

Secretary General's Diary December 2014

Monday, 1 December, 2014

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| 09:15 - 11:00 | Innovation & Investment Divisional Meeting |
| 14:00 - 15:00 | Pre Management Board briefing with PO of Management Support Unit |
| 14:45 - 15:45 | Meeting with Personnel Officer |

Tuesday, 2 December, 2014

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| 10:15 - 10:40 | Meeting with Personnel Officer |
| 11:30 - 13:50 | Management Board Meeting |
| 14:00 - 16:00 | Meeting with the Director General of DG Employment, Social Affairs and Inclusion |
| 17:00 - 18:00 | Private appointment |

Wednesday, 3 December, 2014

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| 09:00 - 10:30 | Secretaries General Meeting followed by Presentation from Minister of State Dara Murphy on Data Protection |
| 10:15 - 10:45 | Meeting with Personnel Officer |
| 11:00 - 12:30 | Departmental Council Meeting |
| 14:00 - 15:30 | Private appointment |
| 16:30 - 17:00 | Pre meeting briefing with Director with responsibility for Construction Contracts Act and Chairman of the Government Construction Contracts Committee |
| 17:00 - 18:00 | Meeting with Minister Nash and Director with responsibility for Construction Contracts Act regarding Construction Contracts Act |
| 18:15 - 19:15 | Meeting with Assistant Secretary of Commerce, Consumers and Competition Division |

Thursday, 4 December, 2014

- All Day - Visit to Patents Office, Kilkenny

Friday, 5 December, 2014

10:30 - 11:30	Meeting with Managing Director of Google Ireland
13:45 - 14:00	Meeting with AP, Inward Investment and North South Policy Unit
14:00 - 15:45	Inter Agency Group Meeting
15:50 - 16:05	Meeting with Chief Executive Officer of Enterprise Ireland
16:00 - 16:15	Meeting with Minister Bruton
17:00 - 17:15	Meeting with PO, SME Policy Unit
17:30 - 18:00	Meeting with Minister Bruton

Sunday, 7 December, 2014

12:30 - 15:00	National Finals of Ireland's Best Young Entrepreneur
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Monday, 8 December, 2014

09:00 - 09:30	Meeting with Minister Bruton
09:30 - 11:00	Cabinet Committee on Economic Recovery & Jobs
11:00 - 12:00	Meeting with Assistant Secretary, Strategic Policy Division
12:00 - 13:00	Launch of the Year of Irish Design
14:00 - 15:00	Pre Management Board briefing with PO from Management Support Unit
15:30 - 16:30	Meeting regarding the IASS: Depts Transport, Tourism & Sport, Jobs & Enterprise

Tuesday, 9 December, 2014

09:30 - 12:30	Management Board Meeting
12:30 - 13:00	Meeting with the Assistant Secretary, Labour Affairs Division
14:00 - 15:00	Audit Committee Meeting
16:10 - 17:00	Meeting Assistant Secretary, Innovation and Investment Division

Wednesday, 10 December, 2014

09:00 - 10:00	Secretaries General Meeting
10:00 - 11:00	Meeting of Secretaries General from Department of Arts, Heritage & the Gaeltacht and Department of Education & Skills and the Chairman of OPW regarding Exploration Station
11:00 - 11:45	Meeting with Minister Bruton
12:00 - 12:30	Meeting with HEO, Communications Unit / Editor, Enterprising Times regarding article for Enterprising Times
12:30 - 13:00	Meeting with Minister Bruton's Special Advisor
15:00 - 16:00	Reception for Refund of Fees Scheme Graduates
16:00 - 17:00	Meeting with Chief Executive, Banking and Payments Federation Ireland and PO in Strategic Policy Division
18:00 - 20:00	American Chamber's Christmas Reception

Thursday, 11 December, 2014

08:30 - 09:30	Meeting regarding the IASS: Depts Transport, Tourism & Sport, Jobs & Enterprise
09:15 - 10:30	Divisional Meeting - EU Affairs and Trade Policy Unit
11:45 - 13:00	Meeting with Assistant Secretary, Indigenous Enterprise Development Division and POs and APs
12:50 - 13:15	Meeting with Minister Bruton's Special Advisor
13:15 - 14:15	Meeting with the London Perm Rep

14:30 - 14:45	Meeting with the Geneva Perm Rep
14:45 - 15:30	Meeting with Minister Bruton's Special Advisor
16:00 - 17:00	Pre meeting briefing with Assistant Secretary, Commerce, Consumer & Competition Division, Assistant Secretary, Corporate Services and EU Affairs & Trade Division and Personnel Officer - Joint Oireachtas Committee
17:15 - 17:45	Meeting with Minister Bruton

Friday, 12 December, 2014

08:00 - 10:00	IMI Board Meeting
11:00 - 13:00	Labour Affairs Divisional Meeting
13:30 -	Out of Office - Annual Leave

Monday, 15 December, 2014

09:15 - 10:30	Corporate Services Divisional Meeting - Finance, ICT
10:40 - 10:50	Meeting with PO, Inward Investment and North South Policy Unit
10:50 - 11:30	Private appointment
11:30 - 12:45	Dorothy Scally, Chair of TLAC
14:00 - 16:00	Pre Meeting Briefing - Joint Oireachtas Committee on Jobs Enterprise and Innovation
14:30 - 17:00	Programme Delivery Group Workplace Relations Reform
16:30 - 18:00	Checking Oral PQs

Tuesday, 16 December, 2014

09:30 - 12:50	Management Board Meeting
12:50 - 13:15	Meeting with Minister Bruton's Special Advisor

13:45 - 15:15	Joint Oireachtas Committee on Jobs, Enterprise and Innovation regarding resourcing issues
16:00 - 17:15	Meeting regarding the IASS: Depts Transport, Tourism & Sport, Jobs & Enterprise
17:15 - 18:00	Meeting with Minister Nash and Director with responsibility for Construction Contracts Act
17:30 - 19:00	IoD Networking Evening Event

Wednesday, 17 December, 2014

09:00 - 10:30	Secretaries General Meeting
09:30 - 11:30	Civil Service Management Board
11:30 - 12:30	Corporate Services Divisional Meeting
17:00 - 17:15	Meeting with Assistant Secretary, Labour Affairs Division
17:15 - 18:00	Meeting with Minister Bruton

Thursday, 18 December, 2014

08:00 - 09:00	Construction Contracts Act Meeting with Minister Nash and Stakeholders
09:00 - 12:00	Ministerial Management Board Meeting
17:00 - 20:30	Retirement reception for Mr Tom Moran, former Secretary General at Department of Agriculture

Friday, 19 December, 2014

10:00 - 12:00	NESC
12:15 - 13:00	Strategic Policy Divisional Meeting
15:00 - 16:00	Meeting with Minister Bruton

Monday, 22 December, 2014

17:30 - 19:30 Retirement Reception for Ms Josephine Feehily, Revenue Commissioner

Tuesday, 23 December, 2014

10:15 - 11:15 Meeting with Secretary General, Department of Transport, Tourism and Sport

Wednesday, 24 December, 2014

- All Day - Out of Office - Annual Leave

Thursday, 25 December, 2014

- All Day - Out of Office - Christmas Day

Friday, 26 December, 2014

- All Day - Out of Office - St Stephen's Day

Monday, 29 December, 2014

- All Day - Out of Office - Annual Leave

Tuesday, 30 December, 2014

- All Day - Out of Office - Annual Leave

Wednesday, 31 December, 2014

- All Day - Out of Office - Annual Leave