

## **Secretary General's Diary January 2015**

### **Thursday, 1 January, 2015**

09:00 Out of Office - New Year's Day

### **Friday, 2 January, 2015**

09:00 Out of Office - Annual Leave

### **Monday, 5 January, 2015**

11:00 - 11:45 Meeting with Personnel Officer

14:45 - 15:15 Meeting with Minister Bruton

### **Tuesday, 6 January, 2015**

09:30 - 11:00 Management Board Meeting

11:00 - 12:30 IDA Annual Results – Job Creation in Ireland in 2014

14:00 - 15:00 Pre meeting briefing with Minister Bruton and Minister's Special Advisor

15:00 - 15:30 Meeting with the Assistant Secretary, Innovation and Investment Division and PO, Inward Investment and North South Policy Unit

15:55 - 16:15 Telephone Call with Assistant Secretary, Labour Affairs Division

16:30 - 17:30 Personal appointment

17:30 – 18:00 Meeting with Minister Bruton

### **Wednesday, 7 January, 2015**

08:30 - 11:30 IDA Annual Conference

11:40 - 12:00 Pre meeting briefing - Minister Bruton and Minister's Special Advisor

12:00 - 13:00	Meeting with the Taoiseach, Minister Bruton and the Minister's Special Advisor regarding priorities for 2015
13:00 - 18:00	IDA Annual Conference
18:00 - 20:30	Retirement Function for the CEO of NTMA

#### **Thursday, 8 January, 2015**

09:30 - 10:00	Telephone Call with Assistant Secretary, Labour Affairs Division
10:00 - 11:15	Meeting with Assistant Secretary, Strategic Policy Division re Action Plan for Jobs 2015
12:45 - 14:30	The Lima Conference - Dave Walsh - IIEA
14:45 - 15:00	Pre meeting briefing with PO, Strategic Policy Division
15:00 - 16:00	Meeting with the Chief Executive of Banking and Payments Federation of Ireland and PO in Strategy Policy Division

#### **Friday, 9 January, 2015**

09:00 - 10:00	Secretaries General Meeting
10:00 - 10:30	Pre meeting briefing with Minister Bruton, Assistant Secretary, Indigenous Enterprise Development Division & PO, Enterprise Development Unit regarding EI
10:30 - 11:00	Pre meeting briefing with Minister Bruton and Assistant Secretary, Innovation and Investment Division regarding IDA and SFI
12:45 - 13:45	Meeting with Minister Bruton and Science Foundation Ireland - Update 2014 and Agency Plans for 2015
14:00 - 15:00	Meeting with Minister Bruton and IDA Ireland - Update 2014 and Agency Plans for 2015
15:30 - 16:30	Meeting with Minister Bruton and Enterprise Ireland - Update 2014 and Agency Plans for 2015

**Monday, 12 January, 2015**

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| 11:00 - 12:00 | Enterprise Ireland End of Year Statement   |
| 14:30 - 16:30 | Civil Service Management Board - People Sub Group  |
| 18:45 - 20:30 | Keynote Address by Ms Federica Mogherini High Representative of the EU for Foreign Affairs and Security Policy/VP of EU Commission |

**Tuesday, 13 January, 2015**

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| 09:30 - 13:00 | Management Board Meeting  |
| 14:30 - 15:30 | Meeting with Commissioner for Energy Regulation and AP, Strategic Policy Division |
| 15:45 - 16:25 | Meeting with Assistant Secretary, Labour Affairs Division                         |
| 16:30 - 18:00 | Department of Foreign Affairs and Trade Conference, Dublin Castle                 |

**Wednesday, 14 January, 2015**

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| 10:00 - 11:00 | Shared Services (Secretaries General) Steering Committee    |
| 11:45 - 12:15 | Meeting with Minister Bruton's Special Advisor              |
| 16:30 - 18:00 | Meeting with PAS regarding Deputy Chair of the Labour Court |

**Thursday, 15 January, 2015**

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| 09:00 - 09:30 | Secretaries General Meeting                  |
| 09:30 - 11:30 | Civil Service Renewal Plan Town Hall Session |
| 16:00 - 17:30 | Construction Strategy Implementation Group   |

**Friday, 16 January, 2015**

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| 09:00 - 10:00 | Meeting with Assistant Secretary, EU Affairs and Trade regarding Trade Missions 2015 |
| 10:00 - 13:00 | TLAC Meeting, PAS  |

14:00 - 16:00 Civil Service Management Board - Governance Sub Group

**Monday, 19 January, 2015**

09:30 - 10:30 Personal Appointment

12:30 - 13:00 Meeting with Minister Bruton

14:00 - 14:30 Pre meeting briefing Management Board – PO, Management Support Unit

14:45 - 15:15 Meeting with Assistant Secretary, Indigenous Enterprise Development Division and PO, Enterprise Initiatives Unit

17:10 - 17:30 Meeting with Minister Nash

**Tuesday, 20 January, 2015**

09:30 - 11:30 Management Board Meeting

14:00 - 15:00 Meeting with Assistant Secretaries of Strategic Policy Division, Indigenous Enterprise Development Division and Innovation and Investment Division regarding Regional APJ

15:00 - 15:45 Meeting with Assistant Secretary, Innovation and Investment Division

16:45 - 17:30 Meeting with Minister Bruton

**Wednesday, 21 January, 2015**

11:00 - 12:00 Meeting with Assistant Secretary, Strategic Policy Division

12:15 - 13:30 Meeting with Assistant Secretary, Innovation and Investment Division

16:45 - 17:45 Meeting with Ambassador of Ireland to China - Ambassador Kavanagh

**Thursday, 22 January, 2015**

09:30 - 11:30 Ministerial Management Board Meeting

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| 16:00 - 17:00 | Meeting with Minister Bruton and Advisors regarding Regional APJ  |
| 17:30 - 18:30 | Meeting with CEO of EI, Assistant Secretary, Indigenous Enterprise Development Division and PO, Enterprise Development Unit |

**Friday, 23 January, 2015**

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| - All Day - | Out of Office - Annual Leave |
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**Monday, 26 January, 2015**

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| 14:00 - 15:00 | Pre Meeting Briefing re Management Board with Assistant Secretary, Corporate Services and EU Affairs Division and PO, Management Support Unit |
| 15:00 - 16:00 | Telephone survey conducted with ReputationInc   |
| 16:30 - 17:30 | Meeting with Assistant Secretary, Strategic Policy Division and PO, Enterprise Initiatives Unit regarding Regional APJ                        |

**Tuesday, 27 January, 2015**

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| 09:30 - 13:00 | Management Board Meeting                   |
| 17:30 - 18:00 | Travel with Minister to Farmleigh          |
| 18:00 - 21:00 | Meeting with Chairs of Agencies, Farmleigh |

**Wednesday, 28 January, 2015**

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| 09:00 - 10:30 | Secretaries General Meeting                           |
| 11:00 - 12:30 | Pre meeting briefing of final board for PO interviews |

**Thursday, 29 January, 2015**

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| 07:30 - 09:00 | Pre APJ 2015 Launch Briefing        |
| 09:45 - 11:30 | Launch of Action Plan for Jobs 2015 |

16:30 - 17:30	Meeting with Minister Nash, Director with responsibility for Construction Contracts Act and Professor Dr Nael Bunni
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**Friday, 30 January, 2015**

09:30 - 12:30	Civil Service Management Board
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13:30 - 14:45	Meeting with CEOs of EI and IDA, Assistant Secretary, Indigenous Enterprise Division and PO, Enterprise Initiative Unit regarding Regional APJ
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16:00 - 17:00	Retirement reception for PO, Science and Technology Unit
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