

## **Department of the Taoiseach**

### **MAC Meeting**

**Monday, 13 January 2014.**

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

MAC discussed key policy issues facing the Department in 2014 including:

- The Action Plan for Jobs
- Public Service Reform Plan;
- Health issues;
- The Taoiseach's travel plans;
- The Department's Business Plan for 2014.

MAC noted that the Department's spending for 2013 was within budget and thanked the Finance Unit for their work in relation to this. MAC also noted that there would be no MAC meeting on 20 January 2014 due to Cabinet Committees

## **MAC Meeting**

**Monday, 27 January 2014.**

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

MAC discussed a number of key policy issues:

- Civil Service Renewal and Public Service Reform and noted that a series of "town hall meetings", where civil servants can engage with Secretaries General and members of the Task Force on Civil Service Renewal, will take place over the coming months;
- the forthcoming Action Plan for Jobs and related initiatives.

MAC also discussed the Department's travel budget for 2014.

MAC noted that:

- A Private Members Motion on Seanad legislative reform will be taken this week;
- PMDS Workshops will take place this week.

Seán Hurley  
Personnel Officer

## **Department of the Taoiseach**

### **MAC Meeting**

**Monday, 3 February 2014.**

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

MAC discussed a number of issues including the Department's Integrated Reform Plan for 2014 and preparations for today's Quarterly Staff Meeting.

In addition, MAC noted that Divisional travel budgets for 2014 have been agreed and that the next Assistant Principal Leadership Programme will take place on 10 February.

Seán Hurley  
Personnel Officer

## **Department of the Taoiseach**

### **MAC Meeting**

**Monday, 10 February 2014.**

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

MAC discussed key policy issues for the coming weeks including:

- the Action Plan for Jobs, which requires some further work with a particular focus on competitiveness;
- the construction sector strategy;
- water;
- climate change;
- health.

MAC also discussed the successful visit of a Government delegation led by the Taoiseach and Tánaiste to the OECD last week and follow up actions required.

In addition the following were noted:

- the Programme for Government Annual Report and a statement of priorities will be published in early March;
- the Department's Integrated Reform Plan for 2014;
- the Department's expenditure report for January.
- Divisional Business Plans for 2014 will be put on the Intranet on Wednesday next.

Paul McGarry  
Head of Corporate Affairs

## **Department of the Taoiseach**

### **MAC Meeting**

**Monday, 17 February 2014.**

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

MAC discussed a number of key policy issues including:

- the Action Plan for Jobs, which will be ready next week;
- work on the Construction Sector Strategy, which is at an advanced stage;
- preparation of the Programme for Government Annual Report.

MAC also noted that:

- Divisional business plans are now available on the Intranet;
- the PMDS process is well underway, the completion date for PMDS Annual Reviews and Role Profile meetings is 28 February;
- the Assistant Principal Leadership Programme, which took place on 10 February, went well.

Seán Hurley  
Personnel Officer

## **Department of the Taoiseach**

### **MAC Meeting**

**Monday, 3 March 2014.**

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

MAC discussed a number of key issues including:

- the Taoiseach's revised schedule for the week arising from the crisis in the Ukraine including a European Council meeting on Thursday;
- preparations for the Taoiseach's visit to the UK and St. Patrick's Day engagements in the US;
- a number economic issues including water, construction strategy and the IFSC;
- Health;
- Programme for Government progress report, which will be subject of statements in the Dáil on 4 March;
- National Risk Assessment;
- the Cooke and Guerin Inquiries;
- the Constitutional Convention.

MAC also noted that:

- the completion date for PMDS Annual Reviews and Role Profile meetings has now passed and any outstanding annual reviews should be completed as soon as possible;
- the Action Plan for Jobs was launched last week and MAC noted the positive progress on employment reflected in the latest CSO figures - quarterly reports to Government will focus on competitiveness.

Seán Hurley  
Personnel Officer

## **Department of the Taoiseach**

### **MAC Meeting**

**Tuesday, 1 April 2014.**

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

MAC discussed a number of issues including:

- staffing matters;
- preparations for the State Visit to the United Kingdom;
- the ICT Review, which will be put on the Department's intranet shortly;
- the draft Customer Action Plan 2014-16, which will be circulated to the Department shortly;
- proposals for the 2014 Learning and Development programme arising from individual Learning and Development plans, including the development of information sharing workshops;
- the draft National Risk Assessment will be circulated to Departments tomorrow;
- the draft National Reform Plan went to Government today;
- a Cabinet Committee on Justice Reform and Related Matters is being established. Secretariat will be provided by Social Policy and Public Sector Reform Division;
- the White Paper on Universal Health Insurance will be published tomorrow.

Seán Hurley  
Personnel Officer

## **Department of the Taoiseach**

### **MAC Meeting**

**Monday, 7 April 2014.**

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

MAC discussed a number of issues including:

- staffing matters;
- preparations for today's meeting between MAC and Principal Officers.

MAC also noted:

- the latest financial reports on Departmental spending;
- the State Visit to the United Kingdom which commences tomorrow;
- the Memorandum on Commemorations will go to Government tomorrow;
- the Terms and Reference of the Cabinet Committee on Justice Reform and the Terms of Reference of the Commission of Inquiry to be headed by Judge Fennelly are expected to be decided by the Government tomorrow.

Seán Hurley  
Personnel Officer



## **Department of the Taoiseach**

### **MAC Meeting**

**Tuesday, 29 April 2014.**

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

MAC discussed a number of issues including:

- staffing and structural challenges for the period ahead;
- a supplementary estimate will be required for the recently established Commission of Investigation;
- the outcome of the meeting between the Secretary General and Assistant Principal Officers.

MAC also noted:

- Europe Week will commence on 6 May and the Taoiseach, Tánaiste and Minister for State for European Affairs will participate in a Dáil Debate on that day (Europe Day is 9 May);
- the Local Enterprise Office Network was launched this week;
- the intention to carry-out an evaluation of the leadership development programme undertaken by the Department over the past couple of years;
- the recent successful State visit to the UK;
- the recent publication of the National Risk Assessment for consultation.

Seán Hurley  
Personnel Officer

## **Department of the Taoiseach**

### **MAC Meeting**

**Monday, 12 May 2014.**

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

MAC noted the following staffing arrangements:

- Rory Montgomery will take up duty as Second Secretary General in this Department in the summer;
- Art O'Leary is being assigned to work on Justice Reform;
- Richard Holland is being assigned to NESDO; and
- Nason Fallon is being assigned to the Commission of Investigation.

MAC also discussed the draft Customer Action Plan 2014-2016.

Seán Hurley  
Personnel Officer

## **Department of the Taoiseach**

### **MAC Meeting**

**Monday, 19 May 2014.**

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

**Apologies:** Geraldine Byrne Nason

MAC discussed a number of staffing issues.

MAC also noted the following:

- the European Commission's proposals for Country Specific Recommendations under the European Semester process will be published on 2 June;
- the Construction Strategy was launched last week.

Seán Hurley  
Personnel Officer

## **Department of the Taoiseach**

### **MAC Meeting**

**Monday, 26 May 2014.**

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

MAC discussed a number of issues including:

- arrangements for increasing resources in the Taoiseach's Private Office, including the assignment shortly of Ms. Teresa Doolan to this Department from the Department of Justice and Equality, and that HR would explore options for the deployment of additional clerical staff within budget constraints;
- the intention to hold an internal competition shortly to establish a PO promotion panel;
- preparations for the Taoiseach's attendance at the Informal Dinner for Heads of State or Government in Brussels tomorrow.

Seán Hurley  
Personnel Officer

## **Department of the Taoiseach**

### **MAC Meeting**

**Monday, 9 June 2014.**

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

MAC discussed a number of issues including:

- the Department's draft Risk Register;
- progress on the implementation of the Department's HR Strategy and considered the next steps;
- progress on the Civil Service Renewal and Accountability projects;
- the European Commission issued Country Specific Recommendations for Ireland under the European Semester process last week;
- the next "lunch and learn" on the topic Wellbeing in the Workplace will be held on Monday next, 16 June.

MAC also noted:

- the Taoiseach's successful visit to the United States last week;
- the Taoiseach will meet with Prime Minister Rutte of the Netherlands tomorrow;
- the Taoiseach will attend the British-Irish Council in Guernsey on Friday.

In addition, MAC noted the following staffing issues:

- Nick Reddy was made substantive at AP level and remains as Private Secretary to the Taoiseach;
- Anthony McGovern promoted to HEO, assignment yet to be decided;
- Alan Quirke assigned to Economic, International and Northern Ireland Division on secondment from Forfás, replacing Kate Flinter to work on the Action Plan for Jobs.

Seán Hurley  
Personnel Officer

## **Department of the Taoiseach**

### **MAC Meeting**

**Monday, 16 June 2014.**

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

**Apologies:** John Callinan, Philip Hamell.

MAC discussed a number of issues including:

- the Department's Customer Charter 2014-2016 will be rolled out to Divisions over the coming weeks;
- the implications of benefit in kind on taxi use from work to home - an e-mail will issue to the Department shortly in this regard;
- preparations for the General Affairs and European Councils next week.

MAC also noted the following staffing issues:

- Michelle McKiernan is being appointed Assistant Private Secretary to the Taoiseach;
- Elaine Gunn returned to the Houses of the Oireachtas today and Art O'Leary will take up his position as Secretary General to the President on 23 June. An internal competition process for establishing a Principal Officer panel has commenced and the Department has also sought expressions of interest from Departments for a secondment opportunity at Principal Officer level in this Department;
- Eoin Cuddihy has been assigned to Forfás on secondment and Kate Flinter has been assigned to Social Policy and Public Sector Reform Division.

Seán Hurley  
Personnel Officer

## **Department of the Taoiseach**

### **MAC Meeting**

**Monday, 23 June 2014.**

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

Adrian Farrell gave a presentation to MAC on his experience working in IBEC as part of the staff exchange scheme between the Civil Service and the private sector. In this regard, MAC noted the usefulness of the scheme in broadening the experience of those involved.

MAC also discussed preparations for renewal of the Department's Strategy Statement and noted the following staff assignments:

- David King assigned to EU Division;
- Anthony McGovern assigned to Social Policy and Public Sector Reform Division;
- Neil Carron assigned to the Department of Arts, Heritage and the Gaeltacht on secondment.

Seán Hurley  
Personnel Officer