

Secretary General's Diary February 2014

Monday, 3 February, 2014

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| 10:00 - 11:30 | Forfás Implementation Team Meeting |
| 16:00 - 16:30 | Pre Management Board briefing |
| 16:30 - 17:30 | Meeting with the Assistant Secretary of Corporate Services and EU Affairs Division |

Tuesday, 4 February, 2014

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| 08:30 - 09:30 | Address to PO/AP at Strategic Development and Integration Training |
| 09:30 - 13:00 | Management Board |
| 15:15 - 16:45 | Address to PO/AP at Strategic Development and Integration Training |
| 18:00 - 19:00 | Address to PO/AP at Strategic Development and Integration Training |

Wednesday, 5 February, 2014

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| 09:00 - 10:30 | Secretaries General Meeting followed by presentation on the public service card |
| 11:00 - 12:00 | Meeting regarding Intellectual Property |
| 12:00 - 13:00 | Meeting with the Assistant Secretary of Corporate Services and EU Affairs Division |
| 15:45 - 17:00 | Meeting and pre meeting briefing with Minister Bruton re Workplace Relations Commission |
| 17:00 - 18:00 | Meeting with the Assistant Secretary of Corporate Services and EU Affairs Division |

Thursday, 6 February, 2014

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| 10:00 - 11:00 | Meeting with Global Irish Network |
| 10:30 - 11:30 | Launch of the Report on Implementation of Action Plan for Jobs Q4 2013 |
| 14:30 - 15:30 | Meeting with the Assistant Secretary of the Labour Affairs Division |

18:30 - 19:30 Dublin Chamber of Commerce AGM Dinner

Friday, 7 February, 2014

15:30 - 16:30 Meeting with Department of Transport, Tourism and Sport

Saturday, 8 February, 2014

- All Day - Hong Kong

Monday, 10 February, 2014

- All Day - Hong Kong

Tuesday, 11 February, 2014

- All Day - Hong Kong

Wednesday, 12 February, 2014

- All Day - Hong Kong

Thursday, 13 February, 2014

- All Day - Hong Kong

Friday, 14 February, 2014

- All Day - Hong Kong

Saturday, 15 February, 2014

- All Day - Hong Kong

Sunday, 16 February, 2014

- All Day - Hong Kong

Monday, 17 February, 2014

09:45 - 12:30 Global Irish Network Advisory Group - followed by lunch

14:30 - 15:30 Meeting with the Assistant Secretary of the Innovation and Investment Division

16:00 - 16:30 Meeting with the Assistant Secretary of Corporate Services and EU Affairs Division

16:30 - 17:00 Meeting with the Assistant Secretary of Corporate Services and EU Affairs Division and PO of the Management Support Unit - pre Management Board briefing

Tuesday, 18 February, 2014

09:30 - 13:00 Management Board

14:00 - 15:00 Shared Services Steering Board

15:00 - 16:00 Advisory Group on Secretaries General

16:15 - 17:15 Meeting with Minister Bruton, officials from the Labour Relations Division

Wednesday, 19 February, 2014

09:00 - 10:30 Secretaries General Meeting

10:30 - 11:00 Presentation on Children and Young People's Policy Framework

11:00 - 12:00 Meeting with the Director of Social Justice Ireland

15:15 - 16:15 Meeting with a member of the Global Irish Network Advisory Group

17:00 - 18:00 Telephone call with Chairman of IMI

Thursday, 20 February, 2014

09:00 - 10:00 Internal Audit

11:00 - 12:00 Meeting with the Director General, Office of the Attorney General

Friday, 21 February, 2014

09:00 - 10:00 Meeting with Department of Transport, Tourism and Sport

12:00 - 13:00 Meeting with the Assistant Secretary of Corporate Services and EU Affairs Division

Monday, 24 February, 2014

09:15 - 09:30 Pre meeting briefing - Forfás Implementation

09:30 - 11:00 Forfás Implementation Meeting

10:00 - 11:00 Cabinet Committee on Pathways to Work

16:00 - 17:30 Cabinet Committee on EU Affairs

Tuesday, 25 February, 2014

09:30 - 13:00 Management Board

14:00 - 16:45 Seminar by Dr Martyn Newman - Emotional Intelligence - IMI

Wednesday, 26 February, 2014

09:00 - 10:30 Secretaries General Meeting followed by a briefing on Taoiseach's bilateral with Prime Minister David Cameron

10:15 - 10:30 Forfás Staff Awareness Programme

11:00 - 13:00 Meeting of Workplace Relations Reform Programme Delivery Group

12:30 - 14:30 IIEA Members Luncheon

17:00 - 18:30 Briefing of Stakeholders re APJ 2014

Thursday, 27 February, 2014

08:00 - 10:00 Briefings on Action Plan for Jobs

10:00 - 11:00 Launch of Action Plan for Jobs

13:30 - 14:00 Pre meeting briefing

14:45 - 15:15 Forfás Staff Awareness Training

15:30 - 16:30 Meeting with IDA client company

17:00 - 18:00 Meeting with the Director of Ageing Well Network regarding Smart Ageing

Friday, 28 February, 2014

09:00 - 12:00 Ministerial Management Board

15:00 - 15:30 Department of Transport, Tourism and Sport & Department of Jobs, Enterprise & Innovation officials

15:30 - 16:30 Department of Jobs, Enterprise & Innovation, Department of Transport, Tourism and Sport, IBEC and ICTU