

27 February 2017 - 5 March 2017

February 2017

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March 2017

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27 February

- 09:00 - 10:30 Joint MB DFAT / DJEI - Burgess Niall HQ-SEC GEN
- 11:30 - 12:00 Executive Director, Institute for Integrated Transitions (IFIT)
- 12:30 - 14:00 Lunch for CHAMP Group of MPs (Iveagh House)
- 14:30 - 16:30 Cabinet Committee on Economy, Trade and Jobs

28 February

- 09:15 - 10:00 Brexit MB Group (SG Ante Room) - Burgess Niall HQ-SEC GEN
- 10:00 - 12:00 MB Meeting (SG's Ante Room) - Burgess Niall HQ-SEC GEN
- 14:30 - 15:15 Irish Government Economic and Evaluation Service (IGEES)
- 15:30 - 16:30 Chair of Audit Committee
- 16:30 - 17:00 Deputy Director, British-Irish relations

1 March

- 09:00 - 10:00 Weekly Heads of Department Meeting (Sycamore Room, Govt Buildings)
- 12:30 - 13:30 Ceremony of Bestowal of Commander's Cross of the Order of Merit to Declan O'Donovan (Ambassador of Poland's Residence)
- 14:00 - 15:00 Iveagh Scholars Lunch
- 15:00 - 15:30 Director, Strategy & Performance
- 15:30 - 16:00 Head of Civil Society and Development Education Unit

2 March

- 10:30 - 12:30 SPU Strategy Session
- 11:00 - 11:30 Phone call: CEO of PAS
- 15:00 - 15:30 Ambassador of Costa Rica - Burgess Niall HQ-SEC GEN

3 March

- 10:00 - 10:30 Director General, DCD
- 10:30 - 11:00 Irish American Research
- 13:00 - 14:30 Lunch for Speaker of the UAE Federal National Council (Iveagh House)

4 March

5 March

6 March 2017 - 12 March 2017

March 2017							April 2017							
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6 March

- 10:00 - 10:30 Ambassador of Slovak Republic
- 11:00 - 12:00 Managing Director of News & Current Affairs, RTE
- 13:00 - Ambassador to China
- 15:00 - 15:30 Managing Director, SRI Executive
- 16:30 - CG, New York

7 March

- 09:15 - 10:00 Brexit MB Group (SG Ante Room) - Burgess Niall HQ-SEC GEN
- 10:00 - 12:30 MB Meeting (SG's Ante Room) - Burgess Niall HQ-SEC GEN
- 12:30 - 13:00 Chief Financial Officer
- 16:30 - 17:00 Minister Flanagan (Leinster House)

8 March

- 08:00 - 09:00 Cabinet Committee on Brexit at 8am (Room 308, D/Taoiseach)
- 09:45 - 10:30 Launch of Trade Strategy, Wednesday March 8, 09:45 - 10:30 at (Dublin Port Centre, Alexandra Road)
- 11:00 - 12:30 EU HoMs VC (SG's Ante Room) - Burgess Niall HQ-SEC GEN
- 12:30 - 14:15 DFAT Gender Network - International Women's Day event (Ballroom)

9 March

- 09:15 - 09:45 SG of Houses of the Oireachtas Service (Houses of the Oireachtas.)
- 09:45 - 10:30 Ceann Comhairle (Ceann Comhairle's office in Leinster House.)
- 10:45 - 11:00 MoS McHugh
- 13:15 - 14:15 Seachtain na Gaeilge Lunchtime Event (Minister's Ante Room)
- 14:30 - 15:00 Director, Multilateral Unit
- 15:00 - 16:00 Gender Research Project (Room 301, Department of the Taoiseach)
- 16:30 - 17:00 Head of Evaluation & Unit

10 March

- 09:30 - 10:00 Embassy Hanoi South East Asia Strategy (SG's Ante Room)
- 10:00 - 10:30 Biweekly Departmental Coordination Meeting (SG's Ante Room) - Burgess Niall HQ-SEC GEN
- 10:30 - 11:00 Director Asia Pacific Unit
- 11:30 - 12:00 Funeral for Kathleen MacWhite (St Michael's Church, Dun Laoghaire)
- 13:00 - 17:30 Annual Leave

11 March

12 March

13 March 2017 - 19 March 2017

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13 March

- 10:00 - 10:30 Discussion on RTE 5 year strategy, 2018 - 2022 (SG's Office) - Burgess Niall HQ-SEC GEN
- 11:00 - 11:30 Employee Engagement Video
- 12:00 - 12:30 DFAT100 - Burgess Niall HQ-SEC GEN
- 14:00 - 14:30 Director, Policy Planning Unit
- 15:00 - 16:00 Chairman of OPW (52 St. Stephen's Green)

14 March

- 10:00 - 10:30 Biweekly Departmental Coordination Meeting (SG's Ante Room) - Burgess Niall HQ-SEC GEN
- 10:30 - 17:00 ICT Steering Committee & Initial ICT Strategy Development Workshop (SG's Ante Room) - Conlan John HQ-FINANCE
- 13:00 - 14:30 Lunch with Ambassador of India
- 17:30 - 19:30 Farewell Reception for Ambassador of Lesotho

15 March

- 10:00 - 10:30 Director, Communications Unit
- 10:30 - 11:00 Ambassador of France
- 15:30 - 16:30 ICT Strategy (SG Ante Room)
- 16:30 - 17:30 Passport/Consular Services - Burgess Niall HQ-SEC GEN

16 March

- 10:30 - Arrive Rome (Ciampino) at 10.30

17 March

- ST PATRICK'S DAY

18 March

19 March

20 March 2017 - 26 March 2017

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April 2017

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20 March

1/2 day Annual Leave

21 March

Annual Leave

18:00 - 22:00 Dinner with Ancient Order of Hibernians

22 March

09:00 - 10:00 Weekly Heads of Department Meeting (Room 301)

12:00 - 13:00 Ambassador of Egypt

13:00 - 13:30 Phonecall: Minister Flanagan

23 March

Funeral Martin McGuinness (Long Tower Church Derry)

10:30 - 11:00 Phonecall: SG Department of Health

24 March

09:00 - 10:00 NSC (Govt Buildings)

10:00 - 10:45 COO for Goldman Sachs International

11:30 - 12:00 Director Global Irish Services, Director Irish Abroad Unit

14:00 - 14:30 Phonecall: Ambassador to France

25 March

26 March

27 March 2017 - 2 April 2017

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27 March

15:00 - 17:00 Director, Communications Unit

28 March

09:15 - 10:00 Brexit MB Group (SG Ante Room) - Burgess Niall HQ-SEC GEN

10:00 - 13:00 MB Meeting

15:00 - 16:00 KM Taskforce Meeting (SG's Ante Room)

16:00 - 16:30 Phonecall: RTE 5 year review (SG's Office)

16:30 - 17:00 Minister Flanagan (Leinster House)

17:00 - 18:00 DG IUKA, DG Global Irish Services, Director Irish Abroad Unit, Ambassador to USA (Washington)

29 March

09:00 - 10:00 Weekly Heads of Department Meeting (Sycamore Room, Govt Buildings)

13:30 - 15:30 Lunch for departing Ambassadors of Lesotho, Austria & Brazil + Apostolic Nuncio

15:00 - 15:30 SG at D/Taoiseach

15:30 - 16:00 Phonecall: D/HoM to Greece

16:15 - 16:45 Phonecall: Ambassador to USA (Washington)

16:30 - 17:00 CG to New York

17:00 - 19:00 outgoing Ambassador to Greece

30 March

10:00 - 10:30 Launch of Online Passport Renewal (Ballroom)

10:30 - 12:00 Accommodation Sub-Committee (SG's Ante Room)

14:30 - 15:00 Chief Financial Officer

15:00 - 16:00 Internal Comms Update - Popplewell Chiara HQ-COMMS UNIT

17:45 - DG, EU Division

18:00 - 20:00 Farewell to Apostolic Nuncio (Apostolic Nunciature)

31 March

08:00 - 09:00 Civil Society Forum Breakfast (President's Room (Conference Centre entrance, upper yard) Dublin Castle)

09:30 - 11:30 CSMB Meeting (Room 301, D/Taoiseach)

12:00 - 12:30 Charge d'Affaires of USA

14:00 - 16:00 Civil Society Forum - SG moderating panel discussion (Dublin Castle)

16:15 - 17:15 Ambassador to China (Conference Centre, Dublin Castle)

19.00 Farewell Dinner for
Apostolic Nuncio,
Egypt House.

1 April

2 April