

<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	K	
Draft minutes		Friday	D/K	
Update FWP and post to website		Friday	M	
Update Progress Diaries with Minute extracts		Wednesday	D	
<b>PRE MEETING</b>				
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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Include ITI Centre of Excellence recommendation for ITI Inquiry evidence	9/2	16/3	J	
Liaise with Diane Dodds office re meeting with Alban	16/2	2/3	K	
Contact ARD Clerk re Bord Bia	16/2	22/2	J	
Memo to ARD Clerk re AFBI	23/2	24/2	K	
Contact Daithí re Software Tester's Academy Invite	23/2	24/2	M	
Thank you letter to SERC	23/2	29/2	D	
Contact Assembly research re INNOVA	23/2	27/2	J	
Forward SME Envoy Research paper to SME Envoy, OFMDFM Cttee and Organisations	23/2	29/2	D/M	
Speaking notes for Chair for NESTA Debate	23/2	2/3	J	
Briefing note for Offshore Renewable Energy Development	23/2	27/2	J	
Briefing note for PPS16	23/2	27/2	J	
Emerging issues paper on inquiry	23/2	23/2	J	
<b>Research and Development Inquiry</b>	<b>MEETING</b>	<b>DEADLINE</b>	<b>RESPONSIBLE</b>	<b>PROGRESS</b>
Contact Kirsty McManus re support available to academia for R&D Applications	23/2	29/2	J	
Follow up information from CBI	23/2	29/2	D	
Questions for Belfast Met and ADS	23/2	27/2	F	
<b>Visits</b>	<b>MEETING</b>	<b>DEADLINE</b>	<b>RESPONSIBLE</b>	<b>PROGRESS</b>
Organise NISP visit	26/1	7/3	D/M	