

ACTION POINTS ARISING FROM MEETING ON THE 13 SEPTEMBER 2012

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	JC	
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	JC	
Issue meeting pack		Monday	ALL	
Send any relevant papers to Hansard		Monday	D	
Email members re attendance at Committee meeting		Monday	JC	
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	JC	
Respond to Notice of Forthcoming Business		Tuesday (12pm)	D/J	
Tabled papers and nameplates		Wednesday	JC	
Email MA + Correspondence Indices to DALO and cc.JMM and KMC		Wednesday	JC	
Copy agenda & Chair's brief to Damien Martin and John Stewart (agenda only)		Wednesday	D	
Send member's info email		Wednesday (4pm)	JC	
Advise JC of informal meetings to keep database updated			All	
POST MEETING				
Update Committee Database and check Database entry		Thursday	JC/D	
Forward tabled/additional papers to absent members		Thursday	JC	
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	JC	
Ensure full copy of pack/tabled papers held in cabinet		Thursday	JC	
DALO's email issued (cc'd to Jim, David & John)		Thursday	K	
First Draft of Minutes		Friday	JC/D	
Final Draft of Minutes		Friday	K/J	

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Update FWP and post to website		Friday	JC/K	
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Inform Env Committee when UNESCO research is available	5/7	14/09/12	J	
Contact Competition Commission re oral evidence	13/09/12	14/09/12	J	
Issue letter to Secretary of State re corporation tax	13/09/12	14/09/12	K	
Invitation to Chair from NI Science Park to engineering event	13/09/12	14/09/12	K	
Apologies for Chair and Dep Chair to Bryson House and ASDA	13/09/12	14/09/12	JC	
Jim to ring members re attendance at economic conference	13/09/12	14/09/12	J	
Kate to email F&P Committee re Ulster Bank meeting on 11 Oct	13/09/12	14/09/12	K	
Set up a meeting with Alasdair Hamilton re Invest NI EYF	13/09/12	14/09/12	J	
Letter to OFMDFM re outcome of today's economic forum meeting	13/09/12	14/09/12	K	
Commission Research on Scottish EYF model (copy letter to Aidan Stennett	13/09/12	14/09/12	J	
Add DETI response to HF to Committee website	13/09/12	17/09/12	D	
Discuss Assembly Research attendance at OFGEM meeting on 25/26 September	13/09/12	14/09/12	J	
Update subordinate legislation spreadsheet	13/09/12	13/09/12	D	
Members Info re MATRIX panel response to CEIAG inquiry	13/09/12	19/09/12	JC	
Put ICT working group into FWP future items	13/09/12	14/09/12	K	
Contact CAL Committee Clerk re OFMCOM meeting	13/09/12	14/09/12	J	
Contact OFMCOM re oral briefing on Market report and 4G	13/09/12	14/09/12	J	
Arrange oral briefing from Legal Services re PMS	13/09/12	19/09/12	J	
Liaise with NIEPG and NIABT re long gallery event	13/09/12	21/09/12	K	
Publish FWP on website	13/09/12	14/09/12	D	
Letter to DEL Committee re Target Express	13/09/12	14/09/12	K	
Email Patsy re economic appraisals from Green New Deal	13/09/12	14/09/12	D	
Forward letter to F&P Committee re Public Procurement Brokerage Service	13/09/12	14/09/12	D	
Forward European Issues response to OFMDFM Committee	13/09/12	14/09/12	D	
Forward MATRIX response to E&L Committee	13/09/12	14/09/12	D	
Arrange Chair to meet with SSE Renewables	13/09/12	21/09/12	J	
Letters to Chair to DEL Committee (redundancy packages)	13/09/12	14/09/12	J	
Letter to FMDFM DALO re outcome of today's economic forum	13/09/12	14/09/12	J	

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Bring Maeve a copy of R&D Inquiry Report	13/09/12	13/09/12	JC	
Inform CCO etc of 10am start	13/09/12	14/09/12	D	
Progress Diaries	MEETING	DEADLINE	RESPONSIBLE	PROGRESS
Ulster Bank	13/09/12	14/09/12	JC	
Renewable Heat Incentive (action renewables document re phase 2)	13/09/12	14/09/12	JC	