

## **Secretary General's Diary May 2014**

### **Thursday, 1 May, 2014**

09:00 - 10:30	Secretaries General Meeting
11:00 - 11:30	Pre meeting briefing - Forfás Integration Implementation Team Meeting
	Meeting with PO, SME Policy Unit regarding Credit Guarantee Bill
14:30 - 16:00	Meeting with officials from D/Taoisach
16:00 - 17:30	Forfás Integration Implementation Team Meeting
18:00 - 19:30	Reception for David Cooney to mark the conclusion of term as Secretary General in D/Foreign Affairs & Trade

### **Friday, 2 May, 2014**

14:30 - 15:30	Meeting with official from Internal Audit Unit
16:00 - 17:00	Address to PO/AP at Strategic Development and Integration Training Cohort 5 Module 4: Policy Analysis & Evaluation

### **Monday, 5 May, 2014**

16:00 - 17:00	Pre Management Board briefing
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### **Tuesday, 6 May, 2014**

09:00 - 13:00	Meeting of Interview Board, PAS: Shortlisting for IDA CEO candidates
14:00 - 17:30	Management Board Meeting

### **Wednesday, 7 May, 2014**

09:30 - 11:30	1916 Easter Rising Ceremonies, Arbour Hill
12:30 - 15:00	IIEA Founder Members Lunch - Mr Justice N Kearns, President of the High Court
15:00 - 15:15	Meeting with Assistant Secretary of Labour Affairs Division
15:30 - 16:15	Meeting with Assistant Secretary of Competitiveness and Jobs Division

**Thursday, 8 May, 2014**

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| 09:30 - 10:00 | Meeting regarding Forfás Legislation with Personnel Officer and other officials      |
| 10:00 - 10:30 | Telephone call regarding Employability CIMA AICPA event on 16 <sup>th</sup> May 2014 |

**Friday, 9 May, 2014**

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| 16:00 - 17:00 | Meeting with CEs and D/PER |
| 19:00 - 22:00 | AHCPS Reception            |

**Monday, 12 May, 2014**

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| 12:45 - 14:30 | 2004 - 2014 Ten Years at the Table for the EU's New Member States, IIEA |
| 16:00 - 17:00 | Pre Management Board briefing   |

**Tuesday, 13 May, 2014**

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|---------------|----------------------------------|
| 09:30 - 11:45 | Management Board                 |
| 12:00 - 17:00 | Forfás Board and Audit Committee |
| 17:00 - 18:00 | Meeting with IDA                 |
| 18:00 - 20:00 | CIMA                             |

**Wednesday, 14 May, 2014**

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| 09:00 - 10:30 | Secretaries General Mtgs |
| 10:30 - 11:30 | Meeting re EXPO 2015     |

**Thursday, 15 May, 2014**

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| 08:30 - 12:30 | Preliminary Interviews for IDA CEO                        |
| 12:30 - 15:00 | American Chamber of Commerce Spring Lunch                 |
|               | Meeting with Assistant Secretary, Labour Affairs Division |
| 16:30 - 17:30 | Retirement function                                       |

**Friday, 16 May, 2014**

- All Day - Preliminary Interviews for IDA CEO

**Monday, 19 May, 2014**

10:30 - 11:00	Telephone Call re SOG on Economic Recovery and Jobs
11:00 - 11:30	Meeting official from Department of Finance
12:00 - 14:30	Private Appointment
15:30 - 16:00	Meeting re ICT issues
16:00 - 17:00	Pre Management Board briefing

**Tuesday, 20 May, 2014**

09:30 - 13:00	Management Board
14:15 - 15:15	Pre meeting briefing for Programme Delivery Group
14:30 - 16:00	Meeting of Programme Delivery Group, Workplace Relations Reform
16:00 - 17:00	Forfás Integration Implementation team meeting

**Wednesday, 21 May, 2014**

09:00 - 10:30	Secretaries General Meeting
09:15 - 09:45	Meeting of Secretaries General with Independent Panel on Strengthening Accountability in the Civil Service
09:45 - 10:45	Meeting regarding Construction Sector Strategy Implementation, Department of the Taoiseach
11:15 - 12:00	Meeting with Assistant Secretary of Corporate Services and EU Affairs Division
16:30 - 17:00	Meeting with Programme Director, Reform and Delivery Office, D/PER

**Thursday, 22 May, 2014**

08:00 - 08:30	IFSC Clearing House Group - Public Sector Group
08:30 - 10:00	IFSC CHG
08:30 - 10:00	Ministerial Management Board

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| 10:30 - 11:00 | Action Plan for Jobs Progress Report  |
| 11:45 - 12:45 | Address to PO/AP at Strategic Development and Integration Training Cohort 1 Module 5: Deepening Cooperation across Boundaries |

**Friday, 23 May, 2014**

**Monday, 26 May, 2014**

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| 09:30 - 10:45 | Meeting with Minister Bruton  |
| 11:45 - 12:45 | Address to PO/AP at Strategic Development and Integration Training Cohort 2 Module 5: Deepening Cooperation across Boundaries |
| 14:00 - 15:00 | Meeting with Forfás re FDI review   |

**Tuesday, 27 May, 2014**

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| 09:30 - 10:00 | Address Managing People Training Course   |
| 11:45 - 12:45 | Address to PO/AP at Strategic Development and Integration Training Cohort 3 Module 5: Deepening Cooperation across Boundaries |
| 14:30 - 16:00 | Cork Development Forum  |
| 16:00 - 16:15 | Meeting with official from State Aid Unit   |

**Wednesday, 28 May, 2014**

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| 09:00 - 10:30 | Secretaries General Meeting                |
| 12:00 - 14:00 | Launch of KTI - Knowledge Transfer Ireland |
| 14:30 - 17:30 | Management Board                           |

**Thursday, 29 May, 2014**

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|---------------|---|
| 08:00 - 09:30 | Cabinet Committee on Mortgage Arrears and Credit Availability   |
| 10:30 - 11:00 | Meeting with D/Finance re EU EIB SME Initiative   |
| 11:45 - 12:45 | Address to PO/AP at Strategic Development and Integration Training Cohort 5 Module 5: Deepening Cooperation across Boundaries |
| 18:00 - 19:00 | Institute of Directors AGM  |

**Friday, 30 May, 2014**

09:30 - 10:30	Meeting regarding the IASS Dispute: Depts Transport, Tourism & Sport, Jobs & Enterprise, IBEC, ICTU & Expert Panel
14:00 - 17:00	Interagency Meeting, Newry Co. Down