

Secretary General's Diary January 2012

Tuesday, 3 January, 2012

14:00 - 14:30 Meeting with Minister Bruton

Wednesday, 4 January, 2012

09:00 - 15:00 IDA Conference - All Day

15:30 - 16:30 Meeting with Chair, Enterprise Ireland

Thursday, 5 January, 2012

Friday, 6 January, 2012

08:45 - 09:00 Meeting with Assistant Secretary, Corporate Services and
Employment Rights & Industrial Relations Division and PO,
Management Support Unit

09:00 - 13:00 Management Board Meeting

16:00 - 17:00 Meeting with Minister Bruton regarding Jobs Strategy

Monday, 9 January, 2012

- All Day - Visit to Shannon Development

Tuesday, 10 January, 2012

10:30 - 11:30 Meeting with Chief Executive, Labour Relations Commission

12:30 - 14:00 IIEA Lunch for Secretaries General

16:00 - 16:30 Meeting with Head of Internal Audit Unit

Wednesday, 11 January, 2012

17:00 - 18:00 Meeting with Assistant Secretary, Innovation & Investment Division & AP, HR Unit

Thursday, 12 January, 2012

09:00 - 10:30 Secretaries General Meeting

10:00 - 11:00 Jobs announcement with Minister Bruton

14:30 - 15:30 Meeting with the Personnel Officer

16:00 - 16:15 Meeting with Assistant Secretary, Corporate Services and Employment Rights & Industrial Relations Division and PO, Management Support Unit

16:15 - 18:15 Ministerial Management Board Meeting

Friday, 13 January, 2012

12:00 - 13:00 Meeting with Assistant Secretary, Corporate Services and Employment Rights Division

Monday, 16 January, 2012

09:00 - 10:00 Meeting with Assistant Secretary, EU Affairs and Trade Division and PO and AP, Chemical Regulation Policy Unit

10:00 - 12:00 Meeting with CEO & Executive Team, Health and Safety Authority

17:00 - 18:00 Meeting with Minister Bruton and General Secretary, ICTU

Tuesday, 17 January, 2012

08:00 - 09:00 Meeting with Minister Bruton regarding Action Plan for Jobs

16:00 - 16:45 Meeting with Minister Bruton and CEO of Ibec

Wednesday, 18 January, 2012

09:00 - 10:30	Secretaries General Meeting
10:00 - 11:00	Meeting with Secretary General, Department of Taoiseach, IFSC Clearing House
11:00 - 12:00	Meeting with Assistant Secretary, EU Affairs & trade Division
12:00 - 13:00	Meeting with PO, Management Support Unit
15:00 - 15:30	Meeting with Assistant Secretary, Competitiveness & Jobs Division & HEO Competitiveness & Climate Change Unit
16:00 - 17:00	Meeting with Minister Bruton regarding Action Plan on Jobs

Thursday, 19 January, 2012

08:00 - 10:00	Cabinet Committee on Economic Recovery and Jobs
11:30 - 17:00	Forfás Board Meeting

Friday, 20 January, 2012

09:30 - 11:30	NESC Meeting
14:00 - 16:00	Management Board Meeting

Monday, 23 January, 2012

09:45 - 10:00	Pre meeting briefing with Assistant Secretary, Innovation and Investment Division
10:00 - 11:00	Meeting with Assistant Secretary, Innovation and Investment Division and Director General, Science Foundation Ireland
15:30 - 16:00	Meeting with Assistant Secretary, Corporate Services and Employment Rights & Industrial Relations Division and Personnel Officer & Finance Officer
16:00 - 17:00	Meeting with Assistant Secretary, Department of Public Expenditure and Reform
17:00 - 18:30	Clearing of Oral PQs

Tuesday, 24 January, 2012

11:00 - 12:00	Meeting with CEO, PIAB
12:15 - 13:00	Meeting with Assistant Secretary, Corporate Services and Employment Rights & Industrial Relations Division and Personnel Officer
12:45 - 13:45	Pat McArdle Presentation "A new European Treaty? Implications for Fiscal Policy"
14:30 - 15:30	Minister Bruton, Minister Perry & Koret Foundation
16:00 - 17:00	Meeting with Assistant Secretaries

Wednesday, 25 January, 2012**Thursday, 26 January, 2012**

- All Day -	Personal Appointment
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Friday, 27 January, 2012

08:30 - 10:00	SPS Networking event
14:30 - 15:30	Meeting with Private Secretary regarding PMDS
16:00 - 17:00	Meeting with Minister Bruton re Action Plan for Jobs

Monday, 30 January, 2012

09:45 - 10:00	Meeting with AP, Bilateral Trade
10:00 - 11:00	Meeting with Special Representative for Hong Kong Economic and Trade Affairs to the European Union
12:30 - 14:00	Meeting with Chambers Ireland
15:00 - 15:55	Meeting with the Assistant Secretary, Commerce, Consumer & Competition Division

16:00 - 16:30	Reception - IPA being designated as a Recognised College of UCD
16:30 - 17:00	Meeting with Assistant Secretary, Innovation & Investment Division
17:00 - 18:30	Meeting with Minister Bruton regarding Action Plan for Jobs

Tuesday, 31 January, 2012

09:30 - 10:30	Meeting with Assistant Secretary, Competitiveness & jobs Division
11:00 - 12:00	Meeting with DAA, Dublin County Council and Fingal County Council regarding 'The Green Way'
12:00 - 13:00	Clear Files with Private Secretary
13:30 - 14:00	Meeting with Director of Corporate Enforcement
14:00 - 14:30	Meeting with Minister Bruton
16:00 - 17:00	Meeting with Secretaries General, Department of Taoiseach and Public Expenditure & Reform