

## **Secretary General's Diary November 2013**

### **Friday, 1 November, 2013**

All day                      IDA Trade Mission to East Coast, USA

### **Saturday, 2 November, 2013**

All day                      IDA Trade Mission to East Coast, USA

### **Monday, 4 November, 2013**

11:30 - 12:30              Pre meeting briefing - Forfás Implementation

14:15 - 14:45              Pre-meeting for NewCo Steering Group

14:30 - 16:30              NewCo Steering Group Meeting

16:30 - 17:30              Meeting with Assistant Secretary of Corporate Services  
and EU Affairs Division

### **Tuesday, 5 November, 2013**

09:30 - 10:00              Training Initiative for Staff Managing People

10:15 - 12:00              Forfás Implementation Team Meeting

16:00 - 16:30              Meeting with Assistant Secretary of the Competitiveness  
and Jobs Division

### **Wednesday, 6 November, 2013**

09:00 - 10:30              Secretaries General Meeting

11:00 - 13:00              Meeting of Programme Delivery Group on Workplace  
Relations

12:30 - 13:30              Annual FIBI lunch

15:00 - 16:00              Meeting with the Attorney General

16:30 - 17:00              Pre Management Board meeting

### **Thursday, 7 November, 2013**

08:00 - 09:30              Ministerial Management Board

10:15 - 11:15              Meeting with Assistant Secretary of the Innovation and  
Investment Division

12:50 - 13:05 Meeting with Assistant Secretary of Corporate Services and EU Affairs Division

15:00 - 15:15 Meeting with Assistant Secretary of Corporate Services and EU Affairs Division

**Friday, 8 November, 2013**

12:00 - 13:00 Meeting with Department of Transport, Tourism and Sport regarding Action Plan for Jobs 2014

13:30 - 15:00 Meeting with Assistant Secretaries

**Monday, 11 November, 2013**

All day Small Advanced Economies Initiative - Copenhagen

**Tuesday, 12 November, 2013**

All day Small Advanced Economies Initiative - Copenhagen

**Wednesday, 13 November, 2013**

09:00 - 09:30 Secretaries General Meeting

09:30 - 10:30 Global Irish Economic Forum High Level Interdepartmental Group

11:00 - 12:00 Meeting with Minister Bruton & Minister Howlin

12:45 - 13:45 IIEA

16:00 - 16:30 Meeting with the Personnel Officer

16:30 - 17:30 Management Board pre meeting

18:45 - 22:30 Inaugural ICA Annual Dinner (Ireland China Association)

**Thursday, 14 November, 2013**

09:00 - 12:00 Management Board

12:00 - 13:00 Forfás Audit Committee Meeting

13:30 - 18:00 Forfás Board Meeting

**Friday, 15 November, 2013**

- All Day - Senior Management Conference

19:00 ISA Software Industry Awards & Annual Dinner

**Monday, 18 November, 2013**

11:30 - 12:30 Private Appointment

14:00 - 14:15 Meeting with Assistant Secretary of Corporate Services and EU Affairs Division

**Tuesday, 19 November, 2013**

07:45 - 09:00 The Sunday Business Post Business Breakfast (Host David McWilliams)

11:00 - 12:15 Meeting with Post Doc student

12:15 - 13:00 Meeting with Assistant Secretary of Corporate Services and EU Affairs Division and officials from Finance Unit

17:30 - 20:00 Masterclass on Presence-based Leadership in IMI

**Wednesday, 20 November, 2013**

08:30 - 09:00 Secretaries General Meeting

09:00 - 13:30 Civil Service Renewal Taskforce

14:00 - 15:00 Meeting with UCD

17:00 Interdenominational Service

**Thursday, 21 November, 2013**

12:00 - 12:30 Meeting with the Assistant Secretary Corporate Services and EU Affairs Division

14:45 - 15:00 Pre meeting briefing with PO of the EU Affairs Unit

15:00 - 16:00 Meeting with Advisor to the Tánaiste

**Monday, 25 November, 2013**

08:30 - 10:30 Cabinet Committee Meeting on Economic Infrastructure

12:45 - 14:00 Meeting with the Executive Chairman of Dublin Aerospace

16:00 - 17:00 Cabinet Committee on Mortgage Arrears and Credit Availability

17:00 - 18:00	Cabinet Committee on Pathways to Work
18:45 - 19:45	Cabinet Committee on Climate change and the Green Economy

**Tuesday, 26 November, 2013**

09:40 - 10:00	Pre Forfás Implementation Team Meeting
10:00 - 12:00	Forfás Implementation Team Meeting
13:30 - 14:30	Press Conference - Action Plan for Jobs Quarter 3 report
16:15 - 16:45	Pre meeting briefing - Monitoring Committee on Action Plan for Jobs
17:30 - 21:00	Law Society Diploma Centre Conferral Ceremony

**Wednesday, 27 November, 2013**

08:30 - 10:00	Secretaries General Meeting
10:15 - 11:15	Monitoring Committee on Action Plan for Jobs
13:15 - 13:45	Meeting with officials from Labour Affairs Division, Labour Relations Committee and the Labour Court
14:30 - 15:30	Chair of the National Statistics Board
18:30 - 22:30	McKinsey and Company Strategy Roundtable

**Thursday, 28 November, 2013**

11:00 - 12:00	Meeting with Assistant Secretary at the Department of Transport, Tourism and Sport
16:00 - 21:35	Northern Ireland Civil Service at Secretary General level in Stormont

**Friday, 29 November, 2013**

10:30 - 13:00	Management Board Meeting
14:30 - 16:00	Meeting in the Department of Finance regarding Action Plan for Jobs
16:00 - 17:45	Department of Communications, Energy and Natural Resources re Action Plan for Jobs 2014