

ACTION POINTS ARISING FROM MEETING ON THE 23 JUNE 2011

ACTION	MEETING	DEADLINE	RESPONSIBLE	PROGRESS
POST MEETING				
Update Committee Database and check Database entry		MD	M/D	
Forward tabled/additional papers to absent members		MD	M	
Arrange for agreed minutes of last meeting to be signed & posted on the Internet. Copy to DETI Press Office and email to +website assist update		MD	M	
Ensure full copy of pack/tabled papers held in cabinet		MD	M	
DALO's email		Thursday	S	
Draft minutes		Friday	M/S	
Update FWP and post to website		Friday	M	
PRE MEETING				
Draft Agenda	Previous week	Wednesday	D/S	
Add meeting details to Committee database (i.e. agenda items, witnesses etc, Hansard & Doorkeepers required).	Previous week	Wednesday	M	
Prepare meeting pack (photocopy papers, compile folders and tabs)		Friday	M	
Issue meeting pack		Monday	M/D	
First Draft of Chair's Brief		Monday	D	
Send any relevant papers and business diary to Hansard		Monday	D	
Email members re attendance at Committee meeting		Monday	M	
Draft Chair's Brief		Tuesday	S	
Previous week's minutes printed on Ivory paper, give to Asst. Clerk		Tuesday	M	
Respond to Notice of Forthcoming Business		Tuesday	D/J	
Tabled papers and nameplates		Wednesday	M	
Email MA + Correspondence Indices to DALO and cc.JMM and SY		Wednesday	M	
Copy agenda & Chair's brief to Damien Martin and John Stewart (agenda only)		Wednesday	D	
Advise MMD of informal meetings to keep database updated			All	

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ACTION	MEETING	DEADLINE	RESPONSIBLE	PROGRESS
Speaking notes for Chair on CT Motion	9/6	24/6	J	
Speaking notes for Chair on tuition fees	23/6	24/6	J	
Update CT Paper, email to Treasury and post to website	23/6	27/6	J/D	
Role of Tourism papers in NITB oral briefing on 30 June	23/6	27/6	M	
Letter to Peter Hall re SME Advocate	23/6	29/6	S	
Letter to DALO re Work Programme	23/6	29/6	J	
Written briefing on response to Renewable Energy Inquiry	23/6	27/6	J	