

Secretary General's Diary June 2015

Monday, 1 June, 2015

- All Day - Bank Holiday

Tuesday, 2 June, 2015

09:30 - 12:45	Management Board Meeting
12:45 - 14:15	Private Meeting
15:30 - 16:30	Meeting with Assistant Secretary and PO, Strategic Policy Division
17:00 - 17:15	Meeting with Assistant Secretary, Corporate Services and EU Affairs Division re EP 2025

Wednesday, 3 June, 2015

09:30 - 10:00	Meeting with POs, Office of Science, Technology and Innovation
13:15 - 13:30	Pre meeting briefing re Knowledge Transfer Ireland
13:30 - 14:30	Meeting with Minister Bruton, Minister English, Chief Executive, SFI and KTI

Thursday, 4 June, 2015

09:00 - 10:00	Secretaries General Meeting
10:00 - 11:00	Meeting with Minister Bruton, Assistant Secretary, Strategic Policy Division, Assistant Secretary, Competitiveness and Jobs Division, PO, Enterprise Initiatives Unit
11:00 - 12:00	Meeting with the Ambassador at the Embassy of Ireland
13:00 - 14:00	Personal Appointment
15:30 - 16:10	Meeting with Assistant Secretary, Department of Finance
16:30 - 17:30	Meeting with PO, Intellectual Property Unit

Friday, 5 June, 2015

Monday, 8 June, 2015

12:00 - 13:00	Meeting with Chair of TLAC
13:00 - 19:00	TLAC - Interviews

Tuesday, 9 June, 2015

09:30 - 13:00	Management Board Meeting
14:00 - 15:00	Pre IDC Meeting Briefing
16:15 - 16:30	Meeting with Assistant Secretary, Corporate Services and EU Affairs & Trade Policy Division & Personnel Officer
16:30 - 17:30	Meeting with Assistant Secretary, Labour Affairs Division, Assistant Secretary, Corporate Services and EU Affairs & Trade Policy Division & Personnel Officer re Staffing and Commencement of WRC Act

Wednesday, 10 June, 2015

09:00 - 10:30	Secretaries General Meeting
11:00 - 11:30	Meeting with Assistant Secretary, Corporate Services and EU Affairs & Trade Policy Division
13:40	Flight to London, Heathrow
19:00 - 23:00	Dinner for IDA Clients, Irish Embassy London

Thursday, 11 June, 2015

09:00 - 18:00	IDA Board Meeting - London
19:10	Flight to Dublin

Friday, 12 June, 2015

- All Day - Annual Leave

Monday, 15 June, 2015

13:00 - 19:00 TLAC - Interviews

Tuesday, 16 June, 2015

09:30 - 13:00 Management Board Meeting

14:20 - 14:30 Pre meeting briefing with PO Enterprise Initiative Unit

14:30 - 15:30 Action Plan for Jobs Regional: Programme Delivery Group

15:30 - 17:30 Briefing Ministers Bruton and English on Studies feeding into the new Science Technology and Innovation Strategy

Wednesday, 17 June, 2015

09:00 - 10:00 Secretaries General Meeting

10:00 - 10:30 Pre meeting briefing on the People Sub Group, Civil Service Management Board

10:35 - 11:25 SPD Divisional Meeting

11:30 - 13:00 Briefing Ministers Bruton and English on studies feeding into the new Science Technology and Innovation Strategy

13:00 - 14:00 Financial Services Ireland Annual Lunch

14:00 - 16:50 IDC STI Meeting

16:50 - 17:15 Meeting with Assistant Secretary, Strategic Policy Division

18:00 - 20:00 Reception to mark retirement of Ronan Murphy, Managing Partner of PwC

Thursday, 18 June, 2015

09:30 - 10:30	Corporate Services and EU Affairs Divisional Meeting
10:30 - 13:15	IDA Board Appointments Assessment Panel
13:15 - 15:00	Private Appointment
16:00 - 17:15	Meeting with Chief Executive, SFI
17:15 - 17:45	Telephone Call with CEO, PAS
17:45 - 18:00	Telephone call with Director General, Trade and Promotion Division of the Department of Foreign Affairs

Friday, 19 June, 2015

10:00 - 13:00	TLAC - Shortlisting
15:10 - 16:30	Meeting with Personnel Officer

Monday, 22 June, 2015**Tuesday, 23 June, 2015**

09:00 - 09:30	Meeting with Assistant Secretaries, Labour Affairs Division and Commerce, Consumer and Competition Division
09:30 - 12:30	Management Board Meeting
15:00 - 16:00	Meeting with Director, Construction Contracts Adjudication Service

Wednesday, 24 June, 2015

09:00 - 09:30	Secretaries General Meeting
09:30 - 10:30	Meeting with Secretaries General of Department of Arts, Heritage and the Gaeltacht and Justice & Equality regarding Action 10, Civil Service Renewal Plan

11:00 - 13:00	High Level International Financial Services Implementation Committee
15:00 - 15:15	Address to Department's Fire Marshalls and Safety Officers
16:00 - 17:00	Meeting with Assistant Secretary re expression of interest vacancy
18:15 - 19:15	Private Appointment

Thursday, 25 June, 2015

- All Day -	Annual Leave
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Friday, 26 June, 2015

- All Day -	Annual Leave
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Monday, 29 June, 2015

09:00 - 10:30	Meeting with Assistant Secretary, Corporate Services and EU Affairs & Trade Policy Division
13:00 - 19:00	TLAC - Interviews

Tuesday, 30 June, 2015

09:30 - 12:45	Management Board Meeting
12:45 - 13:15	Meeting with Personnel Officer
14:30 - 15:00	Meeting with POs and APs, Office of Science, Technology and Innovation - work update
16:00 - 17:30	Ministerial Management Board Meeting
18:00 - 19:00	Meeting with Assistant Secretary re expression of interest vacancy