

ACTION POINTS ARISING FROM MEETING ON THE 24 NOVEMBER 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	

ACTION POINTS ARISING FROM MEETING ON THE 24 NOVEMBER 2011

ACTION	MEETING	DEADLINE	RESPONSIBLE	PROGRESS
Create a Progress Diary for R&D inquiry and add today's notes	27/10	2/11	J	
Draft timeline for R&D inquiry	27/10	2/12	J	
Liaise with Oireachtas Clerk re issues discussed	17/11	23/11	J	
EU Discussions forum – Alban, Daithí and Robin	24/11	30/11	M	
Call Niall re Agrifood Seminar	24/11	25/11	M	
Forward Large Retail Levy letter to FP Cttee	24/11	25/11	M	
Letter to SEN to sign and post	24/11	25/11	M	
Forward Mark Hoban letter to ILCU and UFCU – Cover note	24/11	30/11	D	
OREAP Invitation – email members	24/11	30/11	M	
Check if Environment Cttee have received response re NS Interconnector	24/11	30/11	D	
Forward fracking info to Environment Committee	24/11	30/11	S	
Organise fracking 1 December meeting	24/11	30/11	S	
Get agri-food sector report and forward to members	24/11	30/11	D	
Letter to Utility Regulator re Energy-saver NI on voltage optimisation	24/11	30/11	S	
Determine what papers for PfG, ISNI and Draft Economic Strategy	24/11	28/11	J/S	
Directions and map for Invest NI visit	24/11	25/11	D	