

Secretary General's Diary March 2013

Friday, 1 March, 2013

10:30 - 11:00	Meeting with Chief Executive, InterTrade Ireland
11:30 - 12:30	Meeting with Public Sector Members of IFSC Clearing House Group
12:30 - 14:30	Chinese New Year Luncheon Celebration 2013, Westin Hotel
15:30 - 16:30	Meeting with Assistant Secretary, Labour Affairs, PO, Health & Safety/Employment Permits Unit and HSA Officials

Monday, 4 March, 2013

13:30	Travel to Brussels
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Tuesday, 5 March, 2013

- All Day -	US Trade Mission
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Wednesday, 6 March, 2013

- All Day -	US Trade Mission
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Thursday, 7 March, 2013

- All Day -	US Trade Mission
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Friday, 8 March, 2013

- All Day -	US Trade Mission
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Monday, 11 March, 2013

- All Day -	US Trade Mission
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Tuesday, 12 March, 2013

- All Day -	US Trade Mission
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Wednesday, 13 March, 2013

09:00 - 10:30 Secretaries General Meeting

14:30 - 18:30 Management Board Meeting

Thursday, 14 March, 2013

11:15 - 12:45 Meeting with Assistant Secretary and POs from Competitiveness and Jobs Division re Division Functions

14:30 - 15:30 Meeting with Chief Executive, Shannon Development and PO, Inward Investment and North/South Policy Unit

16:30 - 19:00 Personal Appointment

Friday, 15 March, 2013

10:00 - 12:00 NESC

13:45 - 14:00 Briefing for SFI Output meeting

14:00 - 15:00 SFI Outputs Meeting

15:30 - 16:30 Meeting with CEO, Enterprise Ireland and Department of Agriculture, Food and the Marine

Monday, 18 March, 2013

- All Day - Public Holiday

Tuesday, 19 March, 2013

12:15 - 12:45 IIEA Lunch

12:45 - 13:45 IIEA Conference

Wednesday, 20 March, 2013

11:00 - 12:00 Meeting with Chief Executive, Chambers Ireland

12:45 - 14:15 Private Appointment

14:30 - 15:30 Meeting with Government Chief Procurement Officer

Thursday, 21 March, 2013

08:00 - 12:00	Construction Industry Federation - Conference
12:00 - 13:00	Forfás Integration Implementation Team Meeting
14:30 - 15:00	Meeting with Assistant Secretary, Corporate Services, EU Affairs & Trade Policy Division re Overseas Posts
16:00 - 19:30	IMI Board and Presentation
19:30 - 21:30	Dinner with IMI

Friday, 22 March, 2013

09:00 - 12:00	Ministerial Management Board Meeting
14:30 - 15:30	Meeting with Finance Unit re Appropriation Accounts
16:00 - 17:00	Meeting with Personnel Officer and PO, Micro Enterprise Policy Unit re NSAI

Monday, 25 March, 2013

09:30 - 10:30	Personal Appointment
14:30 - 16:30	Newco Steering Group Meeting, Department of Transport, Tourism and Sport
19:30 - 20:30	Dinner with Finnish Ambassador, Finnish Residence, Shrewsbury Road

Tuesday, 26 March, 2013

10:30 - 11:30	Meeting with Assistant Secretary, Competitiveness and Jobs Division and PO, Competitiveness and Climate Change Unit
11:30 - 12:30	Meeting with Finance Unit re Appropriation Account
14:00 - 15:00	Meeting with Minister Bruton
16:00 - 17:30	Action Plan for Jobs Monitoring Committee

Wednesday, 27 March, 2013

09:00 - 10:30	Secretaries General Meeting
10:30 - 11:30	Meeting with Assistant Secretary, Commerce, Consumer and Competition Division and Personnel Officer
12:00 - 12:30	Meeting with AP, Finance Unit
14:30 - 15:30	Personal Appointment
16:00 - 17:00	Meeting with Assistant Secretary Corporate Services, EU Affairs & Trade Policy Division and POs from EU Affairs and Trade Policy Unit
18:30 - 20:30	Personal Appointment

Thursday, 28 March, 2013

- All Day -	Personal Appointment
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Friday, 29 March, 2013

- All Day -	Annual Leave
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