<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>27 February</strong></td>
<td>09:00 - 10:30 Joint MB DFAT / DJEI - Burgess Niall HQ-SEC GEN</td>
</tr>
<tr>
<td></td>
<td>11:30 - 12:00 Executive Director, Institute for Integrated Transitions (IFIT)</td>
</tr>
<tr>
<td></td>
<td>12:30 - 14:00 Lunch for CHAMP Group of MPs (Iveagh House)</td>
</tr>
<tr>
<td></td>
<td>14:30 - 16:30 Cabinet Committee on Economy, Trade and Jobs</td>
</tr>
<tr>
<td><strong>28 February</strong></td>
<td>09:15 - 10:00 Brexit MB Group (SG Ante Room) - Burgess Niall HQ-SEC GEN</td>
</tr>
<tr>
<td></td>
<td>10:00 - 12:00 MB Meeting (SG's Ante Room) - Burgess Niall HQ-SEC GEN</td>
</tr>
<tr>
<td></td>
<td>14:30 - 15:15 Irish Government Economic and Evaluation Service (IGEES)</td>
</tr>
<tr>
<td></td>
<td>15:30 - 16:30 Chair of Audit Committee</td>
</tr>
<tr>
<td></td>
<td>16:30 - 17:00 Deputy Director, British-Irish relations</td>
</tr>
<tr>
<td><strong>1 March</strong></td>
<td>09:00 - 10:00 Weekly Heads of Department Meeting (Sycomore Room, Govt Buildings)</td>
</tr>
<tr>
<td></td>
<td>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)</td>
</tr>
<tr>
<td></td>
<td>14:00 - 15:00 Iveagh Scholars Lunch</td>
</tr>
<tr>
<td></td>
<td>15:00 - 15:30 Director, Strategy &amp; Performance</td>
</tr>
<tr>
<td></td>
<td>15:30 - 16:00 Head of Civil Society and Development Education Unit</td>
</tr>
<tr>
<td><strong>2 March</strong></td>
<td>10:30 - 12:30 SPU Strategy Session</td>
</tr>
<tr>
<td></td>
<td>11:00 - 11:30 Phone call: CEO of PAS</td>
</tr>
<tr>
<td></td>
<td>15:00 - 15:30 Ambassador of Costa Rica - Burgess Niall HQ-SEC GEN</td>
</tr>
<tr>
<td><strong>3 March</strong></td>
<td>10:00 - 10:30 Director General, DCD</td>
</tr>
<tr>
<td></td>
<td>10:30 - 11:00 Irish American Research</td>
</tr>
<tr>
<td></td>
<td>13:00 - 14:30 Lunch for Speaker of the UAE Federal National Council (Iveagh House)</td>
</tr>
<tr>
<td><strong>4 March</strong></td>
<td></td>
</tr>
<tr>
<td><strong>5 March</strong></td>
<td></td>
</tr>
</tbody>
</table>
# 6 March 2017 - 12 March 2017

## 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/Teasach)
- 09:45 - 10:30 Launch of Trade Strategy, Wednesday March 8, 09:45 - 10:30 at (Dublin Port Centre, Alexander 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 Ms M. MacHugh
- 13:15 - 14:15 Soschtain 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
- 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
- **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
- 15:00 - 17:00 Director, Communications Unit

28 March
- 09:15 - 10:00 Brexit MB Group (SG Ante Room) - Burgess Niall
- 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 (Dyomoire 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
- 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)

1 April
- 19.00 Farewell Dinner for Apostolic Nuncio, Egypt House

2 April