

# 3 October 2016 - 9 October 2016

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

## 3 October

- 09:30 - 12:30 Management Board
- 16:00 - 16:30 E-Submissions
- 17:00 - DG, Europe Division
- 17:45 - Chief of Protocol

## 4 October

- 09:15 - 10:00 Brexit Taskforce
- 10:00 - 10:30 Biweekly Departmental Coordination Meeting
- 11:00 - 12:30 Statement of Strategy discussion
- 14:30 - 15:00 Meeting with New Recruits
- 15:00 - 16:00 Global Horizons
- 16:00 - 16:15 Deputy Director, Strategy & Performance
- 16:30 - 17:30 Minister Flanagan (Leinster House)

## 5 October

- 00:00 Meeting with UK Permanent Secretaries (London) →
- 09:00 - 10:00 Weekly Heads of Department Meeting
- 10:00 - 10:30 Second SG, D/Finance
- 11:00 - 11:30 Deputy Chief of Mission at US Embassy
- 12:00 - Director, British-Irish Relations
- 14:40 - Depart Dublin
- 15:55 - Arrive London Heathrow
- 18:45 - 21:45 UK Ireland Summit Dinner

## 6 October

- ← 00:00 Meeting with UK Permanent Secretaries (London)
- 09:30 - 10:15 UK Ireland Summit - Bilateral
- 18:00 - 20:00 Private

## 7 October

- 09:00 - 10:00 Phone call with Ambassador to Japan
- 10:00 - 11:00 Biweekly Departmental Coordination Meeting
- 14:15 - Depart London Heathrow
- 15:40 - Arrive Dublin

## 8 October

## 9 October

# 10 October 2016 - 16 October 2016

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

## 10 October

- 15:00 - 15:30 Ambassador of France
- 16:00 - 16:15 Minister's Advisor
- 18:00 - 18:30 Outgoing Ambassador to Ottawa

## 11 October

- 09:00 - 10:00 Induction meeting
- 10:00 - 11:00 Biweekly Departmental Coordination Meeting
- 11:00 - 11:30 Meeting with new recruits
- 14:15 - 14:45 Director, Irish Abroad Unit
- 15:00 - 15:30 DG, IUKA
- 16:00 - 16:30 Head of Corporate Services and Director, HRI

*Greeting President on arrival to Iveagh House  
(European Research Council Dinner)*

## 12 October

- 09:00 - 10:00 Weekly Heads of Department Meeting
- 10:00 - 10:30 SPS Leader Development Programme (Sycamore Room, Govt Buildings)
- 10:30 - 11:30 Minister Murphy
- 11:30 - 12:00 Impact courtesy call trade union committee
- 14:00 - 15:00 Chief Financial Officer, Director, Strategy & Performance
- 14:00 - 14:30 Phonecall: Dr Michael Murphy President of UCC
- 14:30 - 15:30 Ambassador to New York

## 13 October

- 09:00 - 09:30 Private
- 09:30 - 10:00 Meeting with New Recruits
- 10:30 - 11:00 Ambassador of Australia
- 11:30 - 12:00 MOS McHugh
- 12:30 - 13:00 Secretary General, DJEI
- 13:30 - 14:30 Director, Communications Unit, RTE
- 15:30 - 16:00 Director, Trade Division
- 15:45 - 16:45 Head of Corporate Services, Director, HRI, Strategy & Performance Unit
- 17:30 - 17:45 Phone call with Ambassador to Holy See

## 14 October

- 10:00 - 11:00 Biweekly Departmental Coordination Meeting
- 11:00 - 13:00 Limerick Employee Engagement
- 13:00 - 14:30 SMG meeting (Limerick)
- 18:00 - 20:00 End of Season Event at Passport Office Cork

## 15 October

## 16 October

# 17 October 2016 - 23 October 2016

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

## 17 October

- 09:15 - 10:00 Brexit MB Group - Burgess Niall HQ-SEC GEN
- 10:30 - 11:30 VC with EU Heads of Mission
- 11:30 - 13:00 Quinnipiac University
- 14:00 - 15:30 Meeting with Enterprise Ireland
- 16:00 - 17:00 Ambassador to China

## 18 October

- 09:00 - 09:30 Meeting with Irish Aid/CFO
- 09:30 - 12:30 Management Board
- 14:00 - 15:00 Export Trade Council
- 15:00 - 15:15 Director, Internal Communications
- 15:30 - 16:00 Director of Training, Director of Public Outreach + Iveagh Scholars - Burgess Niall HQ-SEC GEN
- 16:15 - 16:45 Director, Irish Abroad Unit

*State Dinner in Honour of  
President of Cyprus  
Áras an Uachtaráin*

## 19 October

- 09:00 - 10:00 Heads of Department Meeting (Room 301 2nd Floor)
- 10:00 - 11:00 Cabinet Committee on Brexit
- 11:00 - 12:00 Cabinet Committee on European Affairs (Sycamore Room)
- 12:30 - 13:00 Director, Communications
- 15:00 - 15:30 Honorary Consul, Denver (SG's Office)

## 20 October

- 08:45 - 09:30 DG, Irish Aid
- 10:30 - 11:00 Ambassador of Norway
- 11:30 - 12:00 Ambassador of Greece
- 12:15 - 13:00 DG Corporate services and Director HR
- 15:30 - 16:30 Ambassador to Japan and DG Corporate Services

*Dinner with Ambassador Miyoshi,  
Japanese Ambassador's Residence*

## 21 October

- 10:00 - 11:00 Biweekly Departmental Coordination Meeting
- 10:30 - 11:00 Ambassador of Chile
- 11:30 - 12:00 Meeting with New Recruits
- 12:00 - Director of Humanitarian Unit - phone call
- 13:00 - 13:30 Heads of Evaluation, Nordic Plus Group Lunch
- 15:00 - 15:30 Honorary Consul, Tel Aviv

## 22 October

## 23 October

*Dinner, Hospice Foundation  
Intercontinental Hotel*

# 24 October 2016 - 30 October 2016

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

## 24 October

- 09:00 - 13:00 Oral PQs
- 16:30 - 17:30 Oral PQ briefing; Meeting with Minister to follow

## 25 October

- 09:15 - 10:00 Brexit MB Group - Burgess Niall HQ-SEC GEN
- 10:00 - 10:30 Biweekly Departmental Coordination Meeting
- 10:30 - 11:00 Update from Evaluation and Audit before meeting of Audit Committee
- 12:00 - 13:00 Lunch with MFA Singapore, Peter Ho
- 13:00 - 14:30 Peter Ho Lecture
- 15:30 - 16:00 Ambassador of Sweden

## 26 October

- 09:00 - 10:00 Weekly Heads of Department Meeting (Sycamore Room, Govt Buildings)
- 10:00 - 11:00 Ireland 2016 Legacy
- 12:30 - 13:00 Outgoing Director of Europe
- 14:30 - 15:15 Tropical Medical Bureau
- 15:30 - 16:30 Ambassador to Spain, Ambassador to France, Director of Corporate Services
- 16:30 - 18:30 Retirement Reception for outgoing Ambassador to Canada

## 27 October

- 09:00 - 10:00 TLAC briefing
- 10:30 - 11:00 Iveagh Scholars Programme
- 12:00 - 13:30 KMTF with Danish Chief Information Officer. Confirmed
- 14:00 - 15:00 MB meeting
- 15:00 - 15:45 Executive MB Meeting - Burgess Niall HQ-SEC GEN
- 17:30 - 19:30 National Day of Czech Republic reception

Nordic Now Exhibition  
The Lighthouse, Dun Laoghaire

## 28 October

- 09:30 - 11:30 CSMB Meeting (Room 301, D/Taoiseach)
- 11:30 - 13:00 CSMB Gender Group meeting (Room 301, D/Taoiseach)
- 14:00 - 14:30 Ambassador to Canada - Burgess Niall HQ-SEC GEN
- 14:30 - 15:00 Director DCD, Development Specialist Addis Ababa

## 29 October

## 30 October