continuing opportunity for consultation on a range of issues and the dissemination of information on any changes planned or being introduced.

SEMINARS

A growing area of activity in recent years has been the involvement of staff from the PRA in seminars, conferences and training courses for various groups. PRA officials participated in, and made presentations on, a range of topics at a number of seminars and training courses for solicitors and other customers during 2009. These included:

FIRST REGISTRATION

- Bar Associations: Leitrim, Donegal, Kerry, Limerick, Tipperary, Waterford
- Law Society: Dublin, Cork

LAND AND CONVEYANCING LAW REFORM ACT 2009

- Bar Associations: Kerry, Limerick, Tipperary, Waterford
- Waterford Institute of Technology

LANDDIRECT.IE

- Bar Associations: Donegal, Kerry, Kildare, Limerick, Leitrim, Meath, Tipperary, Waterford

eREGISTRATION/eDISCHARGES

- Bar Associations: Donegal, Kerry, Kildare, Limerick, Leitrim, Meath, Tipperary, Waterford
- Law Society: Dublin, Cork, Waterford, Donegal



DIGITAL MAPPING

- Bar associations: Leitrim, Donegal, Monaghan, Kerry, Tipperary, Waterford
- ESB
- IRLOGI
- GIS in Government Forum
- Kildare County Council

EUROPEAN LAND INFORMATION SERVICE (EULIS)

The development of world class ICT systems in recent years has enabled the PRA to participate in international developments such as EULIS. EULIS is an initiative by various land registration authorities across Europe to provide cross-border access to their respective online databases and electronic services. The PRA became a member on 21st November 2006 and live services to the EULIS portal from Ireland commenced on 1st December 2007. The other members of EULIS with a live service are the Land Registry organisations in Austria, England and Wales, Sweden, Lithuania and Netherlands. There are also a number of pending participants which include Belgium, Czech Republic, Estonia, Finland, Iceland, Italy, Latvia, Northern Ireland, Norway, Scotland, Serbia, Slovak Republic, Slovenia and Spain.

The EULIS service, which is still in its infancy, provides land registry professional customers such as banks, other lenders, solicitors, estate agents, law searchers and public authorities with reliable, direct and easy access to land and property information in member European countries. Irish customers can access EULIS through their *landdirect.ie* account.

Following an agreement with the EU Commission in 2009 (EULIS) will act as the link to land register information in the EU when the new eJustice portal goes live across Europe in 2010. Accordingly EULIS has been engaging actively with other European land registries to join its service and has held discussions with several national authorities in this regard.

EULIS has also made an application for funding from the European Commission under the latter's Civil Justice programme. If successful, this funding will enable EULIS to upgrade its technical environment.

EUROPEAN LAND REGISTRY ASSOCIATION (ELRA)

The primary aim of the European Land Registry Association (ELRA) is the development and understanding of the role of land registration in real property and capital markets in EU Member States. ELRA seeks to promote the mutual knowledge of the different Land Registry systems in Member States and provides a very useful forum for discussion and information exchange on developments in Land Registry systems across Europe. It also has a significant role in keeping members informed on relevant developments at EU level.

Since its creation in 2004, ELRA has grown rapidly, and currently its membership is made up of 24 associations representing the Land Registries from 20 EU Member States.

UNITED NATIONS ECONOMIC COMMISSION FOR EUROPE (UNECE) - WORKING PARTY ON LAND ADMINISTRATION (WPLA)

The UNECE's Working Party on Land Administration, which is based in Geneva, Switzerland was established in 1999 with the aim of promoting land administration through security of tenure, developing real estate markets and modernising land registration systems in countries in transition.

The WPLA has developed into an effective network of land administration officials in Europe and North America. It operates by sending independent experts to the ECE countries to render policy advice and recommendations on national programmes on land market development and real estate registration.

During 2009, the WPLA proposed developing an international benchmarking exercise. WPLA wished to establish key indicators for valid comparison across the full range of registration activities in all jurisdictions. It is also intended that this data would assist the World Bank in developing a more meaningful and accurate approach to its existing *Doing Business* report where it benchmarks the conveyancing process in 180 jurisdictions. The bureau of WPLA asked the PRA to prepare a questionnaire on benchmarking and to assist it in developing key indicators for benchmarking. The initial draft questionnaire was presented to the bureau and was discussed by it at its most recent meeting. The WPLA intend to advance this benchmarking exercise at the next bureau meeting in June 2010.

THE FOUR REGISTRIES QUADRILATERAL NETWORK

For a number of years meetings have taken place on a bi-annual basis between representatives of the land registration bodies for England and Wales, Scotland, Northern Ireland and the PRA to discuss and explore a range of matters of mutual interest. Since

its establishment a number of sub-groups have been formed to consult and report on a variety of topics including, business trends and activity levels, electronic conveyancing/registration, benchmarking, electronic funds transfers, security of systems and other developments.

VISITORS TO THE REGISTRIES

The PRA has hosted meetings and welcomed individuals and delegations from a range of land registration organisations in recent years. In addition to those outlined above these have included visitors from a number of European jurisdictions, Australia, Canada, New Zealand, Azerbaijan, Uganda, Lesotho, Saudi Arabia as well as consultants who have been engaged to work on behalf of a number of governments and agencies. Among the visitors welcomed to our offices in 2009 were students from Saudi Arabia who visited our Waterford office and a group from Norway who were hosted by PRA staff in Dublin.

ACCESSIBILITY

The PRA's website now complies with Level AA Conformance to the Web Content Accessibility Guidelines of the W3C.

SERVICE THROUGH THE IRISH LANGUAGE

In line with the commitment given in our Irish Language Scheme 2007-2010 all new static content which appears on the English site from 15th February 2008 also appears on the Irish site with the exception of the Practice Directions and Legal Office Notices which are of a technical legal nature.

Six members of staff completed an online Irish course to improve their competency in the language during 2009.

Thirteen applications for registration in the Irish language were completed in 2009.

The new Registration of Deeds Rules (S.I. 52 of 2008) were published in Irish and English on our website. The new forms prescribed by these rules are available in electronic format on our website in both official languages.

All new signage erected after 1st March 2009 is bi-lingual in compliance with the Regulations set out in S.I. 391 of 2008.

Objective 6: Maintaining Customer Service

Provide excellent customer service within defined response times and determined quality standards. This will be achieved by:

- (a) Arresting the growth in the arrears of cases on hand, and
- (b) Accelerating the reduction of the present arrears of casework over a 3 year period.

LAND REGISTRY

In 2009 there was a further reduction in the overall arrear of cases on hand. In the main category of work “dealings” (Transfers, Mortgages, Transmissions, etc.) the arrear was reduced from 210,655 to 178,306, a decrease of 15%.

As a result of improved productivity levels the average turnaround times for cases was also improved. The majority of applications for registration relate to existing properties where no mapping is required. A significant figure from a customer perspective is that over 70% of these applications lodged during 2009 were processed within 10 days.

It should be noted that these turnaround times were achieved during a period of considerably reduced staffing levels – see Staff Resources at Appendix 7.

The details of the levels of activity in various categories are set out hereunder and further statistics are provided at Appendix 3.

The total number of applications for registration completed during 2009 was 241,918 made up as follows:

■ Dealings	234,782
■ First Registration - based on examination of title	4,022
■ Section 49 Applications	1,303
■ Ground Rent Applications	1,484
■ Land Commissions Applications	327
Total	241,918



This total of 241,918 completions resulted in 534,528 new registrations being made during the year. More complete details of output for 2008 and comparisons with previous years is set out at Appendix 3.

REGISTRY OF DEEDS

The number of registrations recorded in the Registry of Deeds during 2009 was 68,970 which was a 27% reduction on the figure for 2008. The Registry continues to maintain an “up to date” service.

GROUND RENTS

The Property Registration Authority operates the Ground Rents Purchase Scheme under the Landlord and Tenant (Ground Rents) (No. 2) Act 1978 under which owners of leasehold property can purchase their Ground Rent (freehold interest) either through a consent or arbitration procedure. This scheme commenced in 1978 and since then 83,376 applicants have purchased their ground rents and acquired the fee simple to their dwelling houses under the vesting certificate scheme.

The PRA successfully operated the scheme in 2009, a year which saw the intake of consent applications decrease by 35% (539 as opposed to 826), while output of such cases was similar to 2008, (612 as opposed to 595). The year saw an 18% reduction from 830 to 683 in the intake of arbitration applications and a consequent decrease in output of 15% from 1,025 to 872. Turnaround times for such cases were maintained with only 46 new cases awaiting the attention of the Arbitrator at end of 2009. There are currently a total of 933 arbitration and consent cases pending of which 746 are under query.

€195,634 was paid out in 2009 in respect of purchase money claims compared to €184,845 in 2008. 68% more claims were paid than in 2008.



Details of the activity in 2009 and the comparative figures for 2006, 2007 and 2008 are shown in the table at Appendix 6.

ELECTRONIC SERVICES

The following table outlines the number of subscribers and the increased level of usage of our online services since the first full year of the service in 2000.

Year	2000		2006	2007	2008	2009
No. of professional users	1,700		10,900	12,741	13,872	14,837
No. of online transactions*	0.2 million		2.2 million	2.3 million	2.5 million	2.6 million

* The number of online transactions includes fee paying and non-fee paying services, transactions and activities availed of by our customers. It also includes electronic applications for registration (eForm 17), enquiries by customers regarding the current status of an application and a number of services related to our digital mapping service. The figures do not include any activities (transactions) undertaken by staff of the PRA while processing applications or assisting customers at our public offices, on the telephone or with letter enquiries.

WEBSITE

The PRA's website continues to grow as a valuable communication mechanism and as an information portal for our customers into *landdirect.ie*. The value of this service to our customers can be measured by its level of usage which includes:

- The site received 1.4 million visits with 2.6 million page views.
- The *landdirect.ie* homepage was accessed over 1 million times.
- The Registry of Deeds eForms page was accessed over 82,000 times.
- The Certification of Title section was visited almost 23,000 times.
- There were 230,000 unique visitors to the site.

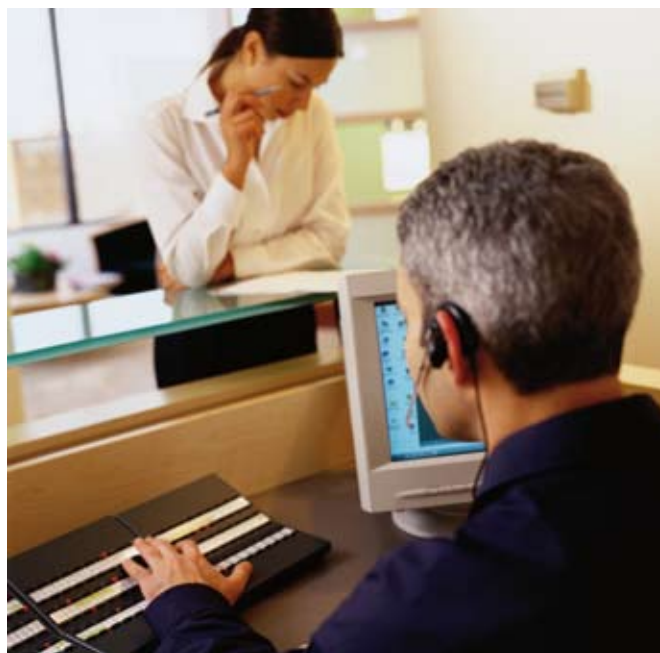
SERVICE DELIVERY TARGETS

LAND REGISTRY

The target for the issue of certified copy folio/filed plans via *landdirect.ie* is set at 80% to be issued within 1 working day. This target was achieved throughout 2009 and at times exceeded. This percentage will continue to improve with the roll-out of digital mapping.

The target for Official Map Searches was exceeded during 2009, with 96% of searches completed inside 5 days.

The target for the availability of reference numbers for dealings lodged by post or at public counters was achieved throughout 2009. Dealing reference numbers were available through *landdirect.ie* within 1.4 days of lodgement. Where the application was made using the eForm 17 facility (circa 55% of all applications) the dealing reference number was available instantly.



REGISTRY OF DEEDS

All of the service delivery targets set out in the Registry of Deeds Customer Charter were achieved throughout 2009.

Objective 7: Organisational Development

Maintain a responsive and flexible organisation with the capacity to deliver on organisational objectives.

During 2009 there was a significant reduction in the staffing levels in the PRA from 685.9 at the end of 2008 to 615.9 at the end of 2009. This was due to the implementation of the Government decision that, with effect from 27th March 2009, there would be a moratorium on the filling of vacancies and the termination in June 2009 of a temporary sanction for 40 additional staff in the PRA.

A number of mechanisms were used to reduce the staffing numbers which included:

- transfers to the Department of Social and Family Affairs and other Departments and Offices
- staff who retired in the normal course or under the Incentivised Scheme of Early Retirement were not replaced
- staff who commenced career breaks under the Incentivised Career Break scheme were not replaced.

During 2009, 1 person was recruited to the PRA to fill an ICT post and 2 people returned from career breaks. In addition to the reduction in numbers set out above there was no recruitment to fill vacancies created by staff availing of the Term Time or the Shorter Working Year Schemes in 2009 which amounted to a total of 682 weeks unpaid leave. This equates to approximately 14 members of staff. Overtime worked in the office was not used for casework and was restricted to essential security and ICT maintenance work.

At 31st December 2009 there were:

- 676 people, filling 615.88 legal, administrative and technical posts. This represents a reduction of 10% in the total number of staff in the PRA
- 191 staff (28% of the workforce) were availing of work-sharing options.

A total of 79 people left the organisation during 2009.

The PRA continued to offer a wide range of flexible working arrangements to staff, including flexitime, work-sharing, career breaks and term-time leave. The Performance Management and Development System (PMDS) is now embedded within the organisation and is used to manage all aspects of staff performance.



In addition to their contribution to the work of the organisation, many of the staff of the PRA are involved in community and voluntary activities outside of the organisation. In particular, staff in each of our offices have traditionally taken the opportunity to mark the Christmas festival by collectively donating to nominated charities.

During 2009 the PRA participated in the Job Shadow scheme as part of our disability initiatives. This involved a person attending at our offices and shadowing a member of staff for the day. We had one person in each of the locations, Dublin, Waterford and Roscommon and feedback from this initiative was very positive.

See Appendix 7 at the end of this report for comparative staff numbers with previous years.

PARTNERSHIP

Partnership continues to play an important role in the delivery of improved customer services and in the engagement of staff in the Public Service Modernisation Programme. Within the PRA, the Partnership committee met twice during 2009. A range of items were considered including the Digital Mapping, eDischarges and Data Capture projects as well as Compulsory First Registration and the registration of Nursing Home charges.

The general industrial relations climate in 2009 was difficult arising from Government decisions on pay and the imposition of the pensions levy for Public Servants.

See Appendix 10 for members of Partnership committee.

Objective 8: Corporate Governance

Ensure that the organisation carries out its functions in an environment that reflects appropriate standards of corporate governance, financial management and control.

OVERALL GOVERNANCE AND CONTROL FRAMEWORK

The overall Governance and Control Framework within the PRA is guided by the Registration of Deeds and Title Act 2006, the recommendations of **The Mullarkey Report*, Public Financial Procedures as issued by the Department of Finance and the Code of Conduct for the Governance of State Bodies.

The Authority must be satisfied that the appropriate structures and processes are in place to ensure that they have the ability, objectively and effectively, to assess management and organisation performance.

The Authority is responsible for compliance with all statutory obligations applicable to the PRA.

The Chief Executive is responsible to the Authority for the performance of her/his duties and for providing it with such information in relation to the performance of those functions as the Authority may from time to time require. The Chief Executive is the Accounting Officer and in that capacity is accountable to the Oireachtas in respect of all funds voted to the Property Registration Authority for the provision of services. The Accounting Officer must prepare, on an annual basis, an account of expenditure and receipts, known as the Appropriation Account and present this account to the Comptroller and Auditor General. The Accounting Officer may then be called to appear before the Public Accounts Committee in order to give evidence on the Account.

**The Mullarkey Report* issued by the Department of Finance deals with the recommendations on the Accountability of Secretaries General and Accounting Officers.

The main elements of the Governance Framework are as follows:

AUDIT COMMITTEE

An Audit Committee consisting of a number of members external to the PRA, together with two Authority members and a member of staff, is in place since 2007. The Audit Committee reviews and assesses the work of the Internal Audit Unit. The Committee also reviews the PRA's approach to Risk Management. Four meetings of the Audit Committee were held in 2009.



INTERNAL AUDIT UNIT

Audits are conducted by the Internal Audit Unit across the range of activities of the PRA including financial, operational and governance. Eleven audits were completed in 2009. All reports were submitted to the Accounting Officer and to the Audit Committee.

RISK MANAGEMENT

A Risk Register in accordance with the Department of Finance guidelines is maintained on an ongoing basis. The maintenance of the register is designed to ensure that risks are identified and assessed and necessary mitigating actions are, where resources allow, put in place.

The Risk Register is compiled by Senior Management and presented to the members of the Authority on a quarterly basis for approval.

DATA PROTECTION

The review of Data Protection guidelines which commenced in 2008 was continued in 2009 and two new Office Notices were published covering:

- PRA policy in relation to monitoring of the use by staff of Information and Communication Technology (ICT)
- security of personal data in transit between the offices of the PRA

The PRA Data Protection policy will be further developed in 2010 and new Office Notices giving guidelines for staff on other aspects of Data Protection will be published.

PROCUREMENT

All procurement activity is guided by the Public Procurement Guidelines and Policies published by the Department of Finance. There is a framework of procurement procedures in place including segregation of duties, regular management reporting and a system for the authorisation of expenditure. Formal sanction is sought from the Department of Finance for all expenditure above an agreed threshold.

FINANCIAL REPORTING

A comprehensive system of Financial Reporting is in place within the PRA:

- The Chief Executive provides a financial overview to Authority members on a monthly basis.
- Formal reports on actual expenditure against budgets are submitted to the Department of Justice, Equality and Law Reform and the Department of Finance on a monthly basis.
- Returns of Fee income received are submitted to the Exchequer on a weekly basis.
- The Annual Appropriation Account is prepared and submitted to the Comptroller and Auditor General.
- Relevant and timely reports containing Financial and non-Financial information are provided to Senior Management.

Ongoing expenditure management in 2009 resulted in the achievement of reductions in respect of both current and capital expenditure.

COMPLIANCE WITH LEGISLATION

ETHICS IN PUBLIC OFFICE ACT, 1995 AND STANDARDS IN PUBLIC OFFICE ACT, 2001

The Property Registration Authority was established under the Registration of Deeds and Title Act, 2006 and operates in accordance with the provisions of that Act. Procedures are in place to ensure that the members of the Authority and the staff of the PRA, holding designated positions, comply with the provisions of the Ethics in Public Office Act, 1995 and the Standards in Public Office Act, 2001. In addition, in accordance with the Code of Business Conduct for the members of authorities, the members of the Property Registration Authority register their interests in other undertakings with the Secretary on their appointment.

SAFETY, HEALTH AND WELFARE AT WORK ACT, 2005

The PRA is committed to ensuring the well-being of its employees by maintaining a safe place of work and by complying with the Safety, Health and Welfare at Work Act, 2005 and with relevant codes of practice and guidelines where appropriate. The central PRA Health and Safety Committee meets regularly during the year and there are local Health and Safety Committees in the Waterford and Roscommon offices. These committees monitor health and safety within the PRA and encourage safety awareness and accident prevention in the organisation. The PRA also participates in the Occupational Health and Safety Risk Management Network for State Agencies. The objective of the Network is to contribute to the continuous improvement of the management of occupational health and safety risk in State authorities.



Objective 9: Decentralisation

Relocate part of the Authority's operations to Roscommon pursuant to the Government's decentralisation programme.

The decentralisation of part of the PRA to Roscommon town proceeded during 2009 and the training programme for staff continued.

Due to budgetary constraints it was necessary to release 10 staff from the PRA office in Roscommon town to the Department of Social and Family Affairs. At the end of 2009 there were 72 staff serving in the Roscommon office.

During 2009 the Office of Public Works (OPW) selected JSL Group Ltd, Galway, as the "preferred tenderer" for the design and build of the new PRA building.

On a visit to Roscommon on 28th May 2009, An Taoiseach, Brian Cowen T.D. performed the official "sod-turning" ceremony in respect of the new office building.

Construction of the building commenced in September and is on course for completion by the end of 2010.



Construction of the new PRA building in Roscommon is ongoing.

Objective 10: Office Accommodation

Provide appropriate office accommodation for the organisation.

A considerable amount of work was undertaken on our Chancery Street and Setanta Centre offices in late 2008. These projects continued into 2009. This work enabled the PRA to complete a programme of re-organisation in our Dublin offices, including the surrender of office accommodation in the Irish Life Centre to OPW for alternative use. It also contributed to a more streamlined delivery of Public Office services and to smoother day to day operations for staff and customers.



PRA office in Chancery Street, Dublin.

Financial Report - Summary 2009

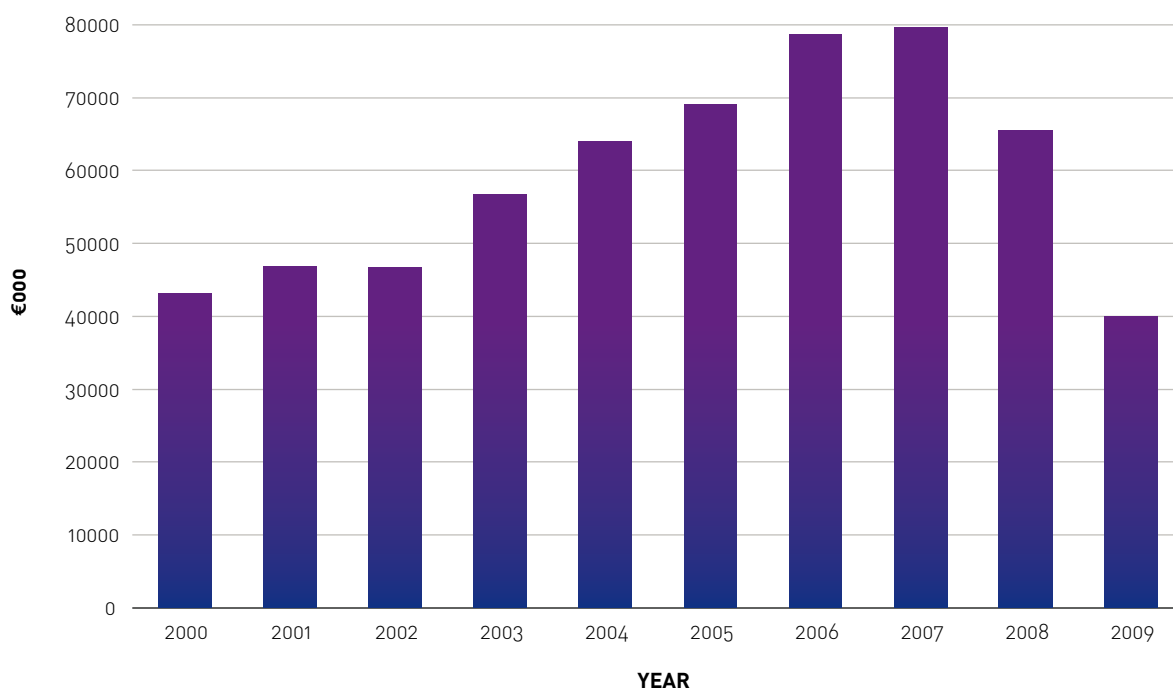
Fees

Fees received by the PRA by way of cash, cheques, revenue stamps etc. amounted to €40m in 2009 as against €65.6m in 2008. This was a decrease of €25.6m or 39% over 2008.

All fees received were remitted to the Exchequer on an ongoing basis.

The following represents a 10 year summary of fees received.

10 YEAR SUMMARY OF FEES COLLECTED



Expenditure

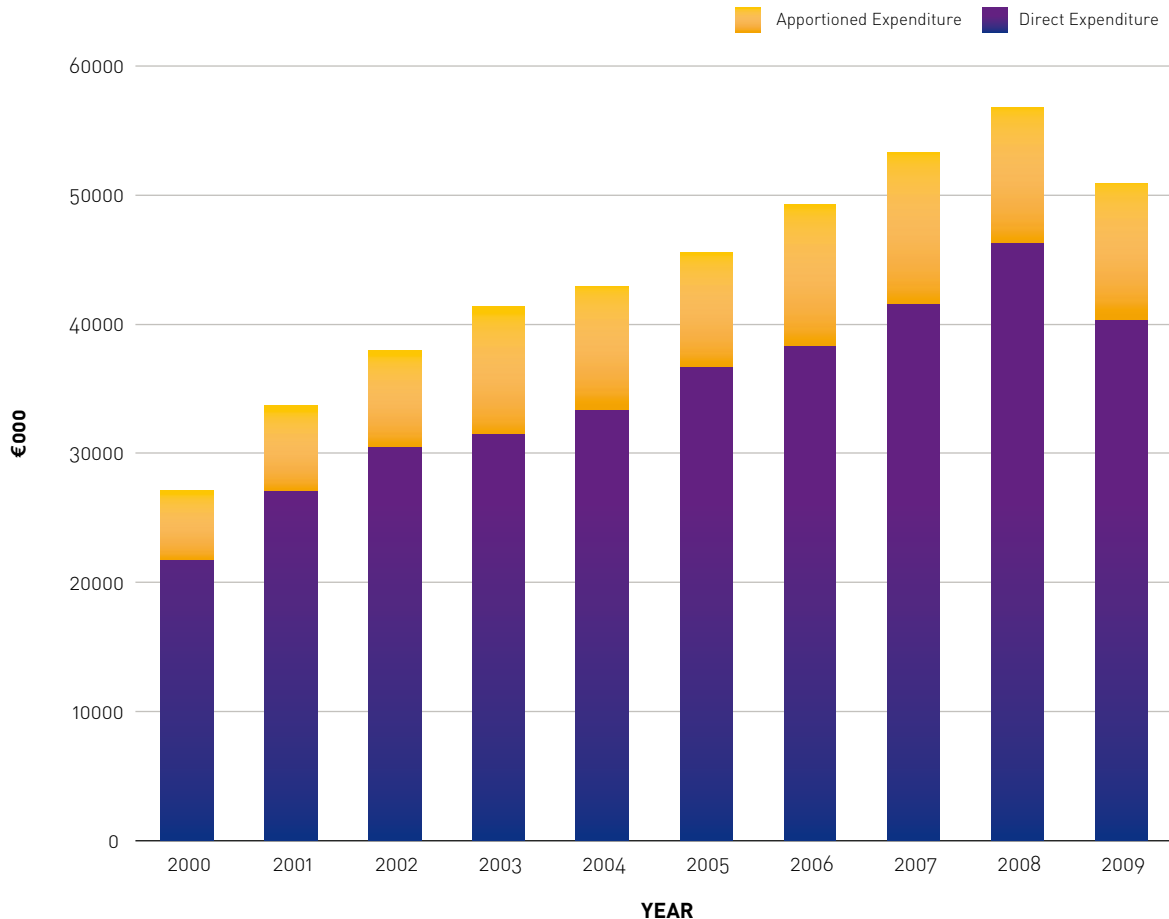
Actual expenditure from the PRA Vote for 2009 amounted to €40.2m (as against €46.2m for 2008 – a decrease of 13%).

Of the total sum expended of €40.2m, expenditure on salaries amounted to €30m; this represented 75% of all expenditure. During 2009, expenditure on salaries and overtime decreased by €2.9m – a decrease of 9%.

Total Current Expenditure for 2009 amounted to €35.8m as against €41.1m for 2008 (a decrease of €5.3m).

Capital Expenditure for 2009 amounted to €4.4m as against €5.1m for 2008 (a decrease of €0.7m).

10 YEAR SUMMARY OF PRA EXPENDITURE



When the following apportioned costs are included:

- €3.5m under Vote 7 - Superannuation and Retired Allowances
- €3m under Vote 10 - Office of Public Works (Current €2.2m and Capital €0.8m)
- €0.3m under Vote 19 - Financial Shared Services
- €4.4m notional rents on State-owned properties

the total expenditure in 2009 increased to €51.4m (in 2008 it was €56.7m). As a result, there was an overall decrease in costs in 2009 of €5.3m or 9%.

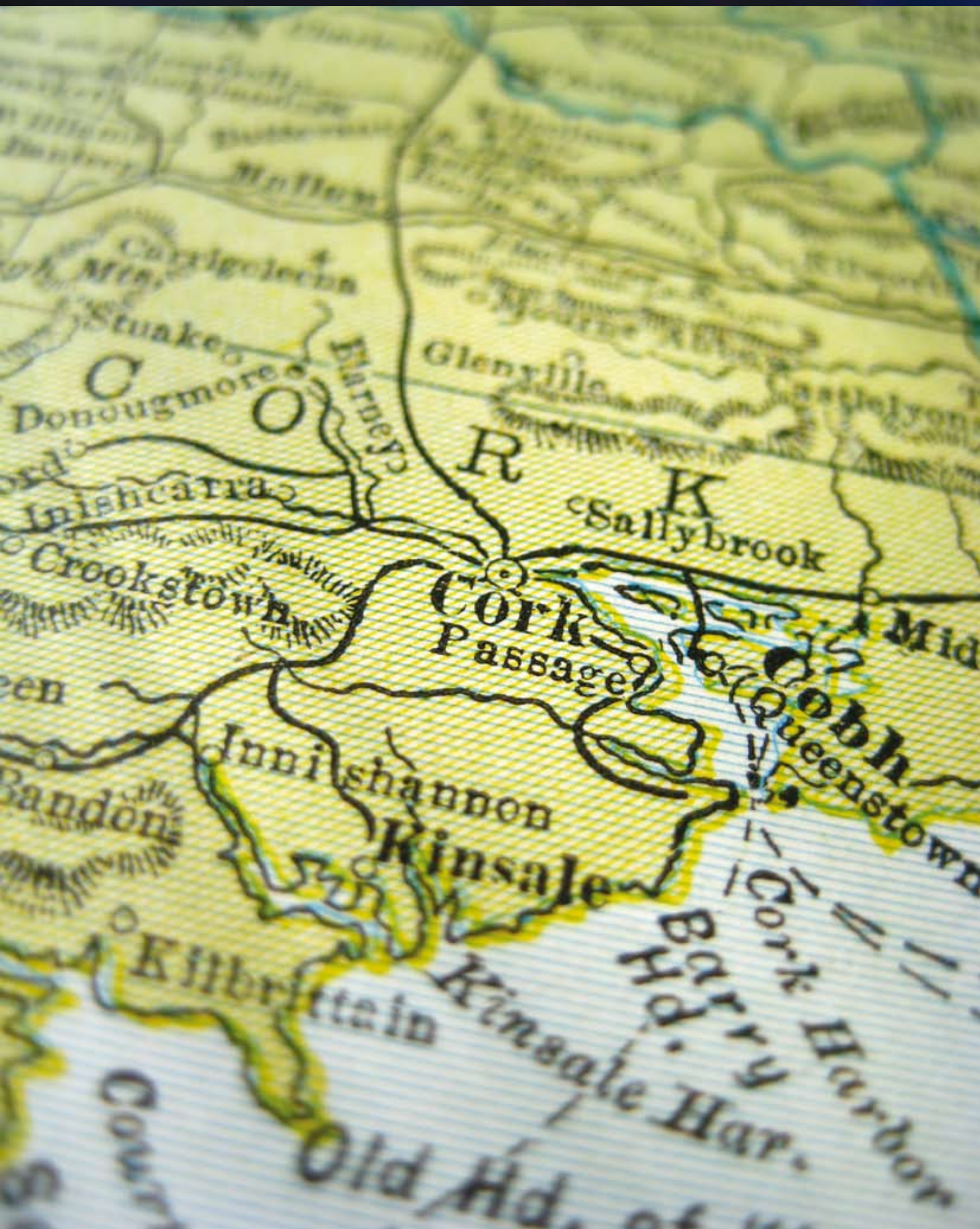
Prompt Payments of Accounts Act, 1997

It is the policy of the PRA to comply fully with the terms of the Prompt Payments of Accounts Act, 1997.

Procedures are in place to ensure that all invoices are paid within the statutory time limit. While these procedures have been designed to achieve compliance with the Act, they provide reasonable and not absolute assurance against material non-compliance with the Act.

In 2009 a total of 11 invoices incurred late payment penalties. The value of all invoices that were paid late amounted to €56,797. This represents 0.56% of the total payments falling within the terms of the Regulations.

The total interest paid during 2009 resulting from late payments amounted to €112.





External Scrutiny

A number of additional mechanisms to verify and quality assure the activities and services of the PRA are in place. These include:

Parliamentary Questions

- 717 emails were received from T.Ds and Senators via reps@prai.ie and dealt with during 2009.
- 26 Parliamentary Questions were tabled by members of the Oireachtas and replied to during 2009. Of these 2 related to registration applications and 24 were non registration related (4 of which related to decentralisation).
- 22 letters/representations were received from TD's and Senators by post and dealt with during 2009.

Office of the Ombudsman

- 15 letters were received from the Ombudsman's Office relating to complaints received by that office. All were duly processed during 2009.

Complaints Procedure

- 5 formal complaints were received during 2009 and were dealt with under the PRA's Complaints Procedure.

Benchmarking

Many public service organisations measure their performance against private sector comparators (where available) or against international comparators. In the case of the activities undertaken by the PRA, difficulties in making comparisons arise due to the variety of systems of jurisprudence and registration that exist in different jurisdictions. Nevertheless, despite these difficulties, the PRA has been active in trying to establish a valid system of comparison in order to benchmark its activities and systems against related international organisations. In this regard, the PRA has benchmarked itself on an informal basis for many years with neighbouring jurisdictions.

While many inventory style surveys have been agreed at international level, no formal benchmarking arrangements for Land Registration yet exist. As part of its annual *Doing Business* report, the World Bank includes a section on "Registering Property" as one of the measures it uses. While this initiative is widely advanced as a measure of performance, it only addresses a very limited range of registration facets. The World Bank has also clarified

that its survey is a measurement of the process of conveying property, as distinct from a measurement of the process of registering title.

During 2009, on foot of a proposal by the PRA, the UNECE Working Party on Land Administration (WPLA) undertook to carry out a survey and, if feasible, to establish a benchmarking exercise on “Property Registration”. The PRA representative was asked by the UNECE to head up this project, which, hopefully, will be further progressed in 2010.

Freedom of Information Requests

When the Property Registration Authority was established in 2006, the Land Registry and Registry of Deeds came under the control and management of the new organisation and all records held by the Registries became vested in the Authority.

Arrangements are underway to schedule the PRA for FOI purposes and the necessary regulations are currently being drafted. It is envisaged that this process will be completed in 2010.

It should be noted, however, that as many of the records held by the PRA are routinely available to members of the public, we will continue to deal with queries and requests regarding access to records outside of FOI legislation.



Catherine Treacy, Chief Executive receives an eGovernment award from Minister Mary Hanafin TD and David Curtin, Chief Executive, IE Domain Registry”

Annual Report of the Comptroller and Auditor General

The Digital Mapping Project was one of 42 projects and programmes examined in the Annual Report of the Comptroller and Auditor General, published in September 2009.

In the audit assurances were sought that:

- the contracting arrangements were adequate
- the project is on time and budget
- the digital maps produced to date are of high standard
- the envisaged productivity gains are being achieved
- the project is on line to contribute to the PRA's overall move towards electronic conveyancing
- the security arrangements are adequate to protect the integrity of the database of electronic maps.

The report was positive and acknowledged the considerable productivity gains which are already being delivered and concluded that reasonable steps had been taken to address the above issues and to manage the process.

The report will also be considered by the Committee of Public Accounts of Dáil Éireann as part of its examinations of public accountability matters and the Accounting Officer will appear before the Committee in due course.





Appendices

APPENDIX 1

Financial Summary

Statement of Expenditure	2009 €000	2008 €000
Salaries and Wages	30,020	32,883
Travel and Subsistence	96	201
Compensation	282	345
Ordnance Survey	4,023	3,528
Training	159	213
Cleaning	423	421
Miscellaneous	307	575
Authority and Audit Committee Fees	133	161
Post	500	579
Telecoms	533	797
IT Current	1,327	1,322
IT Capital	2,528	3,211
Office Supplies	242	515
Office Maintenance	507	791
Light and Heat	266	297
Office Furniture	5	261
Consultancy	28	106
Total Gross Expenditure (Vote 23)	41,379	46,206
Less Pension Levy	(1,182)	-
Net Expenditure (Vote 23)	40,197	46,206

Note: These figures are provisional and subject to audit by the Comptroller and Auditor General.

APPENDIX 1 CONTINUED

Fees collected by the PRA

	2009 €000	2008 €000
Land Registry Fees	37,036	61,317
Registry of Deeds Fees	2,853	4,162
Ground Rent Fees	87	117
Total Fees	39,976	65,596

Staff Costs and Employee Numbers

	2009	2008
Staff serving at end of Year	616	686
	€000	€000
Pay	28,224	29,172
Higher, special or additional duties allowances	40	19
Other allowances	92	90
Overtime	164	1,856
Employer's PRSI	1,500	1,746
Total Staff Costs	30,020	32,883

APPENDIX 1 CONTINUED

Statement by the Accounting Officer on Internal Financial Control

RESPONSIBILITY FOR SYSTEM OF INTERNAL FINANCIAL CONTROL

As Accounting Officer I acknowledge my responsibility for ensuring that an effective system of internal financial control is put in place, maintained and operated by the Property Registration Authority. This responsibility is exercised in the context of the resources available to me and my other obligations as Chief Executive. Also, any system of internal financial control can provide only reasonable and not absolute assurance that assets are safeguarded, transactions authorised and properly recorded, and that material errors or irregularities are either prevented or would be detected in a timely manner. Maintaining the system of internal financial controls is a continuous process and the system and its effectiveness are kept under ongoing review.

The position in regard to the financial control environment, the framework of administrative procedures, management reporting and internal audit is as follows:

FINANCIAL CONTROL ENVIRONMENT

I confirm that a control environment containing the following elements is in place:

- financial responsibilities have been assigned at management level with corresponding accountability
- reporting arrangements have been established at all levels where responsibility for financial management has been assigned
- formal procedures have been established for reporting significant control failures and ensuring appropriate corrective action.

In addition, an audit committee has been established to advise me in discharging my responsibilities for the internal financial control system.

ADMINISTRATIVE CONTROLS AND MANAGEMENT REPORTING

I confirm that a framework of administrative procedures and regular management reporting is in place, including segregation of duties and a system of delegation and accountability, in particular, that:

- there is an appropriate budgeting system with an annual budget which is reviewed by senior management.
- there are regular reviews by senior management of periodic and annual financial reports which indicate financial performance against forecasts
- a risk management system operates within the Authority
- there are systems aimed at ensuring the security of the ICT systems
- there are appropriate capital investment control guidelines and formal project management disciplines.

INTERNAL AUDIT

I confirm that the Property Registration Authority has an internal audit function, which operates in accordance with a written charter, which I have approved. Its work is informed by analysis of the financial risks to which the Authority is exposed and its annual internal audit plans are based on this analysis.



Catherine Treacy

ACCOUNTING OFFICER

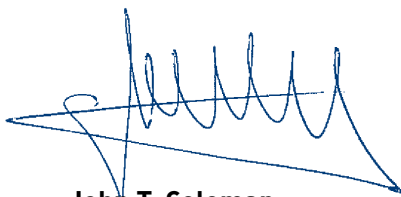
PROPERTY REGISTRATION AUTHORITY

APPENDIX 2

Statement by the Chairperson pursuant to the Code of Practice for the Governance of State bodies

As Chairperson I affirm/confirm/certify

- that all appropriate procedures for financial reporting, internal audit, travel, procurement and asset disposals are being carried out
- that Codes of Business Conduct for Directors and Employees have been put in place and adhered to
- that Government policy on the pay of Chief Executives and all State body employees is being complied with
- that Government guidelines on the payment of Directors' fees are being complied with
- that the Guidelines for the Appraisal and Management of Capital Expenditure Proposals in the Public Sector are being complied with
- that Government travel policy requirements are being complied with in all respects, and
- that the code of Practice has been adopted and it is being complied with subject to Authority approval.



John T. Coleman

CHAIRPERSON

PROPERTY REGISTRATION AUTHORITY

APPENDIX 3

Land Registry Workflow – All Categories

For comparison purposes this table shows the figures for 2008, 2007 and 2006 at 31st December.

Application Type	Year	Intake	Output	Cases under query	Work in progress
Dealings	2009	202,548	234,782	30,194	148,112
	2008	243,917	246,512	34,250	176,405
	2007	260,180	217,954	31,921	182,624
Examiners & Section 49 Cases	2009	3,715	5,325	4,824	6,017
	2008	4,199	4,645	5,384	6,802
	2007	4,951	4,216	4,505	6,349
Ground Rent Applications	2009	1,222	1,484	746	187
	2008	1,656	1,620	813	434
	2007	1,746	1,914	897	338
Land Commission Cases	2009	68	327	657	2,596
	2008	48	355	669	2,982
	2007	120	510	736	4,179
Filed Plans & Copy Folios	2009	179,221	178,854	N/A	6,152
	2008	211,499	211,660		5,685
	2007	201,475	200,523		5,846
Scheme Map Approval	2009	524	530	96	N/A
	2008	1,034	882	102	50
	2007	1,986	1,671	N/A	1,818
Copy Instruments	2009	7,942	9,030	N/A	964
	2008	10,619	10,420	172	2,052
	2007	11,578	11,353	N/A	2,620
Official Map Searches	2009	2,444	2,464	N/A	3
	2008	3,328	3,327		89
	2007	4,067	4,067		N/A

APPENDIX 3 CONTINUED

SUMMARY:

Applications Completed	241,918*
No. of Transactions	366,296
No. of Registrations	534,528

*Includes Dealings, First Registrations, Section 49, Land Commission and Ground Rent applications. An application can include one or more transactions and can also lead to one or more registrations.

During 2009 there were 79,285 new folios opened and 283,836 individual folios modified on foot of the above activity.

APPENDIX 4

APPLICATIONS RECEIVED

The following are the levels of intake in the main categories of our work over the past three years.

	2009	2008	2007
Applications for Registration*	206,331	248,164	264,747
Certified Copy Folios and Filed Plans	179,221	211,499	201,475
Certified Copy Instruments	7,942	10,619	11,578
Official Map Searches	2,396	3,328	4,067
Folio Inspections	687,661	716,650	805,757
Names Index Searches	211,377	203,262	225,388
Digital Mapping Activity**	1,029,361	N/A	N/A
Total	2,324,289	1,393,522	1,513,012

*The figures for Applications for Registration as shown above include the number of Dealings, Section 49 applications, First Registrations and Land Commission cases lodged. As outlined at Appendix 3, an application can include one or more transactions and can also lead to one or more registrations.

**2009 is the first year for which this data is available for a full year. See Appendix 5.

APPENDIX 5

Digital Mapping Activity

The following table shows the level of activity being undertaken online, by our customers, in respect of our Digital Mapping service, for which the capacity to measure was developed in 2008. This year is the first full year where statistics as to activity are available. Some of these services are alternative mechanisms for undertaking searches and others are new services. This will result in a gradual reduction of the demand for some of the traditional methods of searching as outlined in Appendix 4.

2009	Geo-directory search	Townland Index/Map Index search	Inspect Map	Monthly Total
January (21 days)	11,794	28,282	31,281	71,357
February (20 days)	12,249	29,096	34,062	75,407
March (21 days)	13,682	32,393	37,477	83,552
April (20 days)	13,241	32,275	35,896	81,412
May (20 days)	14,343	32,138	36,980	83,461
June (21 days)	14,319	32,647	38,241	85,207
July (23 days)	15,525	36,627	43,723	95,875
August (20 days)	14,708	32,177	38,148	85,033
September (22 days)	17,321	39,254	44,419	100,994
October (21 days)	18,389	34,863	44,409	97,661
November (21 days)	18,748	36,050	44,486	99,284
December (19 days)	15,271	24,029	30,818	70,118
Total (230 days)	179,590	389,831	459,940	1,029,361

APPENDIX 6

Grounds Rents Activity

	Year	Intake	Output
Arbitration Cases	2009	683	872
	2008	830	1,025
	2007	989	1,062
	2006	749	866
Consent Cases	2009	539	612
	2008	826	595
	2007	757	798
	2006	826	718
Total	2009	1,222	1,484
	2008	1,656	1,620
	2007	1,746	1,914
	2006	1,575	1,584

APPENDIX 7

Staff Resources

	2007	2008	2009
Average Authorised Posts	688	705	685
Average Posts filled	670	685	649
Staff exiting	64	51	79
Staff assigned	120	77	3

APPENDIX 8

Authority Meetings

ATTENDANCE

Seven meetings of the members of the Authority were held during 2009. The number of meetings held during the period of membership of each Authority member in 2009 and the number of meetings he/she attended are shown in the following table.

Members serving during 2009	Meetings held during membership	Meetings attended
Gerard McCaughey	2	2
John T. Coleman	4	4
Una Woods	7	7
John Shaw	7	6
Emer Daly	7	4
Máire Whelan	7	6
Seamus Carroll	7	6
Michael Edwards	7	2
Roderick Tyrrell	7	6
Brid Carter	6	5
Michael Kelly	7	6
Michael Cahill	6	6
Peter Savage	1	1

Notes:

- John T. Coleman was appointed as a member and Chairperson of the Authority on the 27th May 2009 to replace Gerard McCaughey who resigned as a member and Chairperson of the PRA on the 23rd March 2009.
- Brid Carter and Michael Cahill completed their three year term of office on the 3rd November 2009.
- Seamus Carroll, Roderick Tyrrell and Michael Kelly were re-appointed as members of the Authority on the 30th November 2009.
- Peter Savage was appointed as a member of the Authority on the 30th November 2009.
- There was one vacancy at the end of 2009.

APPENDIX 9

Sub-committee meetings

	Audit Committee		Draft Rules & Practice Directions		Remuneration Committee	
Members	Meetings Held	Attendance	Meetings Held	Attendance	Meetings Held	Attendance
Gerard McCaughey					1	1
John T. Coleman						
Una Woods			3	1		
John Shaw					1	1
Emer Daly	4	3				
Máire Whelan			3	3		
Seamus Carroll			3	3		
Michael Edwards			3	3		
Roderick Tyrrell						
Brid Carter					1	1
Michael Kelly	4	3				
Michael Cahill						
Peter Savage						

Notes:

- This table includes all members of the Authority serving during 2009.
- The Audit Committee consists of two members of the Authority, three members external to the PRA, and one member of staff of the PRA.
- The sub-committee on the Draft Rules and Practice Directions consists of three members of the Authority and a number of staff members of the PRA.

Fees:

The annual fee payable to the members of the Authority for 2009 is in accordance with the rate approved by the Minister for Finance which is as follows:

- Chairperson of the Authority: €24,000 per annum up to 30th April 2009 and €21,600 per annum from 1st May 2009
- Members of the Authority (9): €14,000 per annum up to 30th April 2009 and €12,600 per annum from 1st May 2009
- During 2009 a total of €130,461 fees were paid to members of the PRA.

In addition, €7,881 in Travel and Subsistence was paid to the members of the Authority and other costs of €1,014 were incurred in relation to Authority meetings held in the decentralised locations of Waterford and Roscommon.

Other Working Groups

The Minister for Justice, Equality and Law Reform, in December 2008, established a working group to examine the business case for extending Compulsory First Registration based on solicitor certification.

The Group which was fully assembled in January 2009 had four representatives from the PRA (Emer Daly and Una Woods, Authority members and James O'Boyle and Fergus Hayden, Staff members) together with representatives from the Department of Justice, Equality and Law Reform, Department of Finance and the Attorney General's Office.

The Working Group submitted its Report to the Minister in July 2009.

APPENDIX 10

Membership of the Partnership Committee during 2009

Catherine Treacy, Chairperson
Shay Arthur, Staff Representative
Margaret Beere , Staff Representative
Paul Brent, Mapping Advisor
Diarmuid Clancy, Deputy Registrar (Operations)
Peter Byrne, FUGE
Seamus Cashman, PSEU
John Deeney, Deputy Registrar (Legal)
Michael Edwards, Staff Representative
John Flynn, Impact (Technical and Survey Branch)
Patricia Grant, Staff Representative
Jackie Gray, Secretary
Karen Gray, Staff Representative
Declan Hayden, CPSU
Nuala Keaveney, Staff Representative
Fran Leahy, Human Resources Manager
Andrew Lyons, Staff Representative
Greg McDermott, AHCPs
Celine McGann, Staff Representative
John Murphy, IMPACT (Legal Branch)
Ernan Tobin, Impact (Technical and Survey Branch)
John O'Sullivan, ICT Manager
John Power, CPSU
Kiera Smylie, Staff Representative
Michael Treacy, Corporate Services Manager

APPENDIX 11

Membership of the Registration of Deeds and Title Rules Committee

The Registration of Deeds and Title Rules Committee was established by Section 74 of the Registration of Deeds and Title Act 2006.

MEMBERSHIP OF THE COMMITTEE AT YEAR ENDING 31ST DECEMBER 2009:

Mary Laffoy, Judge of the High Court (Chairperson)

John T. Coleman, Chairperson of the PRA

Catherine Treacy, Chief Executive of the PRA

James Dwyer, Senior Counsel, nominated by the Bar Council of Ireland

Owen M. Binchy, Solicitor, nominated by the Law Society of Ireland.

APPENDIX 12

Other Internal Committees

- The Information Systems Steering Committee
- The Budgetary Committee
- The Health & Safety Committee
- The Ideas Committee
- The Training and Development Committee

Committees with Internal and External Representation

- The Rules Committee
- The Working Group on Compulsory First Registration
- The Working Group on the Rules and Practice Directions
- The Customer Focus Group
- The Audit Committee
- The eRegistration Project Board
- The Digital Mapping Project Board

APPENDIX 12 CONTINUED

Cross-Departmental Groups

The PRA continued to participate in and contribute to a range of groups dealing with cross-departmental issues. These included:

- The Department of Justice, Equality and Law Reform Oversight Group
- The Secretaries General and Heads of Offices Group
- The Change Management Network
- The Quality Customer Service Network
- The Personnel Officers Network
- The IS Managers Network



Contacts

The Property Registration Authority

The Property Registration Authority was established on 4th November 2006 to manage and control the Land Registry and Registry of Deeds.

Land Registry

Chancery Street, Dublin 7, DX 228

Phone: (01) 670 7500 or LoCall 1890 333 001

Public Office Open: 10.30am-4.30pm

Cork Road, Waterford, DX 44090

Phone: (051) 303 000 or LoCall 1890 333 002

Public Office Open: 10.30am-4.30pm

Registry of Deeds

Henrietta Street, Dublin 1, DX 199

Phone: (01) 670 7500 or LoCall 1890 333 001

Public Office Open: 10.00am-4.30pm.

Ground Rents

Chancery Street, Dublin 7, DX 228

Phone: (01) 670 7500 or LoCall 1890 333 001

Public Office Open: 10.30am-4.30pm.

www.prai.ie

The English language version is the original text of this report.