

**MANAGEMENT BOARD MINUTES 16/4/2018**

**ATTENDANCE:**

Chair – Kevin McCarthy - Secretary General, William Parnell – Assistant Secretary

Secretariat – Lynda Crawford

Clodagh McDonnell, Head of HR and Corporate Affairs attended for items 4.1, 4.3 and 4.4,  
Fergal Costello, Finance Officer attended for item 4.2.

Apologies: - Bairbre NicAongusa - Assistant Secretary

**STATEMENT OF INTEREST**

No conflicts

**2. COMMUNICATIONS & TOPICAL MATTERS DIARY, MINUTES OF PREVIOUS MEETING & MATTERS ARISING**

**2.1 PREVIOUS MINUTES**

Minutes of the previous meeting were approved.

**2.2 MATTERS ARISING**

No matters arising.

**2.3 COMMUNICATIONS & TOPICAL MATTERS DIARY**

The diary for the forthcoming fortnight was noted.

**2.4 GOVERNMENT MEMORANDA / CABINET SUBCOMMITTEES**

A list of Government Memoranda currently circulated was noted.

**2.5 WEEKLY SCHEDULE (DÁIL, SEANAD AND COMMITTEES)**

The Oireachas schedule for the week was discussed.

**2.6 SOG'S/CABINET COMMITTEES**

The MB noted the next Senior Officials Group for Cabinet Committee A will take place on April 26th at 11am.

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#### 2.7 FOI REPORT

The FOI Report was noted.

### 3. PRIORITY ISSUES FOR DISCUSSION/NOTING

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#### 3.1 NATIONAL DEVELOPMENT PLAN/RURAL REGENERATION & DEVELOPMENT FUND

No issues arose for discussion under this item.

### 4. CORPORATE & OPERATIONAL MATERS FOR INFORMATION

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#### 4.1 HR UPDATE

The HR update was noted.

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#### 4.2 FINANCE ISSUES: EXPENDITURE REPORT

The expenditure report was noted. An update was provided on progress in respect of the C&AG interim audit.

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#### 4.3 COMMUNICATIONS UPDATE

It was noted that a reminder notice was being issued to all staff to request that any outstanding representations be cleared for issuing ahead of the introduction of the new e-correspondence systems.

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#### 4.4 ACCOMMODATION

Accommodation issues in Ballina and Dublin were discussed.

### 6 AOB

It was noted that the GDPR coordinator would ask the relevant PO's to request an update from agencies on their GDPR preparations.

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Kevin McCarthy  
Secretary General