

5 December 2016 - 11 December 2016

December 2016						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2017						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5 December

- 08:30 - 14:30 A/SEC interview board
- 15:30 - 16:00 Deputy Director, Southern Africa, Director Africa - Burgess Niall HQ-SEC GEN

6 December

- 08:30 - 17:00 A/Sec Interview Board
- 17:30 - 20:30 Civil Service Excellence Awards (Royal Hospital Kilmainham)

7 December

- 08:30 - 09:00 Independent Member of Performance Review Group meeting CSMB members
- 09:00 - 10:00 Weekly Heads of Department Meeting (Sycamore Room, Govt Buildings)
- 14:00 - 14:30 Diversity and Gender Equality update (SG's Office) - Burgess Niall HQ-SEC GEN
- 14:30 - 18:30 MB Meeting (#HQ ConfRm Iv Hse SG Ante Room) - Burgess Niall HQ-SEC GEN
- 15:00 - 15:30 Taoiseach arriving in Iveagh House

8 December

- 08:45 - 09:30 DAC OECD peer review team (Adams Room)
- 10:00 - 11:00 Ambassador to New York PMUN (SG's Office)
- 11:00 - 12:15 Creative Ireland Launch (National Gallery of Ireland, Merrion Square West, Dublin 2)
- 12:30 - 13:15 British Ambassador to Ireland (SG's Office)
- 14:00 - 14:30 Chief of Protocol
- 15:00 - 16:00 DG, Corporate Services
- 17:15 - 22:15 PDSA Ceremony & Dinner 17.15 Dinner at 19.30 (Áras an Úachtaráin and Farmleigh House)

9 December

- 09:15 - 10:00 VC with Ambassador to China - Burgess Niall HQ-SEC GEN
- 10:00 - 10:30 Biweekly Departmental Coordination Meeting (SG's Ante Room)
- 10:30 - 11:30 MB Accommodation sub-Committee (#HQ ConfRm Iv Hse SG Ante Room) - Burgess Niall HQ-SEC GEN
- 12:30 - 14:00 Tourism Ireland Lunch to honour and thank Gerald Lawless (The Wellington Room, The Merrion, Dublin 2)

10 December

11 December

12 December 2016 - 18 December 2016

December 2016						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

12 December

- 11:00 - 11:30 Private
- 12:30 - 15:00 European of the Year Award 2016: Gala Lunch and Award Ceremony for Óglaigh na hÉireann. (The Great Room, Shelbourne Hotel)
- 15:00 - 15:30 DG Corporate Services - Burgess Niall HQ-SEC GEN
- 16:00 - 16:30 SG D/Justice

13 December

- 09:15 - 10:00 Brexit MB Group (SG Ante Room) - Burgess Niall HQ-SEC GEN
- 10:00 - 10:30 Biweekly Departmental Coordination Meeting (SG's Ante Room)
- 13:30 - 14:30 Farewell lunch Ethiopian and Malaysian Ambassadors
- 15:00 - 16:30 Budget meeting vote 27 (SG's Office) - Burgess Niall HQ-SEC GEN
- 16:00 - 16:30 Launch of SPS programme. Talent Management (Iveagh House Ballroom)
- 16:30 - 17:00 Minister Flanagan (Leinster House)

14 December

- 09:00 - 09:30 DG Corporate Services - Burgess Niall HQ-SEC GEN
- 10:00 - 10:30 Ambassador of Morocco
- 11:00 - 12:00 John Montague Funeral (Newman University Church, St. Stephen's Green, Dublin 2)
- 13:00 - 14:00 Irish Language Event (Minister's Ante Room)
- 14:30 - 15:30 MB
- 15:30 - 16:00 Director, Communications Unit

15 December

- 09:00 - 09:30 Director, Communications Unit
- 09:30 - 10:00 Phone call: Ambassador to Rome
- 10:00 - 10:30 Ambassador of Sudan
- 11:30 - 12:00 Head of Evaluation & Audit
- 12:00 - 12:30 John Neary
- 15:00 - 16:00 Farewell Reception for Ambassador of Malaysia
- 16:30 - 17:00 TG4 (Iveagh House) - Burgess Niall HQ-SEC GEN
- 17:30 - 19:30 Ireland-U.S. Council Reception (Intercontinental Hotel, Ballsbridge)

16 December

- 09:00 - 09:30 Michael Lillis
- 10:00 - 10:30 Biweekly Departmental Coordination Meeting (SG's Ante Room)
- 10:30 - 11:00 Director Policy Planning Unit (SG's Office) - Burgess Niall HQ-SEC GEN
- 11:00 - 12:00 Joe McDonagh
- 12:00 - 12:30 Ambassador of Turkey
- 12:30 - 13:00 Director Asia Pacific Unit
- 13:00 - 14:30 Lunch with Minister (Leinster House)
- 14:30 - 15:30 Internal Comms Meeting (Secretary General's Office)

17 December

18 December

19 December 2016 - 25 December 2016

December 2016						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2017						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

19 December

- 09:30 - 10:00 Director, Asia Pacific Unit
- 10:00 - 11:00 Director, Strategy & Performance
- 11:00 - 12:00 IDC meeting - Burgess Niall HQ-SEC GEN
- 14:00 - 14:30 US Chargé d'Affaires (SG's Office)
- 16:00 - Ambassador to Belgium

20 December

- 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
- 11:30 - 12:30 Iveagh Cultural Exchange (ICE) (Ballroom, Iveagh House)
- 15:00 - 16:00 SG signing Book of Condolences at Russian Embassy (Orwell Road, Rathgar)
- 16:00 - 16:30 RTE, Director Communications Unit
- 18:00 - French Embassy Reception (French Ambassador's Residence)

21 December

- 09:00 - 10:00 Weekly Heads of Department Meeting (room 301 2nd floor)
- 10:00 - 10:30 Ambassador to New York CG
- 11:00 - 11:30 Joint Secretary British-Irish Joint Secretariat
- 11:30 - 12:00 Ambassador to Poland
- 12:00 - 13:00 Director Irish Abroad Unit, Diaspora Proposal
- 13:00 - 14:00 Christmas Lunch
- 18:00 - 20:00 Department Christmas Party

22 December

- 11:00 - 11:30 Director Corporate Services, Director Passport Service
- 13:00 - 14:15 DG IUKA, Chief of Protocol
- 14:15 - 14:45 DG, Europe Division
- 15:00 - 15:30 DG, Corporate Services

23 December

- SG on A/L

24 December

25 December

26 December 2016 - 1 January 2017

December 2016

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2017

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

26 December

00:00 SG A/L →

27 December

← SG A/L →

28 December

← SG A/L →

29 December

← SG A/L →

30 December

← 00:00 SG A/L

31 December

1 January