

## Secretary General's Diary December 2011

### Thursday, 1 December, 2011

- All Day - EPSCO Council, Brussels
- 21:20 Flight leaving Brussels

### Friday, 2 December, 2011

- 10:00 - 10:30 Meeting with Assistant Secretary, EU Affairs and Trade Division & AP, Economic Migration Policy & Employment Permits Unit
- 11:00 - 12:00 Meeting with the New Zealand Ambassador
- 12:00 - 12:30 Meeting with Assistant Secretary, Competitiveness & Jobs Division
- 14:15 - 15:00 Meeting with Private Secretary
- 15:00 - 16:00 Meeting with outgoing Secretary General
- 16:00 - 17:00 Meeting with Minister Bruton

### Monday, 5 December, 2011

- 10:30 - 10:45 Meeting with Personnel Officer
- 10:50 - 11:00 Meeting with Assistant Secretary, Competitiveness & Jobs Division, Assistant Secretary, Innovation & Investment Division and PO, Competitiveness Unit
- 11:00 - 13:00 Action Plan for Jobs Meeting
- 13:00 - 14:15 Personal Appointment
- 14:30 - 15:30 Meet and greet, Innovation & Investment Division
- 15:30 - 16:30 Meeting with Senior Management Innovation & Investment Division
- 18:00 - 19:30 Reception at Japanese Embassy

## **Tuesday, 6 December, 2011**

- 11:00 - 12:00 Meeting with PO & Accountant, Finance Unit
- 14:00 - 14:30 Meeting with Minister Bruton

## **Wednesday, 7 December, 2011**

- 09:00 - 10:30 Secretaries General Meeting
- 14:30 - 14:45 Meeting with PO, Management Support Unit
- 16:00 - 17:00 Meeting with Board Member, Aviareto
- 17:30 - 19:00 Ernst and Young Budget Seminar

## **Thursday, 8 December, 2011**

- 10:00 - 11:00 Meeting with CEO, Enterprise Ireland
- 11:30 - 12:30 Meeting with Assistant Secretary, Competitiveness & Jobs Division and PO, Competitiveness Unit
- 15:30 - 16:30 Meeting with Assistant Secretary, Commerce, Consumer and Competition Division
- 18:00 - 19:00 EU Commission Rep in Ireland / EU Parliament Info Office

## **Friday, 9 December, 2011**

- 08:45 - 09:00 Meeting with PO, Management Support Unit
- 09:00 - 13:00 Management Board Meeting
- 16:00 - 17:00 Meeting with CEO & Company Secretary, IDA Ireland

## **Monday, 12 December, 2011**

- 09:00 - 10:00 Meeting with CEO & Board Member of Forfás, the Assistant Secretary, Competitiveness & Jobs Division and PO, Competitiveness Unit
- 11:00 - 12:00 Meet and greet, Competitiveness & Jobs Division
- 12:00 - 13:00 Meeting with Senior Management, Competitiveness & Jobs Division

14:30 - 15:30	Meet and greet Employment Rights Division
15:30 - 16:30	Meeting with Senior Management Employment Rights Division
17:00 - 18:00	Meeting with Assistant Secretary, EU Affairs and Trade Division

### **Tuesday, 13 December, 2011**

09:30 - 10:00	Meeting with Chair of Audit Committee
10:00 - 10:30	Meeting with Members of Internal Audit Committee
14:00 - 14:30	Meeting Minister Bruton
14:45 - 15:00	Meet with Assistant Secretary, Corporate Services & Employment Rights Division
15:00 - 17:00	Ministerial Management Board Meeting
19:30 - 23:30	NRA Board Dinner

### **Wednesday, 14 December, 2011**

09:00 - 10:30	Secretaries General Meeting
10:45 - 11:15	Meeting with Director, Workplace Relations Reform Project
11:15 - 12:00	Meeting with Minister Bruton regarding Action Plan for Jobs
12:00 - 13:00	Meeting with Minister Bruton and IDA Board
14:00 - 15:00	Meet and greet, Corporate Services Division
15:00 - 16:00	Meeting with Senior Management Corporate Services Division

### **Thursday, 15 December, 2011**

13:30 - 17:00	Forfas Board Meeting
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### **Friday, 16 December, 2011**

11:00 - 12:00	NESC
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13:00 - 18:00 Annual Leave

**Monday, 19 December, 2011**

10:00 - 11:00 Meet and greet with EU Affairs & Trade Division (Kildare Street)

11:00 - 12:00 Meeting with Senior Management EU Affairs & Trade Division (Kildare Street)

14:15 - 14:30 Pre meeting briefing with Assistant Secretary, EU Affairs & Trade PO & PO EU & Multilateral & Trade Policy Unit

14:30 - 15:30 Meeting with CEO, IBEC and Assistant Secretary, EU Affairs & Trade PO & PO EU & Multilateral & Trade Policy Unit

16:00 - 16:15 Phone call with CEO, PIAB

**Tuesday, 20 December, 2011**

14:00 - 14:15 Meeting with Minister Bruton

14:15 - 14:50 Meet and greet with EU Affairs & Trade Division (Davitt House)

15:00 - 15:20 Meet and greet with EU Affairs & Trade Division (Earlsfort)

15:20 - 15:45 Meeting with Senior Management, EU Affairs & Trade Division (Davitt House and Earlsfort)

18:00 - 19:00 Department of Transport, Tourism and Sport Management Board Dinner

**Wednesday, 21 December, 2011**

09:30 - 10:30 Meeting with Assistant Secretary, Innovation & Investment Division & Department of Transport, Tourism and Sport

12:00 - 13:00 Action Plan for Jobs meeting with Minister Bruton

14:30 - 15:30 Meeting with CEO, PIAB

**Thursday, 22 December, 2011**

**Friday, 23 December, 2011**

10:00 - 11:00      Weekly Jobs Action Plan Meeting with Minister Bruton re  
Action Plan for Jobs

**Monday, 26 December, 2011**

- All Day -      Public Holiday

**Tuesday, 27 December, 2011**

- All Day -      Annual Leave

**Wednesday, 28 December, 2011**

- All Day -      Annual Leave

**Thursday, 29 December, 2011**

- All Day -      Annual Leave

**Friday, 30 December, 2011**

- All Day -      Annual Leave