

Secretary General's Diary May 2013

	Wednesday, 1st May, 2013
09:00 - 10:30	Secretaries General Meeting
12:00 - 13:30	Launch of the Indecon Final Evaluation Report on JobBridge
14:00 - 15:00	Briefing with the Minister (APJ/NCC)
16:00 - 18:00	Meeting with the Industry Partners (APJ Disruptive Reforms)
18:00 - 19:30	National Competitiveness Council - Minister to address

	Thursday, 2nd May, 2013
- All Day -	Informal EU Competitiveness Council
11:00 - 18:00	SME Finance Forum - EU Commission
19:30 - 22:00	EU Presidency Dinner: Competitiveness Council

	Friday, 3rd May, 2013
- All Day -	Informal EU Competitiveness Council
09:00 - 10:00	Steering Group on Irish West Airport Knock
10:00 - 11:00	Meeting re Shannon Development IR Issue
11:00 - 14:00	Informal EU Competitiveness Council - Plenary Session
15:00 - 16:00	Secretaries General & officials D/TTAS, D/JEI & D/ES meeting regarding Bus Éireann
16:30 - 17:00	Assistant Secretary, Labour Affairs Division

	Monday, 6th May, 2013
- All Day -	Public Holiday

	Tuesday, 7th May, 2013
08:00 - 08:30	Minister re Government Meeting
09:30 - 10:00	Personnel Officer, D/JEI
14:00 - 15:00	Meeting with Minister

	Wednesday, 8th May, 2013
09:45 - 10:45	Annual Easter Rising Commemoration Ceremonies Arbour Hill
12:20 - 13:00	Personnel Officer, D/JEI
14:30 - 17:45	Management Board
17:45 - 18:15	Assistant Secretary, Labour Affairs Division

	Thursday, 9th May, 2013
09:30 - 10:30	D/PER: Public Service Reform
11:00 - 12:00	National Youth Council of Ireland - A Qualitative Research Study Exploring the Experience and Impact of Emigration on Ireland's Youth
15:00 - 16:00	Forfas Implementation Group on Integration into D/JEI

16:30 - 17:30	Chairman of the Board of Enterprise Ireland
18:15 - 19:00	Minister Bruton

	Friday, 10th May, 2013
- All Day -	Secretaries General All Day Meeting

	Monday, 13th May, 2013
10:00 - 11:00	Cabinet Committee on EU Affairs
11:30 - 12:30	Cabinet Committee on Pathways to Work
14:30 - 15:30	Cabinet Committee on Economic Infrastructure
15:30 - 16:15	Briefing Minister
16:15 - 17:15	Cabinet Committee on Economic Recovery & Jobs
18:15 - 19:15	Cabinet Committee on Mortgage Arrears

	Tuesday, 14th May, 2013
09:00 - 10:00	Chief Procurement Officer, D/PER
10:00 - 10:30	Assistant Secretary, Competitiveness & Jobs Division
10:30 - 11:00	Personnel Officer, D/JEI & Independent IR Facilitator
11:00 - 12:00	Delegation from Irish Academy of Engineering
14:00 - 15:00	Meeting with Minister
16:00 - 18:00	Ministerial Management Board

	Wednesday, 15th May, 2013
09:00 - 10:30	Secretaries General Meeting
10:30 - 10:45	Assistant Secretary, Innovation & Investment Division
11:00 - 12:00	Personnel Officer, D/JEI
14:30 - 16:00	Chairman and CEO of Forfas

	Thursday, 16th May, 2013
08:30 - 09:30	IFSC Clearing House Group
15:00 - 16:00	Meeting to discuss a Research Project
16:00	Minister meeting with Expert Group on Future Skills Needs
18:30 - 22:00	Inaugural Matheson and UCD Sutherland School of Law International Business Forum

	Friday, 17th May, 2013
08:00 - 10:00	IMI Board Meeting
10:00 - 12:00	NESC

	Monday, 20th May, 2013
11:00 - 12:00	Retail Excellence Ireland
12:45 - 14:30	Meeting with former Secretary General of D/JEI

14:30 - 16:30	Newco Steering Group
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	Tuesday, 21st May, 2013
08:45 - 11:00	SLIC Thematic Day
12:00 - 12:30	Assistant Secretary, Corporate Services & EU Affairs Division
14:00 - 15:00	Meeting with Minister
16:30 - 18:00	Project Japan

	Wednesday, 22nd May, 2013
- All Day -	Oral PQs
08:30 - 09:00	Chairman of OPW
09:00 - 10:15	Secretaries General Meeting
10:15 - 10:45	Personnel Officer, D/JEI
10:45 - 11:00	Personnel Officer & HEO Personnel Unit, D/JEI
11:00 - 12:00	Departmental Council

	Thursday, 23rd May, 2013
08:00 - 09:00	Job Creation and the Role of ACESA
09:00 - 09:30	Director of ESRI
10:00 - 11:30	Implementation Team on the integration of Forfas in to D/JEI
12:00 - 13:00	Personnel Officer, D/JEI
14:00 - 15:00	Briefing with Special Advisor to Minister Bruton and AP, Bilateral Trade Promotions on Asia Matters
17:00 - 18:00	Meeting with Assistant Secretaries of Labour Affairs Division and Innovation & Investment D/JEI regarding D/ES bilateral
18:30 - 19:30	2 nd EU Asia TERT Speaker Dinner

	Friday, 24th May, 2013
08:45 - 10:45	Asia Matters Round Table
11:45 - 12:45	Irish Ambassador to the OSCE in Vienna, Austria
15:00 - 16:30	Bilateral with D/Education
19:30 - 23:00	Dinner with Japanese Ambassador (Reps from JETRO - The Japan External Trade Organization)

	Monday, 27th May, 2013
08:00 - 09:00	Consultative Committee on Jobs in the Green Economy
10:00 - 11:00	Meeting with Assistant Secretary & POs in Innovation and Investment Division
13:30 - 14:30	Minister meeting with EI - agency output meeting

	Tuesday, 28th May, 2013
14:00 - 14:30	Meeting with Minister
14:30 - 15:00	Legal Advisor, D/JEI

15:00 - 18:00	Management Board
18:00 - 18:10	Secretary General of D/Finance

	Wednesday, 29th May, 2013
09:00 - 10:30	Secretaries General Meeting
12:30 - 14:30	IIEA Private Foundation Members luncheon
16:00 - 16:30	Assistant Secretary, Labour Affairs Division
16:30 - 17:30	Bilateral with Forfas and Assistant Secretary, Labour Affairs Division
18:00 - 21:00	IMI The Two Worlds of Thinking: Taking Coaching to the next level and its implications for leadership

	Thursday, 30th May 2013
09.30 - 10:00	PO, Finance Unit, D/JEI
11:00 - 12:00	Assistant Secretary, PO & AP of Competitiveness & Jobs Division
14:00 - 14:30	Meeting with Policy Officer, Innovation Policy for Growth Unit in European Commission
14:30 - 17:00	ACESA Engagement Session with Secretaries General
17:00 - 17:15	CEO of Public Appointments Service
17:15 - 18:15	Meeting with Minister
18:30 - 22:15	European Movement Ireland 40 Years Gala Dinner

	Friday, 31st May, 2013
09:00 - 10:00	Assistant Secretary Competitiveness & Jobs Division, D/JEI, CEO & Manager in Forfas
10:30 - 11:30	Advisory Group of Secretaries General on Public Service Reform in D/PER
11:30 - 12:30	Shared Services Steering Group: D/PER
12:30 - 15:00	ISME Annual Lunch