### 30 January 2017 - 5 February 2017

#### 30 January
- 10:00 - 10:30 e-submissions
- 11:30 - 13:00 Chargé d’Affaires of USA
- 13:00 - 13:30 Ambassador to UK
- 15:30 - 16:00 SG, D/PER

#### 31 January
- 09:20 - Arrive Brussels at 09:20
- 18:00 - 21:00 SG, EEAS - Working Dinner (EEAS HQ, Brussels)

#### 1 February
- 09:55 - Depart Brussels at 09:55 (Flight FR1453)
- 10:45 - Arrives Dublin T1 at 10:45

#### 2 February
- 09:30 - 10:00 Meeting with New Recruits
- 12:30 - 13:00 Director, DCD
- 13:00 - 13:30 CEO American Chamber of Commerce

#### 3 February
- 09:00 - 10:00 Director, Strategy & Performance - Burgess Niall
  HQ-SEC GEN
- 10:00 - 10:30 Biweekly Departmental Coordination Meeting
  (SG's Ante Room) - Burgess Niall HQ-SEC GEN
- 11:00 - 13:00 Action 8.5- Improving Gender Balance: Next Steps (Iveagh House)

#### 4 February

#### 5 February
6 February 2017 - 12 February 2017

6 February
- 10:00 - 11:00 Civil Service Awards
- 11:30 - 12:30 DG, Trade Division (Clommel Street) - Burgess Niall HQ-SEC GEN
- 14:30 - 15:00 DFAT100 - Burgess Niall HQ-SEC GEN
- 15:30 - 16:00 Nicholas O'Brien, D/Finance
- 16:30 - 17:00 Chief of Protocol, Deputy Director LAC

7 February
- 09:15 - 10:00 Brexit MB Group (SG Ante Room) - Burgess Niall HQ-SEC GEN
- 10:00 - 13:00 MB Meeting (SG Ante Room)

8 February
- 09:00 - 10:30 Weekly Heads of Department Meeting (Sycamore Room, Govt Buildings)
- 10:45 - 12:00 ASEAN Ambassadors
- 12:00 - 14:00 ASEAN Lunch (Minister's Ante Room)
- 14:30 - 15:00 Director, Communications Unit
- 15:15 - 16:15 DG IUKA, SG to USA (Washington), DG Global Irish Services (SG's Ante Room) - Burgess Niall HQ-SEC GEN
- 16:30 - 17:00 Minister Flanagan (Minister's Office)

9 February
- 08:45 - 09:15 DG, EU Division
- 09:30 - 10:30 Customer Charter - Burgess Niall HQ-SEC GEN
- 10:30 - 11:00 Joint Head British Irish Council
- 11:30 - 12:00 Phonecall: D/HoM to Embassy UK
- 12:30 - 14:15 IIEA Annual Luncheon for Secretaries General (8 North Great Georges Street, Dublin 1)
- 16:30 - 17:00 Phonecall: Ambassador to Italy

10 February
- 09:15 - 10:00 Executive MB group - Burgess Niall HQ-SEC GEN
- 10:00 - 10:30 Biweekly Departmental Coordination Meeting (SG's Ante Room) - Burgess Niall HQ-SEC GEN
- 11:00 - 11:30 Philip Hamill, D/Taoiseach
- 11:30 - 12:00 Head of Evaluation & Audit
- 12:00 - 13:00 Consular Strategy - Burgess Niall HQ-SEC GEN
- 13:00 - 13:15 Phonecall: DG, DCD

11 February

12 February
## 13 February

- **08:00** State Visit to Cuba - full programme of Presidential engagements
- **11:20** - Depart Dublin T1 at 11.20
- **14:10** - Arrive Paris T2E at 14.10
- **16:50** - Depart Paris T2E at 16.50

## 14 February

- **State Visit to Cuba - full programme of Presidential engagements**

## 15 February

- **State Visit to Cuba - full programme of Presidential engagements**

## 16 February

- **State Visit to Cuba - full programme of Presidential engagements**

## 17 February

- **State Visit to Cuba - full programme of Presidential engagements**

## 18 February

- **08:30** State Visit to Cuba - full programme of Presidential engagements
- **11:15** - Arrive Paris T2E at 11.15
- **12:35** - Depart Paris T2E at 12.35 (Business Class, Seat 02D)
- **13:35** - Arrive Dublin T1 at 13.35

## 19 February
## 20 February 2017 - 26 February 2017

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<tr>
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<tr>
<td>23 February</td>
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<td>24 February</td>
<td>10:00 - 11:00 DG Trade Division, DG Global Irish Services, DG IUKA</td>
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