

ACTION POINTS ARISING FROM MEETING ON THE 9 FEBRUARY 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	K	
Draft minutes		Friday	D/K	
Update FWP and post to website		Friday	M	
Update Progress Diaries with Minute extracts		Wednesday	D	
PRE MEETING				
Draft Agenda	Previous week	Wednesday	D/K	
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	K	
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
Put NIFDA onto Future items on FWP	9/2	10/2	K	
Memo to DSD re Green New Deal and progress of Inter-Departmental Working Group	9/2	15/2	K	
Letter to DSD DALO re Green New Deal and progress of Inter-Departmental Working Group	9/2	15/2	K	
Include ITI Centre of Excellence recommendation for ITI Inquiry evidence	9/2	16/3	J	
Include Bord Bia under MA in CB	9/2	14/2	K	
Include EMR paragraph in CB under MA next week	9/2	14/2	K	
Finalise Draft Economic Strategy	9/2	13/2	J	
Include Economic Strategy as Agenda Item next week	9/2	10/2	K	
Include Tamboran under MA in CB	9/2	14/2	K	
Draft response to OFMDFM re EU Priorities	9/2	15/2	J	
Organise meeting with NIRIG	9/2	15/2	M	
Include PMS on Agenda for next week	9/2	10/2	K	
Research and Development Inquiry	MEETING	DEADLINE	RESPONSIBLE	PROGRESS
Remind Fergal re Briefing Notes	9/2	10/2	M	
Organise evidence from MEPs	2/2	15/2	K	
Draft Questions for Almac	9/2	13/2	F	
Follow up written evidence from SERC	9/2	13/2	F	
Liaise between Robin Newton and Jim Nicholson's office re meeting	9/2	14/2	F	
Memo to EL Committee re oral evidence from Belfast Met College, Uni of Ulster and QUB	9/2	15/2	K	
Visits	MEETING	DEADLINE	RESPONSIBLE	PROGRESS
Organise Almac Visit	26/1	15/2	D/M	
Letters to MLAs re SERC visit	2/2	15/2	M	
Organise SERC visit	26/1	15/2	D/M	
Organise NISP visit	26/1	7/3	D/M	
Email members re bus for Almac	9/2	10/2	M	
Contact CBI re Meeting in SERC	9/2	10/2	K	