

Secretary General's Diary December 2013

Monday, 2 December, 2013

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| 09:00 - 10:00 | Telephone call with Assistant Secretary in Department of Environment, Community and Local Government |
| 11:00 - 12:00 | Pre-launch briefing on the OECD's PISA study |
| 14:10 - 14:30 | Pre NewCo briefing meeting - Secretaries General's & Officials, Department of Transport, Tourism and Sport & Department of Jobs, Enterprise and Innovation |
| 14:30 - 17:00 | NewCo Steering Group Meeting |

Tuesday, 3 December, 2013

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| 09:30 - 10:30 | Meeting with Internal Audit regarding 2014 Priorities |
| 11:00 - 12:15 | Meeting with Department official |
| 14:45 - 15:00 | Telephone call with Division Manager, Enterprise, Trade and Innovation Policy Division, Forfás |
| 18:00 - 20:00 | Reception in US Deputy Chief of Mission's Residence |

Wednesday, 4 December, 2013

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| 09:00 - 10:30 | Secretaries General Meeting |
| 14:30 - 15:30 | Meeting with Board Member of Forfás |
| 18:45 - 22:45 | Financial Services Ireland, Annual Dinner |

Thursday, 5 December, 2013

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| 14:30 - 16:00 | Meeting with the Assistant Secretary of Corporate Services and EU Affairs Division |
| 16:00 - 16:15 | Pre Management Board briefing |
| 19:30 - 23:15 | British Ambassador dinner in honour of Frank Ryan |

Friday, 6 December, 2013

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| 09:00 - 13:00 | Management Board |
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Monday, 9 December, 2013

Tuesday, 10 December, 2013

09:15 - 09:30	Pre meeting briefing with AP of Competitiveness Unit
09:30 - 11:00	Forfás Implementation Group Meeting
11:30 - 12:30	Meeting with Assistant Secretary of the Labour Affairs Division and the PO of Workplace Reform Unit
13:00 - 17:00	Forfás Board Meeting
17:00 - 18:00	Meeting with the Chairman of the National Competiveness Council
18:00 - 19:00	Meeting regarding Action Plan for Jobs 2014
19:00 - 22:00	Dinner organised by Revenue - World Customs Organisation's Policy Commission

Wednesday, 11 December, 2013

09:00 - 10:00	Secretaries General Meeting followed by Presentation on National Children and Young People's Policy
11:00 - 13:00	Meeting of Programme Delivery Group
15:45 - 17:15	Pre meeting briefing with Assistant Secretary of the Commerce, Consumer and Competition Division
16:15 - 17:15	Meeting with the Secretary General of Department of Transport, Tourism and Sport and DJEI officials

Thursday, 12 December, 2013

10:00 - 11:30	IFSC Clearing House Group
16:00 - 17:00	Meeting with the CEO of Enterprise Ireland

Friday, 13 December, 2013

09:00 - 11:00	IMI Board Meeting
10:00 - 11:00	Infrastructure Meeting

Monday, 16 December, 2013

10:00 - 11:00	Meeting with Actuarial Director, PwC
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11:45 - 12:45	Meeting with Assistant Secretary of Corporate Services and EU Affairs Division
12:30 - 13:30	Telephone call with Danish Treasury
16:00 - 17:00	Pre Management Board briefing

Tuesday, 17 December, 2013

09:00 - 13:00	Management Board
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Wednesday, 18 December, 2013

08:00 - 10:00	Ministerial Management Board
09:00 - 10:00	Secretaries General Meeting
14:00 - 15:00	Meeting with Minister Bruton and Board Member of Forfás

Thursday, 19 December, 2013

- All Day -	Personal
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Friday, 20 December, 2013

10:00 - 12:00	NESC Meeting
12:00 - 13:00	IMI Board AGM Meeting resumed
18:30 - 20:00	Department Christmas Function

Monday, 23 December, 2013

10:30 - 11:00	Meeting with Assistant Principal, MSU
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Tuesday, 24 December, 2013

Wednesday, 25 December, 2013

- All Day -	Christmas Day
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Thursday, 26 December, 2013

- All Day -	St. Stephen's Day
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Friday, 27 December, 2013

- All Day -	Sec Gen on Leave
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Monday, 30 December, 2013

- All Day - Sec Gen on Leave

Tuesday, 31 December, 2013

- All Day - Sec Gen on Leave