

## **Department of the Taoiseach**

### **MAC Meeting**

**Friday, 11 January 2013.**

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

MAC discussed:

- EU developments, including the successful start to the EU Presidency and preparations for a number of events occurring shortly, including the Taoiseach's address to the EU Parliament next week and the meeting of Minister of State Creighton with the Conference of Committee Chairs. It was agreed that staff will be given an opportunity to visit Dublin Castle to see the facilities in place, and also agreed that arrangements will be made for some staff working in relevant policy areas to observe informal Councils. It was noted that EU division is seeking volunteers to work on the informal Meeting of European Ministers;
- developments regarding the Croke Park Agreement. Discussions with the unions will take place next week on an extension to the agreement;
- preparations for the Taoiseach's forthcoming series of bilateral meetings with Ministers on implementation of the Programme for Government (progress report is due in March);
- progress with implementation of the Action Plan for Jobs and Pathways to Work - it was noted that the Government will be having a special meeting on jobs next week;
- ongoing work in relation to mortgage arrears, banking and health sector reform;
- Constitutional reform and the Constitutional Convention's work programme.

MAC noted:

- the Department's financial reports for year ending 2012. Expenditure incurred was €21.479 million, which was 9% below the Estimate provision;
- John Shaw will chair a cross divisional group to consider the best options with regard to the Department's web presence (currently taoiseach.gov.ie, merriionstreet.ie and eu2013.ie);
- the Department's organisation chart, with Divisional business plans (when available) are to be put on the intranet;
- minutes of IFSC meetings have been placed on the Department's website and further measures to increase transparency will be taken shortly.

MAC also noted that a report on the recent staff consultation workshops has now been received. The next quarterly meeting for all staff will be held at 11.00 a.m. on 21 January and this will be one of the topics discussed.

Anthony Cummins  
Personnel Officer

**Department of the Taoiseach**

**MAC Meeting**

**Monday, 21 January 2013.**

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

**Apologies:** Lorcan Fullam.

A brief MAC meeting was held before the quarterly staff meeting. The Secretary General summarised the main areas that he proposed to cover.

It was agreed that the next meeting between MAC and POs would be arranged shortly.

Anthony Cummins  
Personnel Officer

## **Department of the Taoiseach**

### **MAC Meeting**

**Monday, 28 January 2013.**

**Present:** Martin Fraser, John Callinan, Philip Hamell, John Shaw, Paul McGarry, Anthony Cummins.

**Apologies:** Geraldine Byrne Nason, Lorcan Fullam.

MAC discussed:

- the Taoiseach's attendance at the World Economic Forum Annual Meeting in Davos last week, which had been an excellent opportunity to promote Ireland's key economic messages and had included involvement in key panel discussions, a series of bilateral meetings, a major IDA event for clients and prospective clients, and media engagement;
- matters arising from the Government's recent special meeting on jobs and preparation of the Action Plan for Jobs 2013. It was noted that the final quarterly report on the 2012 Action Plan for Jobs is due to be published later this week;
- the ongoing discussions regarding an extension to the Croke Park agreement;
- progress with implementation of the commitments in the Programme for Government for which this Department is responsible;
- preparations for the Taoiseach's forthcoming round of Ministerial bilateral discussions;
- British-Irish relations, including recent developments at EU level and in Northern Ireland;
- the reported outcome of the Constitutional Convention which took place over the weekend and which considered proposals regarding voting age and procedural matters for Presidential elections;

MAC noted that responsibility for the FOI co-ordination function in the Department is being transferred to Denis Breen and Eimear Healy in relation to requests received from 1 February onwards (Protocol will continue to co-ordinate for requests received before then);

MAC agreed that the findings from the recent staff consultation workshops would be shared more widely after they are discussed with POs next week.

Anthony Cummins  
Personnel Officer

## **Department of the Taoiseach**

### **MAC Meeting**

**Monday, 4 February 2013.**

**Present:** Martin Fraser, John Callinan, Philip Hamell, John Shaw, Paul McGarry, Anthony Cummins.

**Apologies:** Geraldine Byrne Nason, Lorcan Fullam.

MAC discussed a number of policy issues including:

- preparations for the remaining bilateral discussions between the Taoiseach and Ministers which will take place shortly. A number of bilaterals were held last week;
- key priorities in the Department's work programme for 2013, including preparations for forthcoming Cabinet Committee meetings on 11 February (i.e. Cabinet Committees on Health, Social Policy, European Affairs, Economic Infrastructure, Public Service Reform and Economic Recovery and Jobs)
- the revised terms of reference for the Cabinet Committee on Mortgage Arrears.

MAC noted:

- a report prepared by HR providing an overview of the position regarding staff on probation in the Department;
- progress with divisional business planning;
- the completion date for PMDS Annual Review and Role Profile meetings is 28 February - our objective is to ensure that everyone engages with the process and to achieve full and timely compliance.

Anthony Cummins  
Personnel Officer

## **Department of the Taoiseach**

### **MAC Meeting**

**Monday, 18 February 2013.**

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

A brief MAC meeting was held in advance of the meeting between MAC and Principal Officers.

MAC noted that:

- an FOI log (for the last Quarter in 2012) and copies of the minutes of MAC meetings (Quarterly in arrears) would be published on the Department's website shortly;
- when finalised, Divisional business plans would be uploaded to the Department's intranet;
- there are a number of staff interested in participating in the staff exchange scheme with the private sector.

Anthony Cummins  
Personnel Officer

## **Department of the Taoiseach**

### **MAC Meeting**

**Monday, 25 February 2013.**

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

**Apologies:** John Callinan.

MAC discussed:

- recent developments in relation to the talks on a successor to the Croke Park Agreement;
- progress with implementation of the commitments in the Programme for Government for which this Department is responsible. It was also noted that the next progress report on the implementation of the Programme for Government is expected to be submitted to Government and launched next week;
- the Government's programme of constitutional reform;
- ongoing work taking place in relation to mortgage arrears;
- the implications of new E.U. budgetary arrangements for the budgetary timetable and the impact on scheduling of workloads for this Department.

MAC noted:

- all Divisions have now finalised their business plans and they will be put on the intranet shortly;
- the completion date for PMDS annual reviews and role profiles is this Thursday, 28 February;
- ongoing work in the Department regarding business continuity planning and risk management.

Anthony Cummins  
Personnel Officer



## **Department of the Taoiseach**

### **MAC Meeting**

**Monday, 4 March 2013.**

**Present:** Martin Fraser, John Callinan, John Shaw, Lorcan Fullam, Paul McGarry, Anthony Cummins.

**Apologies:** Geraldine Byrne Nason, Philip Hamell.

MAC discussed a number of key priorities, including:

- the forthcoming European Council meeting;
- the Taoiseach's meeting with Prime Minister Cameron next week;
- the Taoiseach's visit to the USA for St. Patrick's day;
- ongoing work in relation to mortgage arrears.

MAC noted:

- the Programme for Government annual progress report would be before Government tomorrow;
- a progress report on the completion of PMDS returns;
- progress with the Leadership Development programme;
- a note prepared by HR concerning business continuity planning for the Department;
- the next "lunch and learn" event will be held on 2 May. John Moran, Secretary General, Department of Finance, will be the keynote speaker and "The Banking System" will be the topic for his presentation. Preparations are also being made for a further lunch and learn event in June, for which the theme will be "Jobs and Employment";

Following recent discussions between MAC and Principal Officers it was agreed to circulate the findings from the recent staff consultation workshops to all staff later this week.

Anthony Cummins  
Personnel Officer

## **Department of the Taoiseach**

### **MAC Meeting**

**Monday, 25 March 2013.**

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

MAC discussed a number of key priorities, including:

- the Taoiseach's visit to the USA last week;
- the Taoiseach's recent meeting with Prime Minister Cameron;
- the recent European Council meeting;
- recent economic developments in Cyprus;
- the recent announcement regarding new measures to address the mortgage arrears issue;
- the need to allocate resources in connection with the Government's proposal for a referendum later this year to abolish the Seanad.

MAC noted:

- the Programme for Government annual progress report was published earlier this month;
- the annual 1916 Commemoration is taking place at the GPO next Sunday, Easter Sunday;
- discussions are continuing with the Department of Public Expenditure and Reform in relation to the Department's Revised Estimate for 2013;
- both the Taoiseach and the Secretary General will be appearing before the Oireachtas Finance Select Committee in April;
- Corporate Affairs will review Divisions' risk registers in the context of reviewing overall Departmental risks.

In relation to staffing matters it was noted that:

- the findings from the recent staff consultation workshops have been made available on the intranet;
- PMDS annual reviews have been completed for 94% of staff;
- arrangements are being finalised for meetings between Principal Officers and MAC and Assistant Principal Officers with the Secretary General - details will be confirmed shortly.

Anthony Cummins  
Personnel Officer