

## **Secretary General's Diary January 2013**

### **Tuesday, 1 January, 2013**

- All Day -                      Public Holiday

### **Wednesday, 2 January, 2013**

- All Day -                      Annual Leave

### **Thursday, 3 January, 2013**

- All Day -                      Personal Appointment

### **Friday, 4 January, 2013**

- All Day -                      Annual Leave

### **Monday, 7 January, 2013**

10:00 - 11:00	IDA End of Year Announcement
12:15 - 12:45	Meeting with AP, Management Support Unit re Oireachtas Committee
15:45 - 16:00	Meeting with Assistant Secretary, Competitiveness and Jobs Division re PMDS
16:00 - 17:00	Meeting with Assistant Secretary, Labour Affairs Division re PMDS

### **Tuesday, 8 January, 2013**

08:30 - 13:30	IDA Annual Conference
13:30 - 14:00	Meeting with former CEO, Shannon Development
16:30 - 17:30	Pre meeting briefing with PO, Inward Investment & North/South Policy Unit

**Wednesday, 9 January, 2013**

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| 14:30 - 15:30 | Address by President of the European Council, Dublin City Council Civic Offices |
| 16:30 - 17:30 | Meeting with ICTU   |

**Thursday, 10 January, 2013**

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| 08:00 - 09:00 | Meeting with Minister Bruton, Chief Executive, Forfás and PO, Competitiveness and Climate Change Unit re Action Plan for Job 2013               |
| 09:00 - 10:30 | Secretaries General Meeting   |
| 12:00 - 12:30 | Meeting with Assistant Secretary, Labour Affairs Division, Director, Workplace Relations Liaison & Reform and Minister's Special Advisor re EAT |
| 14:30 - 14:45 | Meeting with Personnel Officer  |
| 15:00 - 17:00 | Monitoring Committee Meeting re Action Plan for Jobs  |

**Friday, 11 January, 2013**

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| 09:00 - 13:00 | Management Board Meeting                                |
| 14:30 - 15:00 | Meeting with PO, ICT Unit                               |
| 15:30 - 16:30 | Activating Dublin, Department of Finance                |
| 18:00 - 20:00 | Meeting with Secretary General, Department of Taoiseach |

**Monday, 14 January, 2013**

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| 10:00 - 11:00 | Cabinet Committee on Pathways to Work                                  |
| 14:00 - 14:30 | Pre meeting to Cabinet Committee Meeting on Economic Jobs and Recovery |
| 14:30 - 16:00 | Cabinet Committee on Economic Recovery and Jobs                        |

**Tuesday, 15 January, 2013**

11:45 - 13:15	Meeting with PO & AP, Inward Investment North/South Policy Unit
15:20 - 15:30	Meeting with AP, SME Policy Unit re Crafts Council
15:30 - 16:30	Meeting with Chief Executive, Design & Crafts Council of Ireland re New Strategy 2013 -15
17:15 - 17:45	Meeting with Chief Executive, IDA Ireland

**Wednesday, 16 January, 2013**

09:00 - 10:30	Secretaries General Meeting
11:00 - 12:00	Meeting with Assistant Secretary, Labour Affairs Division, Director, Workplace Relations Liaison & Reform and Personnel Officer
14:00 - 16:30	Visit to Labour court and LRC
17:00 - 18:00	Meeting with PO, SME Policy Unit

**Thursday, 17 January, 2013**

08:30 - 09:30	IFSC Clearing House Group
09:45 - 13:00	Pre Cabinet Meeting with Minister Bruton
11:00 - 12:00	Personal Appointment
12:00 - 13:00	Pre meeting Cabinet Meeting on Jobs
14:30 - 16:00	Cabinet Meeting on Jobs
18:10	Flight to Paris re pre-EU Presidency visit to counterparts in France

**Friday, 18 January, 2013**

- All Day -	Meeting with French Counterparts
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**Monday, 21 January, 2013**

10:30 - 11:30	Meeting with Assistant Secretary, Labour Affairs Division re Assignment of Functions
11:45 - 12:00	Meeting with PO, Competitiveness & Climate Change Unit
12:00 - 13:30	Forfás Integration Group Meeting
14:30 - 15:30	Meeting with Assistant Secretary, Innovation and Investment Division re Assignment of Functions
16:00 - 18:30	US Presidential Inauguration: Function in US Embassy

**Tuesday, 22 January, 2013**

10:00 - 13:00	Meeting staff of CRO
15:30 - 17:00	Meeting with Department's Legal Advisor

**Wednesday, 23 January, 2013**

09:00 - 10:30	Secretaries General Meeting
11:00 - 12:00	Meeting with Assistant Secretary, Competitiveness & Jobs Division
14:30 - 15:30	Meeting with Assistant Secretary, Commerce, Consumer and Competition Division

**Thursday, 24 January, 2013**

11:00 - 12:00	Pre meeting briefing with Assistant Secretary, Labour Affairs Division, Assistant Secretary, Commerce, Consumer and Competition Division and Legal Advisor
12:00 - 13:00	Legislation Committee
15:00 - 16:00	Pre Briefing for Joint Oireachtas Committee with PO, EU Affairs Unit

**Friday, 25 January, 2013**

09:00 - 13:00	Management Board Meeting
14:30 - 15:30	Meeting with Chairman of IMI

**Monday, 28 January, 2013**

12:00 - 13:00	Meeting with Assistant Secretary, Corporate Services, EU Affairs & Trade Policy Division
14:10 - 14:30	Pre Meeting Briefing - Shannon/NewCo Steering Group
14:30 - 16:30	NewCo Steering Group Meeting
16:45 - 17:45	Meeting with Assistant Secretary, Labour Affairs Division, Director, Workplace Relations Liaison & Reform and Head of NERA

**Tuesday, 29 January, 2013**

10:00 - 10:15	Telephone call with Director General, IBEC
14:15 - 17:45	Joint Committee on Jobs, Enterprise and Innovation

**Wednesday, 30 January, 2013**

09:00 - 10:30	Secretaries General Meeting
14:30 - 17:00	Ministerial Management Board Meeting

**Thursday, 31 January, 2013**

11:15 - 12:15	Meeting with Director General, IBEC
15:30 - 16:30	Shared Services Steering Board