

Secretary General's Diary December 2012

Monday, 3 December, 2012

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| 09:00 - 18:30 | Civil Aviation Policy for Ireland Conference |
| 17:00 - 18:00 | Meeting with Secretary/HR Manager at Forfás re Trade Unions |

Tuesday, 4 December, 2012

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| 09:30 - 10:00 | Audit Committee Meeting |
| 11:30 - 13:00 | Forfás Staff Forum |
| 13:30 - 14:30 | Private Appointment |
| 15:00 - 16:00 | Meeting with Managing Director, INDECON |
| 18:00 - 18:30 | Meeting with Minister Bruton and Assistant Secretary, Commerce, Consumer and Competition Division re Companies Act |

Wednesday, 5 December, 2012

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| 10:00 - 11:00 | Pre Budget briefing with Minister |
| 11:00 - 12:00 | Personal Appointment |

Thursday, 6 December, 2012

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| 11:00 - 11:30 | Induction Course for new staff |
| 14:30 - 15:30 | Meeting with Assistant Secretary, Corporate Services, EU Affairs & Trade Policy Division and PO, Trade Policy Unit |
| 16:00 - 17:00 | Meeting with Shared Services Transformation Manager, Department of Public Expenditure and Reform |

Friday, 7 December, 2012

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| 09:00 - 11:00 | Meeting with International Labour Organisation with Assistant Secretary, Labour Affairs Division and PO, Industrial Relations Unit |
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15:00 - 16:00	Meeting with Assistant Secretary, Department of Transport, Tourism and Sport
16:00 - 22:00	Personal Meeting

Saturday, 8 December, 2012

- All Day -	Workshop on Access to Finance - Department of Finance
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Monday, 10 December, 2012

Tuesday, 11 December, 2012

07:30 - 08:30	Project Japan
13:15 - 14:15	Retirement Lunch for Chair of NRA
15:00 - 16:00	Meeting with Chief Executive and Assistant Chief Executive, Shannon Development
16:00 - 18:00	Ministerial Management Board Meeting

Wednesday, 12 December, 2012

09:00 - 10:30	Secretaries General Meeting
11:00 - 12:00	Meeting with PO, Company Law
16:30 - 17:30	Meeting with Chief Executive of the Railway Procurement Agency

Thursday, 13 December, 2012

09:00 - 13:00	North/South Inter-Agency Group Meeting
13:45 - 14:00	Meeting with PO, Competitiveness and Climate Change Unit - Pre Forfás Briefing
14:00 - 15:30	Forfás Integration Implementation Team meeting
16:00 - 17:00	Meeting with Assistant Secretary, Innovation and Investment Division

Friday, 14 December, 2012

14:00 - 15:00	Meeting with Assistant Secretary, Labour Affairs Division, Director, Workplace Relations Liaison & Reform and Personnel Officer re WRC
15:00 - 15:30	Action Plan for Jobs Meeting
16:00 - 17:00	Meeting with Minister Sherlock

Monday, 17 December, 2012

08:00 - 09:30	Cabinet Committee on Economic Infrastructure
11:00 - 12:00	Meeting with Director, Equality Tribunal
14:15 - 14:30	Pre Cabinet Committee Meeting Briefing with Minister Bruton
14:30 - 16:00	Cabinet Committee on Economic Recovery and Jobs
16:15 - 17:45	Cabinet Committee on EU Affairs

Tuesday, 18 December, 2012

09:00 - 11:00	Meeting with Assistant Secretaries regarding Strategic Policy Division
12:30 - 14:30	Private Appointment
15:00 - 16:00	Meeting with Head of NERA re staffing of the WRC and the Labour Court
16:30 - 17:30	Meeting with Chairman of the Labour Court re staffing of the WRC and Labour Court
17:30 - 18:30	Meeting with Chair of EAT re staffing of the WRC and the Labour Court

Wednesday, 19 December, 2012

09:00 - 10:00	Secretaries General Meeting
10:15 - 10:45	Meeting with Assistant Secretary, Commerce, Consumer and Competition
11:00 - 12:00	Meeting in relation to "Activating Dublin Project"

12:30 - 13:30	Private Appointment
14:30 - 15:30	Meeting with Assistant Secretary, Competitiveness and Jobs Division re Forfás Board
16:30 - 17:30	Meeting with Assistant Secretary, Corporate Services, EU Affairs & Trade Policy Division and Finance Officer re Pay/Non Pay

Thursday, 20 December, 2012

10:00 - 11:30	Management Team - Staffing of the WRC and the Labour Court
12:00 - 15:30	Forfás Board and Audit Committee Meeting

Friday, 21 December, 2012

09:30 - 13:30	Management Board Meeting
14:30 - 15:00	Meeting with PO, Cross Governmental STI Policy
15:00 - 15:30	Meeting with PO, Enterprise Development Unit
16:00 - 16:30	Meeting with PO, Company Law Development & Modernisation

Monday, 24 December, 2012

Tuesday, 25 December, 2012

Wednesday, 26 December, 2012

Thursday, 27 December, 2012

- All Day -	Annual Leave
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Friday, 28 December, 2012

- All Day -	Annual Leave
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Monday, 31 December, 2012

- All Day -

Annual Leave