

## **Secretary General's Diary March 2012**

### **Thursday, 1 March, 2012**

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| 09:00 - 10:30 | Launch of Research Prioritisation Report |
| 10:30 - 15:00 | North South Ministerial Council Meeting  |

### **Friday, 2 March, 2012**

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| 09:00 - 13:00 | Management Board Meeting   |
| 13:00 - 14:00 | Meeting with Secretary General, Department of Public Expenditure and Reform  |
| 14:15 - 14:30 | Meeting with Assistant Secretary, Innovation & Investment Division, PO and AP Inward Investment & North/South Unit |
| 14:30 - 16:00 | Meeting with AP Inward Investment & North/South Unit regarding Cloud Computing                                     |
| 16:30 - 17:00 | Meeting with Professional Accountant, Finance Unit   |
| 17:00 - 17:15 | Phone Call with Chief Executive of IDA Ireland   |
| 17:15 - 17:45 | Meeting with Assistant Secretary, EU Affairs & Trade Division  |
| 18:30 - 22:00 | Association of Assistant Secretaries & Higher Grades AGM and Annual Dinner   |

### **Monday, 5 March, 2012**

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| 09:00 - 09:30 | Meeting with Assistant Secretary, Competitiveness & Jobs Division |
| 10:00 - 11:00 | Meeting with Minister Bruton                                      |
| 18:30 - 19:30 | Cork Chamber Leadership Forum, Cork                               |

### **Tuesday, 6 March, 2012**

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| 07:00 - 17:00 | Meetings in Cork with CIT |
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### **Wednesday, 7 March, 2012**

08:30 - 10:00	Secretaries General Meeting
10:45 - 11:15	Meeting with Assistant Secretary, Competitiveness & Jobs Division & AP, SME Unit re Microfinance
11:30 - 13:00	Ministerial Management Board Meeting
14:15 - 14:30	Meeting with Personnel Officer
14:30 - 16:00	Private Secretary Interviews
16:30 - 18:30	Meeting with Director General, Science Foundation Ireland

### **Thursday, 8 March, 2012**

09:45 - 10:30	Meeting with Assistant Secretary, Department of Transport, Tourism and Sport
10:30 - 11:30	Meeting with CEO, Irish Banking Federation
12:00 - 12:30	Meeting with Deputy Secretary General, Department of Health
14:00 - 15:00	Meeting with CEO of EI re Action Plan for Jobs
15:30 - 16:00	Meeting with Finance Officer and Accountant

### **Friday, 9 March, 2012**

08:30 - 09:30	Meeting with CEO, IDA re Action Plan for Jobs
12:00 - 20:00	Chairing Action Plan for Jobs Forum, Limerick

### **Monday, 12 March, 2012**

11:30 - 12:00	Telephone Call with Chief Executive, PIAB
14:30 - 15:30	Meeting with CEO, Forfás re Action Plan for Jobs
16:00 - 17:00	Meeting with Director General, SFI re Action Plan for Jobs

**Tuesday, 13 March, 2012**

**Wednesday, 14 March, 2012**

09:00 - 10:30 Secretaries General Meeting

**Thursday, 15 March, 2012**

12:00 - 13:30 Audit Committee Meeting

13:30 - 17:00 Forfás Board Meeting

**Friday, 16 March, 2012**

10:00 - 12:00 NESC

14:30 - 18:30 Management Board Meeting

**Monday, 19 March, 2012**

- All Day - Public Holiday

**Tuesday, 20 March, 2012**

14:00 - 14:30 Meeting with Minister Bruton

**Wednesday, 21 March, 2012**

**Thursday, 22 March, 2012**

08:00 - 13:00 Federation of International Banks in Ireland Second Annual Conference

**Friday, 23 March, 2012**

14:00 - 15:00 Monitoring Committee on the Action Plan for Jobs

**Monday, 26 March, 2012**

08:00 - 09:00 Briefing for PAC

10:00 - 10:30	Meeting with Assistant Secretary, EU Affairs & Trade Division
12:00 - 13:00	IDSC Implementation Group
14:15 - 14:45	Meeting with the Assistant Secretary, Corporate Services, Employment Rights & Industrial Relations
15:00 - 15:30	Meeting with the Assistant Secretary, Innovation and Investment Division
16:00 - 16:30	Meeting with the Assistant Secretary, Commerce Consumers & Competition Division
16:45 - 17:15	Meeting with the Assistant Secretary, Competitiveness and Jobs Division

### **Tuesday, 27 March, 2012**

08:00 - 09:00	Briefing for PAC
09:00	Incoming Private Secretary starting
11:00 - 12:00	Meeting re Board Diversity Initiative

### **Wednesday, 28 March, 2012**

08:00 - 09:00	Briefing for PAC
09:00 - 10:30	Secretaries General Meeting
10:00 - 11:30	High Level EU Presidency preparatory meeting
15:00 - 16:00	Meeting with Chairman, PAC

### **Thursday, 29 March, 2012**

09:15 - 10:15	Meeting with Finance Officer
14:00 - 16:00	Sec Gen Appearance before the Public Accounts Committee re Vote & Chapters
16:00 - 17:00	Meeting with Assistant Secretary, EU Affairs and Trade Division and PO, ICT Unit re Employment Permits

**Friday, 30 March, 2012**

09:00 - 13:00	Management Board Meeting
14:15 - 14:30	Meeting with PO, Competitiveness Unit
14:30 - 16:00	Meeting with Forfás re Action Plan on Jobs
16:00 - 17:00	Meeting with Chairman of Enterprise Ireland
17:00 - 18:00	Meeting with Deputy Secretary General, Department of Health