

## **Secretary General's Diary April 2014**

### **Tuesday, 1 April, 2014**

- Meeting with Assistant Secretary, Innovation and Investment Division
- 08:30 - 09:30 Meeting regarding Forfás Integration
- 09:30 - 13:00 Management Board
- Meeting with Assistant Secretary, Corporate Services and EU Affairs & Trade Division & CEO of Forfás
- 15:00 - 16:00 Meeting at the Chief State Solicitors Office

### **Wednesday, 2 April, 2014**

- 09:00 - 10:30 Secretaries General Meeting
- Meeting with PO from SME Policy Unit
- 16:00 - 17:00 Pre meeting briefing regarding Enterprise Ireland

### **Thursday, 3 April, 2014**

- 10:45 - 12:00 Address to PO/AP at Strategic Development and Integration Training Cohort 5 Module 3: Team Building for Delivery
- 14:30 - 15:30 Meeting with Assistant Secretary of Corporate Services Division and UCD re Development and Integration Training
- 17:00 - 18:00 Meeting with officials from Department of Finance and from the Competitiveness and Jobs Division regarding Access to Finance

### **Friday, 4 April, 2014**

- 12:15 - 13:15 EI Agency Liaison Meeting
- 13:15 - 14:15 Meeting with CEOs of Forfás and EI

### **Monday, 7 April, 2014**

09:15 - 09:30	Pre briefing meeting - Forfás Integration Implementation Group
09:30 - 11:00	Forfás Integration Implementation Group
11:30 - 12:30	SPS Coaching programme, meeting with PO, Department of Public Expenditure and Reform
12:30 - 13:00	Meeting with CEO of ODCE
15:00 - 16:00	Meeting with CEO of IMI and officials from Corporate Services Division
16:00 - 17:00	Pre Management Board briefing

#### **Tuesday, 8 April, 2014**

09:30 - 13:00	Management Board
13:00 - 14:00	Lunch with Ambassador of Ireland to China
	Telephone call with Secretary General, Department of Transport, Tourism and Sport

#### **Wednesday, 9 April, 2014**

All Day	Secretary General in UK
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#### **Thursday, 10 April, 2014**

All Day	Secretary General in UK
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#### **Friday, 11 April, 2014**

	Clearing PQs
16:00 - 17:00	Irish Airlines Superannuation Scheme Dispute, Expert Panel Meeting

#### **Monday, 14 April, 2014**

09:00 - 10:00	Meeting with Assistant Secretary of the Corporate Services and EU Affairs Division
10:00 - 11:00	Meeting with officials regarding Forfás Integration

12:45 - 13:45 Meeting with CE of Chambers Ireland

Telephone call with CEO, Enterprise Ireland regarding EI Strategy

**Tuesday, 15 April, 2014**

08:30 - 11:15 Management Board

11:30 - 12:00 Meeting with PAS and Chairman IDA - Briefing IDA Board

Meeting with Minister Bruton

14:30 - 15:30 IFSC Clearing House public sector group meeting

15:30 - 16:30 Monitoring Committee on Action Plan for Jobs

**Wednesday, 16 April, 2014**

- All Day - Out of Office

**Thursday, 17 April, 2014**

- All Day - Management Board meeting regarding Strategic Development Training, UCD

**Tuesday, 22 April, 2014**

- All Day - Secretary General Annual Leave

**Wednesday, 23 April, 2014**

14:30 - 17:00 Pre meeting briefing and meeting with Minister Bruton and Assistant Secretary of the Labour Affairs Division regarding the publication of the Employment Permits Bill

Meeting with ICTU and IBEC regarding Workplace Relations Reform

**Thursday, 24 April, 2014**

**Friday, 25 April, 2014**

- All Day - Out of Office

### **Monday, 28 April, 2014**

	Meeting with Assistant Secretary, Corporate Services and EU Affairs & Trade Division
09:30 - 11:00	Cabinet Committee on Economic Infrastructure
13:30 - 14:00	Briefing with Minister Bruton and Department official on Big Data
14:30 - 15:00	Pre Management Board briefing
15:00 - 16:00	Meeting with Minister Bruton and officials from the Department and Forfás
16:30 - 18:00	Cabinet Committee on Economic Recovery and Jobs
19:00 - 20:30	Cabinet Committee on Pathways to Work

### **Tuesday, 29 April, 2014**

09:30 - 13:00	Management Board
14:30 - 16:30	Ministerial Management Board

### **Wednesday, 30 April, 2014**

10:30 - 11:30	Meeting with official from D/Finance regarding Terms of Reference for Management Boards - Programme for Civil Service Reform
13:15 - 14:30	Launch of the Interim Report of the Labour Market Council and the Review of Pathways to Work 2013
16:00 - 17:00	Address to PO/AP at Strategic Development and Integration Training Cohort 1 Module 4: Policy Analysis & Evaluation