

ACTION POINTS ARISING FROM MEETING ON THE 27 OCTOBER 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	
Update Progress Diaries with Minute extracts		Wednesday	D	
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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List of issues on energy and telecoms	20/10	28/10	S	
Work with Aidan to create an information pack for visit	20/10	7/11	S	
Liaise with Tony Logue re visit	20/10	28/10	J	
Contact Oireachtas Committee on Jobs	20/10	28/10	J	
Check with Niall re meeting with Minister	27/10	28/10	D	
Check with Kathy re Sainsbury's letter	27/10	28/10	S	
InterTradelreland Report – Agri-food sector	27/10	28/10	S	
Register Sohui for Energy Conference	27/10	28/10	M	
Invite MEPs to event	27/10	1/11	S	
Cover note for Invitation to E&L and F&P Committee	27/10	28/10	D	
Ask Aidan for copy of briefing paper	27/10	2/11	S	
Create a Progress Diary for R&D inquiry and add today's notes	27/10	2/11	J	
Listen to recording re ToR for inquiry	27/10	2/11	D	
Contact R Newton re Committees and Departments for inquiry	27/10	28/10	J	
Draft timeline for R&D inquiry	27/10	4/11	S	
Contact MEPs re views on Horizon 2020	27/10	2/11	S	
Write to Firmus re Consultation	27/10	2/11	S	
Forward OFT study to Social Development Committee	27/10	2/11	D	
Update spreadsheet and notify Business Office re SR	27/10	28/10	D	
24 November Agenda – Phoenix and Firmus response to Gas Consultation	27/10	24/11	S	
Covering letter for BIS Consultation	27/10	28/10	D	
Covering letter for FSA Consultation	27/10	28/10	D	
Forward NIRO Papers to Environment Committee	27/10	28/10	M	
Forward Future University Funding stuff to E&L Committee	27/10	28/10	M	
Forward correspondence to Environment Committee on permitted development	27/10	4/11	D	
Write to Post 19 Lobby Group re meeting request	27/10	3/11	D	

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