

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

### **Tuesday, 1 May, 2012**

- All Day - US IDA Trade Mission  
14:45 - 16:15 Fly to Atlanta

### **Wednesday, 2 May, 2012**

- All Day - US IDA Trade Mission  
09:00 - 10:30 Breakfast meeting with iVision Inc  
12:05 - 13:45 Fly to Minneapolis

### **Thursday, 3 May, 2012**

- All Day - US IDA Trade Mission  
13:10 - 14:38 Fly to Chicago

### **Friday, 4 May, 2012**

- All Day - US IDA Trade Mission  
18:45 - 19:45 Flight to Dublin

### **Saturday, 5 May, 2012**

08:15 - 09:15 Arrive back in Dublin at 8.15 am

### **Monday, 7 May, 2012**

- All Day - Public Holiday

### **Tuesday, 8 May, 2012**

09:45 - 10:15 Meeting with Assistant Secretary, Competitiveness & Jobs Division and PO, Competitiveness & Climate Change Unit  
10:30 - 11:30 Meeting with the Chief Scientific Advisor  
14:00 - 14:30 Meeting with Minister Bruton

16:00 - 17:00 Meeting with Ukrainian Ambassador

**Wednesday, 9 May, 2012**

09:00 - 10:30 Secretaries General Meeting  
11:00 - 12:00 Meeting with CIF  
12:30 - 13:45 Meeting with Secretary General, Department of Foreign Affairs  
14:00 - 17:30 Management Board Meeting

**Thursday, 10 May, 2012**

08:00 - 09:00 Pre Cabinet Committee Briefing  
09:00 - 10:00 Cabinet Committee on Economic Recovery & Jobs  
11:00 - 12:00 Personal appointment  
14:00 - 16:00 Ministerial Management Board meeting  
17:50 - 20:25 Flight to Brussels

**Friday, 11 May, 2012**

- All Day - Secretaries General Meeting re preparation for EU Presidency, Brussels

**Monday, 14 May, 2012**

09:30 - 11:30 Coordination of Employment Issues  
11:30 - 12:00 Meeting with PO, Management Support Unit re Management Board/Croke Park  
15:00 - 15:10 Telephone Interview with IPSOS MRBI  
15:30 - 16:30 Meeting with PO, ODCE  
18:00 - 19:00 Irish Academy of Engineering - Intel Lecture Series - Presentation by Prof Henning Kagermann

**Tuesday, 15 May, 2012**

09:30 - 10:30	Private Appointment
11:00 - 12:00	Meeting with Director, Workplace Relations
15:30 - 16:30	Meeting with PO, Competitiveness & Climate Change Unit
17:15 - 17:45	Meeting with Assistant Secretary, Competitiveness & Jobs Division

**Wednesday, 16 May, 2012**

09:45 - 12:00	Annual 1916 Easter Rising commemoration Ceremonies - Arbour Hill
14:30 - 15:30	Meeting with British Ambassador
15:30 - 17:30	Forfás Pre Meeting Briefing
17:30 - 20:00	IBEC and Accenture Annual Lecture 2012 and dinner

**Thursday, 17 May, 2012**

11:30 - 13:30	Forfás Audit Committee
13:30 - 17:00	Forfás Board Meeting

**Friday, 18 May, 2012**

08:30 - 09:30	Meeting in Department of Taoiseach
11:00 - 12:00	Meeting with Assistant Secretary, EU Affairs & Trade Division and Second Secretary General, Department of Taoiseach
14:00 - 17:00	Management Board meeting

**Monday, 21 May, 2012**

11:30 - 13:00	Meeting with Minister for Agriculture, Food and the Marine and Department of Taoiseach
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**Tuesday, 22 May, 2012**

10:00 - 11:30	Forfás Integration meeting
12:30 - 13:00	Courtesy Call - Indonesian Ambassador
14:00 - 14:30	Meeting with Minister Bruton
14:40 - 14:55	Pre ICT meeting with HEO, Inward Investment and North/South Unit
15:00 - 17:00	ICT Clearing House

**Wednesday, 23 May, 2012**

09:00 - 10:00	Secretaries General Meeting
10:00 - 11:00	Presentation on Shared Services by Secretary General, Department of Public Expenditure and Reform
15:00 - 16:00	Private Appointment
16:00 - 17:00	Meeting with Assistant Secretary, EU Affairs & Trade Division

**Thursday, 24 May, 2012**

10:50 - 11:00	Pre Briefing with AP, Trade Policy Unit
11:00 - 12:00	Meeting with the Japanese Ambassador
14:30 - 15:30	Meeting with PO, Competitiveness & Climate Change Unit

**Friday, 25 May, 2012**

10:00 - 12:30	Informal Seminar - Perspectives on the Role of a Prime Minister's Department
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**Monday, 28 May, 2012**

- All Day -	Annual Leave
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**Tuesday, 29 May, 2012**

09:00 - 13:00	Management Board meeting
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16:00 - 17:00 Meeting with PO, Industrial Relations Unit

**Wednesday, 30 May, 2012**

09:00 - 10:30 Secretaries General Meeting

14:00 - 14:15 Telephone call with CEO, PIAB

14:30 - 15:00 Meeting with PO, Embassy of Ireland, London

**Thursday, 31 May, 2012**

14:30 - 15:30 Meeting with Secretaries General, Department of Transport, Tourism & Sport and Department of Finance re Shannon Steering Group

16:00 - 16:30 Meeting with the Irish Ambassador to China

18:15 - 19:15 25th Anniversary of Erasmus Programme / 5th Annual Erasmus Lecture