

ACTION POINTS ARISING FROM MEETING ON THE 19 JANUARY 2012

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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Speaking notes for NIRIG Keynote address	15/12	20/1	S	
Talk to Environment clerk re Senate on 9 Feb	12/1	19/1	J	
Liaise with clerk of Oireachtas Committee	12/1	19/1	J	
Response to DARD Business Plan	19/1	25/1	S	
Memo to ARD Committee re meeting on 9 Feb	19/1	19/1	D	
Finalise letter from Chair to Minister re Jan Monitoring	19/1	23/1	J	
Send details to Smart Grid Ireland and get Papers	19/1	25/1	D	
Forward Minister's letter to UFCU and ILCU	19/1	19/1	M	
Copy of insolvency papers to CAB	19/1	19/1	S	
Email members re friends of the earth	19/1	20/1	M	
Forward Green New Deal to Environment Committee	19/1	25/1	D	
Contact SEMTA re written evidence to inquiry	19/1	25/1	F	
Contact InterTradeIreland and Invest NI Business by telephone re written evidence	19/1	25/1	F	
Enquire to councils re companies they requested feedback from	19/1	25/1	F	
Contact SERC and Uni of Ulster re written evidence	19/1	25/1	S	
Contact people re oral evidence to the Committee	19/1	25/1	M/D	
Number 10 in rapporteur – sort out	19/1	25/1	S	
Speak to Robin re interviews and his availability then contact organisations	19/1	25/1	F	
Contact Central Committee Office re recording device	19/1	20/1	D	
Contact UCD re written evidence	19/1	25/1	F	