2 January 2017 - 8 January 2017

2 January
- Public Holiday

3 January
- 09:00 - 12:00 Memorial Service Michel Deon (Tynagh, Galway)

4 January
- 10:00 - 10:30 Ambassador to PMUN
- 11:00 - 12:00 Leuven Institute for Ireland in Europe

5 January
- 09:30 - 10:00 Consul General to Texas
- 10:00 - 10:30 Ambassador to Finland
- 10:30 - 11:30 New York Irish Centre meeting
- 12:00 - 12:30 Maureen Murphy
- 13:00 - 13:30 Minister Flanagan
- 14:00 - 14:30 Director, Strategy & Performance

6 January
- 09:00 - 09:30 Ambassador to Belgium
- 10:00 - 10:30 Biweekly Departmental Coordination Meeting (SG's Ante Room) - Burgess Niall HQ-SEC GEN
- 11:00 - 11:30 Ambassador to Italy

7 January

8 January
9 January 2017 - 15 January 2017

9 January
- 00:00 MB Away Day (Kilkenny Castle)

10 January
- 00:00 MB Away Day (Kilkenny Castle)

11 January
- 08:30 - 09:00 Ambassador to Sweden
- 09:15 - 16:30 Brexit meeting with EU 6 HoMs (SG’s Ante Room) - Burgess Niall HQ-SEC GEN
- 12:30 - 14:30 Lunch for New Zealand FM (Leveagh House)
- 17:00 - 17:30 Ambassador to Korea
- 17:30 - 18:00 Outgoing Ambassador to The Hague

12 January
- 10:00 - 10:30 Chief of Protocol
- 10:30 - 11:00 Phone Call: Ambassador to UN, Geneva
- 12:30 - 13:30 Maureen Murphy
- 16:00 Africa HoMs Meeting (Limerick)

13 January
- 12:30 Africa HoMs Meeting (Limerick)
- 14:00 - 15:00 Minister Flanagan

14 January

15 January
<table>
<thead>
<tr>
<th>Date</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 January</td>
<td>12:30 - 13:00 Ambassador to India</td>
</tr>
<tr>
<td></td>
<td>14:00 - 15:00 Internal Communications Update - Popplewell</td>
</tr>
<tr>
<td></td>
<td>Chair HQ-COMMS UNIT</td>
</tr>
<tr>
<td></td>
<td>15:30 - 15:45 Director, Communications Unit</td>
</tr>
<tr>
<td>17 January</td>
<td>11:30 - 13:00 DG, Irish Abroad</td>
</tr>
<tr>
<td></td>
<td>14:30 - 15:00 Director - Security, Compliance &amp; Co-ordination</td>
</tr>
<tr>
<td></td>
<td>15:15 - 15:30 DG, Political Division, DG, ENP Division</td>
</tr>
<tr>
<td></td>
<td>15:45 - 16:15 Director, CSD</td>
</tr>
<tr>
<td>18 January</td>
<td>11:00 - 12:00 Funeral Mass for Dermot Gallagher (Holy Trinity Church, Ratoath)</td>
</tr>
<tr>
<td>19 January</td>
<td>10:00 - 10:30 Minister Flanagan</td>
</tr>
<tr>
<td></td>
<td>10:30 - 11:00 Director, DCD Policy Unit - Burgess Niall HQ-SEC GEN</td>
</tr>
<tr>
<td></td>
<td>11:30 - 12:00 Polish Deputy First Minister</td>
</tr>
<tr>
<td></td>
<td>12:00 - 13:00 Phone Call: Ambassador to Italy</td>
</tr>
<tr>
<td></td>
<td>14:30 - 15:30 Phone Call: SG to President</td>
</tr>
<tr>
<td></td>
<td>14:45 - Phone Call: Director, Policy Planning Unit</td>
</tr>
<tr>
<td></td>
<td>15:15 - 15:30 Phone Call: Ambassador to Argentina</td>
</tr>
<tr>
<td></td>
<td>15:30 - 16:00 PSM</td>
</tr>
<tr>
<td></td>
<td>16:00 - 16:30 SG, DJEI</td>
</tr>
<tr>
<td>20 January</td>
<td>09:00 - 09:30 Head of Evaluation &amp; Audit</td>
</tr>
<tr>
<td></td>
<td>09:30 - 10:00 Meeting with New Recruits</td>
</tr>
<tr>
<td></td>
<td>10:00 - 10:30 Biweekly Departmental Coordination Meeting</td>
</tr>
<tr>
<td></td>
<td>(SG’s Ante Room) - Burgess Niall HQ-SEC GEN</td>
</tr>
<tr>
<td></td>
<td>10:30 - 11:00 Ambassador of India</td>
</tr>
<tr>
<td></td>
<td>13:30 - 14:00 Ambassador to Netherlands</td>
</tr>
<tr>
<td></td>
<td>14:30 - 15:30 Chief Financial Officer - Burgess Niall HQ-SEC GEN</td>
</tr>
<tr>
<td>21 January</td>
<td>10:00 - 11:00 Ronan Fanning Funeral (St Mary’s Church, Haddington Road)</td>
</tr>
<tr>
<td>22 January</td>
<td></td>
</tr>
</tbody>
</table>
23 January 2017 - 29 January 2017

23 January
- 10:30 - 11:00 Ambassador to OSCE
- 11:00 - 11:30 Ambassador to Luxembourg
- 12:00 - 12:30 Ambassador to China - Burgess Niall HQ-SEC GEN
- 12:45 - 14:00 Gender Equality Network (Ballroom)
- 14:30 - 14:45 Phone Call: Ambassador to Mexico
- 15:30 - 16:30 Global Fund Director
- 18:00 - 18:30 MoS Murphy

24 January
- 09:15 - 10:00 Brexit MB Group (SG Ante Room) - Burgess Niall HQ-SEC GEN
- 10:00 - 11:30 MB Meeting (SG's Ante Room)
- 15:30 - 16:30 Oral PQ Briefing with Minister (Leinster House)

25 January
- ORAL PQS
- 08:30 - 09:00 SG, Dept An Taoiseach
- 09:00 - 10:00 Weekly Heads of Department Meeting (Sycamore Room, Govt Buildings)
- 10:00 - 10:30 Induction
- 11:00 - 12:00 Head of the Ireland Strategic Investment Fund
- 12:00 - 12:30 Evaluation & Audit
- 12:45 - 13:15 DG, Global Irish Services, Director Irish Abroad Unit
- 13:15 - 14:30 MoS McHugh and Irish Abroad Unit
- 14:30 - 15:00 Director, Communications Unit

26 January
- 08:00 - 08:30 Phone call: SG, Department of Justice
- 09:30 - 10:00 Audit Committee - self evaluation (Clonmel Street)
- 11:00 - 12:00 Director, Strategy & Performance - Burgess Niall HQ-SEC GEN
- 12:45 - 14:15 IEA Chair UK Group
- 14:30 - 14:45 Director, Irish Abroad
- 15:00 - 15:15 Phone call: Ambassador to France
- 15:30 - 16:00 DG, ENP Division
- 16:00 - 16:30 SG, IUKA Division

27 January
- 09:30 - 11:30 CSMB Meeting (Room 301, D/Taoiseach)
- 12:00 - 12:30 President General of American Irish Historical Society
- 14:00 - 14:30 Ambassador to USA (Washington)
- 15:00 - 15:30 Ambassador of New Zealand

28 January

29 January