

Secretary General's Diary April 2015

Wednesday, 1 April, 2015

09:00 - 10:30	Secretaries General Meeting
10:00 - 11:00	Meeting with Assistant Secretary, Corporate Services and EU Affairs Division and Personnel Officer

Thursday, 2 April, 2015

- All Day -	Department work
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Friday, 3 April, 2015

- All Day -	Public holiday: Good Friday
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Monday, 6 April, 2015

- All Day -	Public holiday: Easter Monday
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Tuesday, 7 April, 2015

- All Day -	Annual leave
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Wednesday, 8 April, 2015

09:30 - 10:30	Meeting with Minister Bruton's Special Advisor
10:30 - 10:45	Meeting with AP, Education & Skills Policy and Enterprise Surveys Unit
11:00 - 12:00	Meeting regarding IR matters
13:00 - 13:30	Meeting with Assistant Secretary, Innovation & Investment Division
14:30 - 15:30	Meeting with Assistant Secretary, Corporate Services and EU Affairs Division and Personnel Officer

16:00 - 17:00 Meeting with Tom Dowling

Thursday, 9 April, 2015

10:00 - 12:30 Ministerial Management Board

14:00 - 15:00 Meeting with Director of Corporate Affairs at Tesco and PO, Enterprise Initiatives Unit

15:30 - 16:30 Meeting with Chief Executive, Labour Relations Commission, Assistant Secretary, Labour Affairs Division and the Personnel Officer

Friday, 10 April, 2015

10:00 - 11:00 Meeting with Professor Patrick Gibbons and Assistant Secretary, Innovation & Investment Division regarding FDI in Ireland

12:45 - 13:45 Meeting regarding Action 3 - Civil Service Renewal Plan

Monday, 13 April, 2015

08:30 - 09:30 Personal appointment

14:15 - 15:15 Pre Meeting Briefing re Management Board with PO, Management Support Unit

17:00 - 18:00 Meeting with Assistant Secretary, Labour Affairs Division

18:00 - 21:00 Meeting with Chair, CEO and Board Member of Tyndall Institute

Tuesday, 14 April, 2015

09:30 - 13:00 Management Board Meeting

14:00 - 15:00 Meeting with Director General, SFI and Assistant Secretary, Innovation & Investment Division

15:30 - 16:00 Meeting with staff member re Masters Thesis

Wednesday, 15 April, 2015

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| 09:30 - 11:00 | Meeting with Secretaries General D/Arts, Heritage & the Gaeltacht & D/Justice & Equality and PO, Civil Service HR, D/Public Expenditure & Reform re Talent Management, Action in Civil Service Renewal Plan |
| 11:15 - 12:15 | Meeting with PO & AP, Inward Investment and North South Unit |
| 14:30 - 16:30 | Meeting with Revenue Commissioners |

Thursday, 16 April, 2015

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| 09:00 - 10:30 | Secretaries General Meeting |
| 09:30 - 10:30 | Civil Service Management Board Governance Sub Group Meeting |
| 12:45 - 14:30 | IIEA Event - Germany in Europe |
| 15:30 - 16:30 | Civil Service Management Board People Sub Group Meeting |
| 19:30 - 22:00 | IFIA Annual Dinner |

Friday, 17 April, 2015

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| 10:00 - 11:00 | Meeting with Fr. Sean Healy, Social Justice Ireland |
| 11:30 - 12:30 | Meeting with Jerome Forde, H.R. Consultant |
| 14:15 - 14:45 | Meeting with PO, Intellectual Property Unit |
| 19:30 - 21:30 | Senior Public Service Association Annual Dinner |

Monday, 20 April, 2015

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| 09:00 - 10:30 | Personal appointment |
| 13:00 - 19:00 | TLAC Interviews |

Tuesday, 21 April, 2015

09:30 - 11:45	Management Board Meeting
12:00 - 13:00	Meeting with POs of Science, Technology and Innovation Division
14:30 - 15:00	Meeting with Chairman, Global Shares PLC
15:30 - 16:30	Meeting with Managing Director, Bord na Móna

Wednesday, 22 April, 2015

09:00 - 10:30	Secretaries General Meeting
10:30 - 11:00	Meeting with Assistant Secretary, Corporate Services and EU Affairs Division and Personnel Officer re AP assignments
14:15 - 14:30	Pre meeting briefing - Regional APJ Project Delivery Group
14:30 - 16:00	Regional APJ Project Delivery Group

Thursday, 23 April, 2015

- All Day -	Institute of Directors Leadership for Directors Workshop
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Friday, 24 April, 2015

- All Day -	Personal - all day appointment
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Monday, 27 April, 2015

08:30 - 10:00	Cabinet Committee on Economic Recovery and Jobs
10:00 - 11:00	Meeting with POs Innovation & Investment Division
13:00 - 19:00	TLAC Interviews

Tuesday, 28 April, 2015

08:30 - 09:30	Workers' Memorial Day Ireland: Launch at Hugh Lane Gallery
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10:00 - 13:00	Management Board Meeting
14:30 - 14:45	Meeting with PO, Enterprise Initiatives Unit
15:00 - 16:00	Meeting with Chair of Audit Committee
16:15 - 17:15	Meeting with Personnel Officer

Wednesday, 29 April, 2015

09:00 - 10:30	Secretaries General Meeting
11:00 - 11:45	Meeting with Chair and CEO, NSAI and PO of Enterprise Development Unit
14:00 - 17:00	Meeting with Assistant Secretary, Labour Affairs Division

Thursday, 30 April, 2015

09:00 - 11:30	Interdepartmental Committee Meeting on Science, Technology and Innovation
11:30 - 12:30	Transforming Public Services through Technology - Roundtable Discussion, Eirgrid
17:30 - 19:30	IMI Council Meeting
19:30 - 21:30	IMI Council Dinner