

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

### **Monday, 2 March, 2015**

09:00 - 10:00	Breakfast meeting with Permanent Secretary, Department of Business, Innovation and Skills, British Ambassador to Ireland & Economic Secretary, British Embassy
11:00 - 11:30	Meeting with AP, Inward Investment & North South Unit
12:30 - 14:00	Personal appointment
14:00 - 14:30	Pre Meeting Briefing re Management Board with Assistant Secretary, Corporate Services and EU Affairs Division and PO, Management Support Unit
14:30 - 15:30	Meeting with Legal Advisor
15:30 - 16:30	Meeting with PO, Inward Investment & North South Unit

### **Tuesday, 3 March, 2015**

09:30 - 13:00	Management Board meeting
15:00 - 16:45	Personal appointment
18:00 - 19:00	Meeting regarding the IASS: Depts Transport, Tourism & Sport and Jobs, Enterprise & Innovation

### **Wednesday, 4 March, 2015**

09:00 - 10:30	Secretaries General Meeting
10:30 - 11:30	Meeting with Assistant Secretary, Labour Affairs and Director of Equality Tribunal

### **Thursday, 5 March, 2015**

- All Day -	Final interviews for Deputy Chair of the Labour Court
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### **Friday, 6 March, 2015**

09:00 - 10:00	Personal appointment
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11:15 - 12:15	Meeting with Secretary General, Department of the Taoiseach
13:00 - 15:00	Visit to Intel
16:30 - 17:30	Meeting with HEO, Communications Unit
18:00 - 20:00	Retirement reception for Mr David Begg, former General Secretary ICTU

### **Monday, 9 March, 2015**

09:00 - 11:00	Public Service Reform and Innovation Conference
11:45 - 12:45	Meeting regarding the IASS: Depts Transport, Tourism & Sport and Jobs, Enterprise & Innovation
13:00 - 19:00	TLAC

### **Tuesday, 10 March, 2015**

09:30 - 13:00	Management Board meeting
13:30 - 14:30	Joint Oireachtas Committee on Jobs, Enterprise and Innovation regarding APJ
15:30 - 16:00	Meeting with PO, Office of Science, Technology and Innovation

### **Wednesday, 11 March, 2015**

09:00 - 10:30	Secretaries General Meeting
11:30 - 12:30	Meeting with Assistant Secretary, Corporate Services and EU Affairs Division, PO, Management Support Unit and AP Communications Unit
14:00 - 16:00	Media Launch of new International Financial Services Strategy
16:00 - 18:00	Regional APJ Programme Delivery Group

### **Thursday, 12 March, 2015**

09:00 - 10:00	Meeting with Assistant Secretary, Innovation and Investment Division and Assistant Secretary, Strategic policy Division
12:00 – 12:30	Meeting with Minister Bruton
13:00 - 16:30	TLAC Shortlisting Meeting PAS
16:30 - 18:00	Meeting with Assistant Secretary, Innovation and Investment Division and Assistant Secretary, Strategic policy Division

### **Friday, 13 March, 2015**

09:20 - 10:30	Attend Strategic Policy Division Meeting
10:30 - 11:30	CSMB Sub Group on Governance - Project Group
11:30 - 12:30	Workplace Relations Programme Delivery Group
13:00 - 14:00	Seachtain na Gaeilge Lunchtime meeting
14:00 - 16:00	Ministerial Management Board

### **Monday, 16 March, 2015**

- All Day -	Departmental work
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### **Tuesday, 17 March, 2015**

- All Day -	Public Holiday: St Patricks Day
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### **Wednesday, 18 March, 2015**

10:30 - 11:30	Meeting to progress Action Point 10 on Civil Service Renewal Plan: Talent Management
14:00 - 14:30	Meeting with new staff member
14:30 - 15:30	Meeting with Chair of PAS re CSMB Talent Management
15:30 - 16:30	Meeting with the Registrar of the CRO
16:30 - 17:30	Personal meeting

**Thursday, 19 March, 2015**

09:00 - 09:15	Meeting with Assistant Secretary, Innovation and Investment Division
11:30 - 12:30	Meeting with Minister Bruton
15:30 - 17:30	CSMB Sub-Group on People meeting

**Friday, 20 March, 2015**

10:00 - 13:00	TLAC Shortlisting Meeting PAS
14:30 - 16:00	CSMB Governance Steering Group
16:15 - 16:30	Meeting with Assistant Secretary, Innovation and Investment Division
16:30 - 16:45	Meeting with PO, Strategic Policy Unit

**Monday, 23 March, 2015**

09:15 - 13:00	National Risk Assessment 2015 Seminar
10:00 - 11:00	Meeting with Global Managing Director Government Relations, Accenture
13:00 - 18:00	TLAC Interviews
17:30 - 19:00	Clearing Oral PQs

**Tuesday, 24 March, 2015**

09:30 - 13:00	Management Board meeting
14:30 - 16:00	PeoplePoint Briefing
16:00 - 17:00	Meeting with Assistant Secretary, Indigenous Enterprise Development Division

**Wednesday, 25 March, 2015**

09:00 - 10:30	Secretaries General Meeting
11:00 - 12:00	Meeting with ESB

**Thursday, 26 March, 2015**

11:00 - 21:00            Regional Stakeholder Forum, Sligo

**Friday, 27 March, 2015**

09:30 - 11:30            Civil Service Management Board

10:30 - 12:30            TTIP Conference, Dublin Castle

12:30 - 14:00            Meeting with Minister Bruton and Commissioner  
Malmstrom, Lunch

14:30 - 15:00            Signing of Appropriation Accounts

15:40 - 16:10            Meeting with PO, Strategic Policy Unit

**Monday, 30 March, 2015**

08:30 - 10:00            Cabinet Committee on Economic Recovery and Jobs

10:00 - 11:30            Cabinet Committee on Construction 2020, Housing,  
Planning and Mortgage Arrears

11:30 - 13:00            Cabinet Committee on Economic Infrastructure and  
Climate Change

13:00 - 16:00            TLAC Interviews

**Tuesday, 31 March, 2015**

09:30 - 13:00            Management Board Meeting

12:45 - 14:00            Personal appointment

14:15 - 15:30            Regional APJ Delivery Group Meeting

15:45 - 16:45            Meeting with Assistant Secretary, Strategic Policy Division