

MAC meeting, Monday, 1 July, 2013.

Present: Martin Fraser, Geraldine Byrne Nason, John Callinan, Philip Hamell, John Shaw, Lorcan Fullam, Paul McGarry, Anthony Cummins.

MAC discussed a number of issues including:

- progress of the Seanad abolition legislation through the Oireachtas;
- the implementation of the Haddington Road Agreement in the Department;
- the successful conclusion of the EU Presidency and the contribution of the staff across this Department in ensuring its success;
- a paper on the range of actions taken over the past 18 months to implement the Department's HR Strategy 2012-2014;
- the likelihood that the Department will be required to provide evidence to assist a banking enquiry.

Anthony Cummins
Personnel Officer

MAC meeting, Monday, 8 July, 2013.

Present: Martin Fraser, Geraldine Byrne Nason, John Callinan, Philip Hamell, John Shaw, Lorcan Fullam, Paul McGarry, Anthony Cummins.

MAC discussed progress of the Seanad abolition legislation through the Oireachtas.

The financial reports for the end of June were noted and it was agreed that expenditure would be monitored closely to year end.

It was noted that arising from Department of Foreign Affairs and Trade diplomatic postings a number of staffing changes will occur in EU Affairs and Co-ordination Division between now and the beginning of September. At First Secretary level, Pdraig Francis and Alan Gibbons will be leaving the Department while Maeve von Heynitz and Ciara Delaney will be joining. At Third Secretary level, Janice McGann, Kevin Byrne and Barry Tumelty will be leaving the Department while Richard Scannell, Ragnar Almqvist and Ciara O'Flynn will be joining.

Anthony Cummins
Personnel Officer

MAC meeting, Monday, 15 July, 2013.

Present: Martin Fraser, John Callinan, Philip Hamell, John Shaw, Lorcan Fullam, Paul McGarry,

Apologies: Geraldine Byrne Nason, Anthony Cummins.

MAC discussed:

- progress of a number of Bills through the Oireachtas including the Court of Appeal legislation and the Seanad abolition legislation – Report Stage of which will be taken in the Seanad on Wednesday next;
- current policy issues including Dáil Reform, Europe and Jobs.
- Staffing issues.

MAC noted:

- Work with the judiciary on the Working Group on Renewal is continuing;
- Progress of the Civil Service Renewal Task Force;
- The second last meeting with the Troika took place this morning;
- Cabinet Committees are meeting next Monday; and
- Applications under the Refund of Fees Scheme for 2013/14.
- The National Day of Commemoration ceremony went exceptionally well and the effort made by all staff was much appreciated.

Paul McGarry
Head of Corporate Affairs

MAC meeting, Wednesday 24 July, 2013.

Present: Martin Fraser, John Callinan, Philip Hamell, John Shaw, Lorcan Fullam, Paul McGarry,

Apologies: Geraldine Byrne Nason, Anthony Cummins.

MAC discussed a number of issues including:

- Follow up to the Government meeting on Jobs on July 18th, including the launch of Pathways to Work 2013, the quarterly progress report on the Action Plan for Jobs and work on promoting employment in the construction industry;
- matters arising from the Cabinet Committee meetings on July 22nd;
- the passing of the legislation relating to the referendum on the abolition of the Seanad;
- ongoing work on the Department's Revised Integrated Reform Plan which must cover a range of issues including the continued implementation of the Strategy Statement 2011-2014, broader public service reform measures and the Haddington Road Agreement;
- an initial consideration of some key issues that will arise in the Autumn;
- the work of the Civil Service Renewal Task Force;
- the Estimates for 2014, which are likely to see a reduction in the overall budget and staff numbers as compared to 2013.

MAC also noted:

- all Assistant Principal Officers will participate on a leadership development programme on 13 September;
- an email reminding staff about PMDS Interim Reviews will issue shortly.

Staffing/Organisation:

Following on from recent assignments to EU Division, the Civil Service Renewal project and the Seanad Referendum Unit the following promotions and assignments were agreed:

Lorraine Kavanagh and Sean Hurley promoted to AP, assigned to Social Policy and to HR (Personnel Officer) respectively, Yvonne Jackson assigned to Economic, International and Northern Ireland Division, Cathal Hunter assigned to EU Affairs and Coordination Division, Joe Goode and Vivien Whelan promoted to Higher Executive Officer and assigned to Information Management and Support and the Cabinet Secretariat respectively, Claire Hayes Curtin promoted to Executive Officer, assignment to be decided.

Paul McGarry
Head of Corporate affairs

MAC meeting, Monday 29 July, 2013.

Present: Martin Fraser, John Callinan, Philip Hamell, John Shaw, Paul McGarry,

Apologies: Geraldine Byrne Nason, Lorcan Fullam, Anthony Cummins.

Issues discussed included:

- arrangements for cover in Divisions during August
- the 2014 estimates discussions
- a new induction programme to be piloted over the coming months for staff arriving in the Department and for newly promoted staff

Paul McGarry
Head of Corporate Affairs

MAC Meeting, Tuesday, 3 September 2013.

Present: Martin Fraser, Geraldine Byrne Nason, John Callinan, John Shaw, Lorcan Fullam, Paul McGarry, Anthony Cummins, Seán Hurley.

Apologies: Philip Hamell.

The MAC welcomed Seán Hurley and thanked Anthony Cummins for his hard work over the last 4 years.

Key policy priorities for the months ahead were discussed including the two forthcoming referendums, preparations for the 2014 Budget, Ireland's exit from its Troika Programme and the reform agenda.

The following were noted:

- the next quarterly general staff meeting will be held on 9 September at 11.00 a.m.;
- the leadership development programme for Assistant Principals will take place on 13 September;
- the MAC will meet with Principal Officers on 16 September;
- the next "lunch and learn" event will be held on 7 October. Neil O'Brien will be the keynote speaker and "Coping with the pressures of work in these challenging times" will be the topic for his presentation;
- pressures on the Department's budget to year end.

Seán Hurley
Personnel Officer

MAC Meeting, Monday, 9 September 2013.

Present: Martin Fraser, Geraldine Byrne Nason, John Callinan, John Shaw, Paul McGarry, Seán Hurley.

Apologies: Philip Hamell, Lorcan Fullam.

MAC discussed preparations for the quarterly general staff meeting. MAC also discussed a number of key priorities including Civil Service Renewal and Accountability.

MAC also noted that as part of the ICT review currently underway, staff workshops on the ICT needs of the Department (details to be notified later) will be held over the coming weeks.

Seán Hurley
Personnel Officer

MAC Meeting, Monday, 16 September 2013.

Present: Martin Fraser, Geraldine Byrne Nason, John Callinan, Philip Hamell, John Shaw, Lorcan Fullam, Paul McGarry, Seán Hurley.

MAC discussed progress reports on business plans for 2013.

MAC also noted progress made on the ICT Review and the timeframe involved.

Seán Hurley
Personnel Officer

MAC Meeting, Monday, 23 September 2013.

Present: Martin Fraser, Geraldine Byrne Nason, John Callinan, Philip Hamell, Lorcan Fullam, Paul McGarry, Seán Hurley.

Apologies: John Shaw.

MAC noted the following:

- Divisional updates on the Business Plan 2013 will be posted on the Department's intranet shortly;
- The next ICT Review workshop will take place on Thursday and staff are encouraged to participate;
- Information sessions on the update of Lotus Notes will take place in the coming weeks;
- Discussions on the Estimates for 2014 are ongoing.

Seán Hurley
Personnel Officer