

Kehoe, Theresa

From: Byrne, Hanagh
Sent: Friday 24 May 2024 17:34
To: Savage, Paul; Kelly, Patricia
Cc: Maurus, Sonja; SecGen
Subject: RE: Draft invitation letter for annual meeting between SG and Coillte
Attachments: Draft invitation letter SG-Coillte annual meeting June 2024.docx; Draft Agenda SG meeting with Coillte.docx

Thanks Paul.

I am just going to remove the option for Wednesday 19 June, as SG has engagement from 14:30. Also push the Wednesday 12 June time up by an hour if that's ok.

So Wednesday 12 June (after 12:00) or Monday 17 June.

SG cleared and asked me to PP the letter. I will issue from the SG inbox shortly.

Kind regards

Hanagh

Hanagh Byrne

Private Secretary to the Secretary General
An Roinn Talmhaíochta, Bia agus Mara
Department of Agriculture, Food and the Marine

An Teach Talmhaíochta, Sráid Chill Dara, Baile Átha Cliath 2, D02 WK12
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From: Savage, Paul <Paul.Savage@agriculture.gov.ie>
Sent: Friday, May 24, 2024 5:08 PM
To: Kelly, Patricia <Patricia.Kelly@agriculture.gov.ie>; Byrne, Hanagh <Hanagh.Byrne@agriculture.gov.ie>
Cc: Maurus, Sonja <Sonja.Maurus@agriculture.gov.ie>; SecGen <SecGen@agriculture.gov.ie>
Subject: RE: Draft invitation letter for annual meeting between SG and Coillte

Thanks, Patricia.

Hanagh,
Further to our earlier conversation, you might arrange for issue of the attached letter and agenda in respect of the Sec Gen's planned engagement with the Chair and CEO of Coillte on governance matters. Available dates from the Sec Gen's viewpoint have been included in the letter.

Thanks,
Paul

From: Kelly, Patricia <Patricia.Kelly@agriculture.gov.ie>
Sent: Tuesday, May 21, 2024 10:55 AM
To: Savage, Paul <Paul.Savage@agriculture.gov.ie>
Cc: Maurus, Sonja <Sonja.Maurus@agriculture.gov.ie>
Subject: FW: Draft invitation letter for annual meeting between SG and Coillte

Paul

Draft invitation letter for SG – Coillte annual meeting, with slightly amended Agenda as discussed – it is based on a template provided by Corporate Affairs, adapted to Coillte's remit.

For clearance and onward transmission to SG's office.

Regards

Patricia

From: Kelly, Patricia
Sent: Friday, May 17, 2024 6:15 PM
To: Savage, Paul <Paul.Savage@agriculture.gov.ie>
Cc: Maurus, Sonja <Sonja.Maurus@agriculture.gov.ie>; O'Neill, Marie <Marie.O'Neill@agriculture.gov.ie>
Subject: FW: Draft invitation letter for annual meeting between SG and Coillte

Paul

Invitation letter for annual meeting between SG and Coillte, and suggested agenda which we propose go with the letter, attached for clearance and onward transmission to SG's Office.

With thanks to Sonja.

Regards

Patricia

From: Maurus, Sonja <Sonja.Maurus@agriculture.gov.ie>
Sent: Thursday, May 16, 2024 12:10 PM
To: Kelly, Patricia <Patricia.Kelly@agriculture.gov.ie>
Cc: O'Neill, Marie <Marie.O'Neill@agriculture.gov.ie>
Subject: Draft invitation letter for annual meeting between SG and Coillte

Patricia,

Further to our meeting with Paul from yesterday, please find the draft invitation letter for the meeting between the SG and Coillte for your review at this [link](#).

The draft agenda for the meeting can be found at this [link](#) and is also for your review.

As mentioned in the draft letter, we can either enclose the agenda to the letter or alternatively, say that the agenda will be provided closer to the meeting, depending on what you prefer.

I have spoken with Hanagh in the SG's office this morning and she confirmed that currently meetings on either 17th June or 20th in the morning will be possible, but the diary is filling quickly and it would be good if we could confirm the date asap. Hanagh also confirmed that the meeting should take place in Aghouse and that the Line Division is the main contact.

Regards,

Sonja