

ACTION	MEETING	DEADLINE	RESPONSIBLE	PROGRESS
PRE MEETING				
Draft Agenda (request witness names and titles)		Wednesday	D/K	
Add meeting details to Committee database (i.e.agenda items, witnesses etc, Hansard required).		Wednesday	M	
Contact witnesses (e.g. DALOs or external org) for written briefing and update spreadsheet when received		Thursday	D	
Prepare meeting pack (photocopy papers, compile folders)		Friday	M	
Issue meeting pack		Monday	M/D/K/J	
Send any relevant papers to Hansard		Monday	D	
Email members re attendance at Committee meeting		Monday	M	
Respond to Latest News email from Comms Office		Monday	K	
First Draft of Chair's Brief		Monday	D	
Final Draft of Chair's Brief		Tuesday (12pm)	K/J	
Previous week's minutes printed on Ivory paper, give to Asst. Clerk		Tuesday	M	
Respond to Notice of Forthcoming Business		Tuesday (12pm)	D/J	
Tabled papers and nameplates		Wednesday	M	
Email MA + Correspondence Indices to DALO and cc.JMM and KMC		Wednesday	M	
Copy agenda & Chair's brief to Damien Martin and John Stewart (agenda only)		Wednesday	D	
Send member's info email		Wednesday	M	
Advise MMD of informal meetings to keep database updated			All	
POST MEETING				
Update Committee Database and check Database entry		Thursday	M/D	
Forward tabled/additional papers to absent members		Thursday	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		Thursday	M	
Ensure full copy of pack/tabled papers held in cabinet		Thursday	M	
DALO's email issued (cc'd to Jim, David & Michelle)		Thursday	K	
First Draft of Minutes		Friday	M/D	
Final Draft of Minutes		Friday	K/J	
Update FWP and post to website		Friday	M/K	

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Organise visit to NIACE on 7 June	22/3	1/6	D	
Follow up briefing with Phoenix Gas	29/3	20/4	D	
Follow up briefing with Fracking awareness Network on 28 June	29/3	27/4	D	
Check with Alban re CBI event	19/4	20/4	M	
Request legal advice re PMS	19/4	20/4	J	
Forward Community Safety Strategy to Committee for Justice	19/4	20/4	D	
Letter from Chair to Minister re Credit Unions	19/4	23/4	J	
Update FWP	19/4	19/4	K	
Letter from Chair to Minister re NMNI	19/4	20/4	K	
APD Substantive item – check what documents need to be included	19/4	20/4	K	
Organise Oireachtas visit	19/4	27/4	D	
Check with DALO re EMR update	19/4	20/4	D	
Research and Development Inquiry	MEETING	DEADLINE	RESPONSIBLE	PROGRESS
Appendices of report to TSO	15/3	26/4	D	
Update inquiry report	22/3	26/4	F	
Complete interview notes	22/3	26/4	F	
Await response from innovation centre	29/3	26/4	F	
Organise meeting with MATRIX	19/4	26/4	F	
Check membership and powers	19/4	20/4	D	
Progress Diaries	MEETING	DEADLINE	RESPONSIBLE	PROGRESS