

RESTRICTED

## ANNEX A

**KEY ACTIVITIES 16 NOVEMBER – 22 NOVEMBER 2015**

Wednesday 18 November	Global Entrepreneurship Week event	Lisburn, Co Antrim	Quote in PR
Wednesday 18 November	Celebration / Recognition Event at Marble Arch Caves	Florencecourt Fermanagh	PR & Photo
Thursday 19 November	NI Chamber of Commerce President's Banquet	Belfast, Co Antrim	Photo & Caption

**Senior Management Team Meeting****Standing Agenda****Friday 13<sup>th</sup> November 2015 @ 11.15, Conference Room A, Netherleigh**

	<b>Agenda Item</b>	<b>Lead Official</b>	<b>Paper</b>
1.	Action Points and matters arising from previous meeting.	<i>Andrew McCormick</i>	Action Points from previous meeting.
2.	Secretary's report (including read out from PSG and Issues)	<i>Andrew McCormick</i>	N/A
3.	Ministerial Issues	<i>Karen Fullerton</i>	PR Planner
4.	Assembly/ Executive Business and Legislation Update	<i>Rod Robson</i>	Assembly, Executive and ETI Committee Business for Week Ahead
5.	Finance <ul style="list-style-type: none"> <li>• general update</li> </ul>	<i>Trevor Cooper</i>	Ad hoc
6.	Departmental Restructuring	<i>Eugene Rooney</i>	
7.	HR <ul style="list-style-type: none"> <li>• general issues</li> <li>• specific issues (including FOI)</li> </ul>	<i>Wendy Johnston</i>	Ad hoc
8.	Emerging Operational Issues <ul style="list-style-type: none"> <li>• tour de table</li> </ul>	<i>G5s</i>	n/a
9.	AOB		