

Secretary General's Diary March 2012

Thursday, 1 March, 2012

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

Friday, 2 March, 2012

- 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

- 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

- 07:00 - 17:00 Meetings in Cork with CIT

Wednesday, 7 March, 2012

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| 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

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| 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

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| 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

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| 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

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| 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

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| 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

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| 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

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| 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

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| 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 |