

**ACTION POINTS ARISING FROM MEETING ON THE 30 JUNE 2011**

<b>ACTION</b>	<b>MEETING</b>	<b>DEADLINE</b>	<b>RESPONSIBLE</b>	<b>PROGRESS</b>
<b>POST MEETING</b>				
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	
<b>PRE MEETING</b>				
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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Organise meeting with Tourism Ireland for 20 September	30/6	4/7	D	
Letter to Environment Committee re Planning service (PPS16)	30/6	8/7	J	
Research on implications of PPS16	30/6	8/7	J	
Ring David re NITB officials contacts	30/6	30/6	J	
Notify Business Office re SR	30/6	1/7	D	
Forward SEE Strategy to Statutory Committees	30/6	7/7	S	
Send RE table to DALO and original to other relevant Committees	30/6	8/7	J	
Draft letter to relevant committees re RE inquiry	30/6	7/7	S	
Contact SERC	30/6	8/7	J	
Memo to OFMDFM re Arms Length Bodies	30/6	4/7	D	
Email members re CBI breakfast	30/6	8/8	M	