

# 28 September 2020 - 4 October 2020

September 2020

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October 2020

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## Monday 28 September

10:00 - 11:30 Placeholder Peer Learning Group Meeting 2

This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Claire Noone

14:00 - 15:00 Stephen Bell - Cullaun Capital

## Tuesday 29 September

11:00 - 11:30 Call with Grainne re ICAV - Paula Flinter

## Wednesday 30 September

09:00 - 09:30 Green Loans - Andrew Wood

10:30 - 14:00 Living Leadership - C1 Module 2 (Change)

This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Claire Noone

14:30 - 15:30 Webex meeting changed: EMT Wednesday Meeting.

This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Caroline Ensor

15:30 - 16:30 Webex meeting invitation: EMT Credit Committe

This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Caroline Ensor

## Thursday 1 October

09:00 - 15:45 Construction Industry Federation Annual Conference

10:00 - 11:00 HBFI & Cluid (Microsoft Teams Meeting) - Fiona Cormican

16:00 - 16:30 Call with Denise re Stakeholder Survey

## Friday 2 October

09:00 - 10:00 Webex meeting invitation: HBFI / Circel VHA Catch-up

This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Michael Broderick

15:00 - 16:00 Meeting with Andrew O Flanagan

## Saturday 3 October

## Sunday 4 October

# 5 October 2020 - 11 October 2020

October 2020							November 2020						
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## Monday 5 October

- 10:00 - 11:30 **Dara Deering / Corina Grace** (Zoom) - Lisa
- 11:30 - 12:00 **Call Tuath/HBFI** - Brian Nevin
- 14:00 - 15:00 **Review of Customer Questionnaire**

## Tuesday 6 October

- 09:30 - 10:00 **NTMA Economics**
- 14:00 - 15:00 **Webex meeting invitation: HBFI Planning Meeting 2021 - Internal Audit**  
This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Deirbhile Brennan
- 15:15 - 15:30 **Marlet** (Conf Call) - Dara Deering

## Wednesday 7 October

- 09:00 - 09:30 **Meeting to Finalise Position on Greenacre COG** (Dial-in Details Below) - Michael Broderick
- 11:00 - 12:00 **Webex meeting invitation: EMT Wednesday meeting**  
This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Caroline Ensor
- 12:00 - 12:15 **Marlet - Case Review** - Paula Flinter
- 14:00 - 15:00 **Lending Team Structure** (Dara's Office) - Michael Broderick

## Thursday 8 October

- 10:00 - 12:00 **Review of EMT Papers**
- 14:00 - 15:00 **Board Paper Preparation**

## Friday 9 October

- 15:00 - 15:30 **Webex meeting invitation: Stakeholder Feedback survey**  
This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Denise Donovan

## Saturday 10 October

## Sunday 11 October

# 12 October 2020 - 18 October 2020

October 2020							November 2020						
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## Monday 12 October

- 10:30 - 11:00 Invitation: [REDACTED] & Dara Catch up @ Mon Oct 12, 2020 10:30am - 11am (IST) (dara.deering@hbfi.ie) - [REDACTED] - Caroline Ensor
- 12:00 - 13:00 Drawdown Process - Check in Point (Webex) - Dara Deering
- 14:00 - 15:00 Oaklee/HBFI Catch-up (Zoom) - Michael Broderick
- 16:30 - 16:45 Marlet - Case Review - Paula Flinter

## Tuesday 13 October

- 09:30 - 13:00 Living Leadership C1 Team Coaching Session (2) [REDACTED] - Claire Noone

## Wednesday 14 October

- 11:00 - 12:00 Webex meeting invitation: EMT Wednesday meeting [REDACTED] - Caroline Ensor
- 12:00 - 13:00 Webex meeting invitation: Residential Housing Demand [REDACTED] - Caroline Ensor
- 15:00 - 15:30 Dara & Nick (SBCI) Catch Up (I will call you) - Dara Deering

## Thursday 15 October

- 11:30 - 12:00 Declines and Amendments Process - Dara Deering
- 14:00 - 15:00 Webex meeting invitation: HBFI/Dof - Re: Review Process [REDACTED] - Michael Broderick
- 15:00 - 16:00 Webex meeting invitation: Audit insights - the impact of Covid 19. Discussion on C&AG letter. [REDACTED] - Caroline Ensor
- 16:00 - 16:30 Marlet- Case Review - Riona Lynch
- 16:30 - 17:00 Webex meeting invitation: Stakeholder Engagement Survey [REDACTED] - Denise Donovan

## Friday 16 October

## Saturday 17 October

## Sunday 18 October

# 19 October 2020 - 25 October 2020

October 2020							November 2020						
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## Monday 19 October

14:00 - 15:00 Gender Matters

This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Claire Noone

## Tuesday 20 October

12:00 - 13:00 Funding Discussion

This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Shefflin, Brian

14:30 - 15:30 Webex meeting invitation: Drawdown Process Review

This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Stephen McHugh

## Wednesday 21 October

11:00 - 12:00 Webex meeting invitation: EMT Wednesday meeting

This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Caroline Ensor

14:00 - 15:00 Webex meeting invitation: Pre Board Meeting

This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Michael Broderick

16:00 - 16:30 Call re Board Evaluation (Dara to call Caroline) - Dara Deering

## Thursday 22 October

09:25 - 10:25 A&L Goodbody virtual roundtable with Andrew McDowell (Zoom) - Julian Yarr

12:30 - 14:30 Webex meeting invitation: HBFI and HBFI(L) Board Meetings

This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Caroline Ensor

16:30 - 17:00 Gold Crisis Management Team (Via Zoom) - Agency Secretariat

## Friday 23 October



## Saturday 24 October

## Sunday 25 October

# 26 October 2020 - 1 November 2020

October 2020							November 2020						
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## Monday 26 October

Bank Holiday

## Tuesday 27 October

- 11:30 - 12:30 Case Closing -signing of documentation
- 14:00 - 15:00 Minutes HBFI(L) & Board Evaluation

## Wednesday 28 October

- 11:00 - 12:00 Webex meeting invitation: EMT Wednesday meeting  
This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Caroline Ensor
- 16:00 - 16:30 Board Terms of Reference - Review with Paula Flinter (I'll call your mobile) - Paula Flinter

## Thursday 29 October

- 10:00 - 11:30 Webex meeting invitation: HBFI Team Meeting  
This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Caroline Ensor

## Friday 30 October

- 12:00 - 13:00 Webex meeting invitation: EMT Credit Committee  
This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Caroline Ensor
- 15:00 - 16:00 Webex meeting invitation: Lessons Learned in Closing Large Cases  
This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Michael Broderick

## Saturday 31 October

## Sunday 1 November

# 2 November 2020 - 8 November 2020

November 2020							December 2020						
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## Monday 2 November

- 10:00 - 10:30 Sinead Brennan - NTMA CPO
- 11:00 - 12:00 Webex meeting invitation: Lessons Learned in Closing Large Cases  
This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Michael Broderick
- 14:00 - 15:00 Webex meeting invitation: Meeting to Discuss Ministerial Review  
This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Michael Broderick

## Tuesday 3 November

- 10:30 - 11:30 Webex meeting invitation: HBFI CEO Update Call - Ed Brophy (Advisor Minister for Finance)  
This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Scline Scott
- 12:30 - 13:30 Webex meeting invitation: HBFI CEO Update Call - Kevin Dillon (Advisor Minister for Housing)  
This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - SFAD Department of Finance
- 14:00 - 16:00 Business Development Manager Interviews (Zoom Details Below) - Emily Kane

## Wednesday 4 November

- 11:00 - 12:00 Webex meeting invitation: EMT Wednesday meeting  
This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Caroline Ensor
- 14:00 - 15:00 Catch-up Meeting with Respond (Zoom Platform) - Michael Broderick

## Thursday 5 November

- 09:00 - 10:00 Sinead Brennan - CPO - Catch Up (Sineads Office or downstairs for Coffee) - Dara Deering
- 14:00 - 15:00 Webex meeting invitation: Follow-up Meeting to Discuss Ministerial Review  
This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Michael Broderick
- 15:00 - 17:00 Placeholder - Peer Learning Group Meeting 3  
This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Claire Noone

## Friday 6 November

- 12:30 - 13:30 Call with Chair of HBFI Board
- 15:00 - 16:00 Webex meeting invitation: EMT Credit Committee.  
This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Caroline Ensor

## Saturday 7 November

## Sunday 8 November

# 9 November 2020 - 15 November 2020

November 2020							December 2020						
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## Monday 9 November

- 10:30 - 13:00 Board Paper Preparation
- 14:00 - 16:00 Team Catch Up Calls

## Tuesday 10 November

- 10:00 - 10:30 Board assessment paper (Phone ) - Caroline Ensor
- 12:00 - 13:00 Webex meeting invitation: Re: Ministerial Review  
This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Michael Broderick
- 16:00 - 16:30 Webex meeting invitation: IA Audit finding on Statement of Interests  
This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Joseph Colgan

## Wednesday 11 November

- 11:00 - 12:00 Webex meeting invitation: EMT Wednesday meeting  
This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Caroline Ensor
- 14:30 - 15:30 Compliance Periodic Meeting (HBFI) (N/A - Via WebEx) - Eoin Cashin
- 16:00 - 17:00 30% Club Council Meeting | Creating the link - Diversity and Artificial Intelligence (Virtual Event hosted by PwC, Dublin - Deatils to follow ) - Aideen Murphy

## Thursday 12 November

- 10:00 - 10:30 Declines & Amendments process improvements - Helen O'Sullivan
- 11:00 - 12:00 Dara Deering & Conor O'Kelly  
This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Claire Noone
- 14:00 - 14:30 Budget 2021 (I'll call you) - Denise Donovan
- 15:00 - 15:30 Webex meeting invitation: External Reporting Stats  
This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Denise Donovan

## Friday 13 November

- 09:00 - 10:30 Call with Martin Whelan NTMA

## Saturday 14 November

## Sunday 15 November

# 16 November 2020 - 22 November 2020

November 2020							December 2020						
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## Monday 16 November

14:00 - 15:00 Gender Matters

This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act

- Claire Noone

## Tuesday 17 November

11:00 - 12:00 Housing Forum (By Conference Call) - Dara Deering

## Wednesday 18 November

11:00 - 12:00 Webex meeting invitation: EMT Wednesday meeting

This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act

- Caroline Ensor

16:00 - 17:00 Call with Chair HBFI Board

## Thursday 19 November

CIF 2020 Southern Construction Summit (Páirc Uí Chaoimh, Cork)

08:30 - 09:00 Brief Catch-up on McGrath (Conference Call) - Michael Broderick

12:30 - 14:30 Webex meeting invitation: HBFI Board Meeting

This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act

- Caroline Ensor

16:00 - 17:00 Meeting to Discuss Small Cases (Dara's Office) - Michael Broderick

## Friday 20 November

Audit Insights - Online Event

(Ireland) - auditinsights@audit.gov.ie

15:30 - 16:00 Call with Chair of HBFI Board

16:00 - 16:30 Webex meeting invitation: Ministerial Review report feedback

This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act

- Denise Donovan

## Saturday 21 November

## Sunday 22 November



# 23 November 2020 - 29 November 2020

November 2020							December 2020						
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## Monday 23 November

- 14:00 - 14:30 Invitation: [redacted] / Dara Catch Up @ Mon Nov 23, 2020 2pm - 2:30pm (GMT) (dara.deering@hbfi.ie) -  
[redacted] - Caroline Ensor
- 15:00 - 15:30 Internal Audit Questionnaire

## Tuesday 24 November

- 09:00 - 11:00 Finalise submission 2 year review
- 11:00 - 12:00 Prepare CEO Update Team Meeting

## Wednesday 25 November

- 11:00 - 12:00 Webex meeting invitation: EMT Wednesday meeting  
[redacted] - Caroline Ensor
- 12:00 - 12:30 Webex meeting invitation: Corporate Governane Review \_ Prep meeting  
[redacted] - Joseph Colgan
- 12:30 - 13:00 Webex meeting invitation: HBFI Corporate Governance review - Close out meeting  
[redacted] - Niyathi Shah
- 14:30 - 15:30 Introductory Meeting with Metamo / HBFI  
[redacted] - Alan Kelly

## Thursday 26 November

- 10:00 - 11:00 Ministerial Report/ Budget/ Other (Your office) - Denise Donovan
- 14:30 - 15:30 Webex meeting changed: HBFI Team Meeting  
[redacted] - Caroline Ensor
- 15:30 - 16:00 Catch-up re McGrath (Dara's Office) - Michael Broderick

## Friday 27 November

- 08:30 - 09:30 Catch-Up - Michael Broderick (Dara's Office) - Michael Broderick
- 09:30 - 10:30 Drawdown process review (Webex details to follow) - Stephen McHugh

## Saturday 28 November

## Sunday 29 November

# 30 November 2020 - 6 December 2020

November 2020							December 2020						
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## Monday 30 November

- 08:30 - 09:30 Meeting to Discuss McGrath Group Facility (Lending Dial-in Numbers) - Michael Broderick
- 10:00 - 11:00 Catch Up - Paula Flinter - Paula Flinter
- 11:00 - 12:00 Webex meeting invitation: EMT Credit Committee  
This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Caroline Ensor
- 12:00 - 12:30 NTMA Workplace Gender Transition Policy and Guidelines (Zoom) - Elaine Timpson
- 14:00 - 14:30 Catch Up - Des Carville (By Phone. Dara and Sean to call Des) - Dara Deering

## Tuesday 1 December

- 09:30 - 11:00 Dara Deering / Corina Grace (Zoom) - Lisa Nolan
- 15:00 - 15:30 Nick Ashmore / Dara Deering Catch-Up (By Zoom Video Conference. Details below.) - Nick Ashmore

## Wednesday 2 December

- 11:00 - 12:00 Webex meeting invitation: EMT Wednesday meeting  
This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Caroline Ensor

## Thursday 3 December

## Friday 4 December

- 15:00 - 16:00 Webex meeting invitation: HBFI RemCo  
This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Caroline Ensor

## Saturday 5 December

## Sunday 6 December

# 7 December 2020 - 13 December 2020

December 2020						
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January 2021						
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## Monday 7 December

10:00 - 10:30 Webex meeting invitation: C&AG Finance Maturity Model

This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Denise Donovan

10:30 - 11:00 Call with Chair HBFI Board

15:00 - 15:30 Budget 2021 (I'll call you) - Denise Donovan

17:30 - 18:30 Webex meeting invitation: Circle meeting with HBFI

This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Michael Broderick

## Tuesday 8 December

Hold Day Off

## Wednesday 9 December

10:00 - 10:30 HBFIHBFI NTMA Economics catch up (Zoom) - Hannah Heeran

11:00 - 12:00 Webex meeting invitation: EMT Wednesday meeting

This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Caroline Ensor

12:00 - 12:15 IA point discussion (Webex) - Deirbhile Brennan

15:00 - 16:00 Webex meeting invitation: Stakeholder Feedback

This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Denise Donovan

## Thursday 10 December

10:00 - 10:30 Webex meeting invitation: Periodic Catch up before ARC Meeting 17th December 2020

This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Deirbhile Brennan

12:00 - 14:00 Finalise Board and ARC Papers

## Friday 11 December

10:30 - 11:00 Catch Up - Paula Flinter - Paula Flinter

## Saturday 12 December

## Sunday 13 December

# 14 December 2020 - 20 December 2020

December 2020							January 2021							
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28	29	30	31				25	26	27	28	29	30	31	

## Monday 14 December

11:00 - 12:30 Board Prep

14:00 - 15:00 Gender Matters

This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Claire Noone

## Tuesday 15 December

11:00 - 12:00 Webex meeting invitation: Quarterly Update. HBFI and Department of Finance

This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Caroline Ensor

16:00 - 17:00 Economists of Scale - David McWilliams ((Virtual)) - learning@ntma.ie

## Wednesday 16 December

12:00 - 13:00 Webex meeting changed: EMT Wednesday meeting

This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Caroline Ensor

14:05 - 15:05 Webex meeting invitation: HBFI Team Meeting

This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Grainne de Lacy

## Thursday 17 December

10:30 - 12:00 Webex meeting invitation: HBFI December ARC meeting.

This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Caroline Ensor

12:30 - 14:30 Webex meeting invitation: HBFI Board Meeting

This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Caroline Ensor

16:00 - 16:30 Catch Up - Angela Gallagher - Dara Deering

## Friday 18 December

10:00 - 11:00 Post Board Review - Michael Broderick (Dara's Office) - Dara Deering

11:30 - 13:00 Webex meeting changed: EMT Credit Committee

This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Caroline Ensor

## Saturday 19 December

## Sunday 20 December

# 21 December 2020 - 27 December 2020

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28	29	30	31				25	26	27	28	29	30	31	

## Monday 21 December

- 11:00 - 12:00 Webex meeting invitation: Catch up regarding Year End update  
This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Grainne de Lacy
- 12:00 - 13:00 Lending Guidelines - Feedback (Dara's Office) - Dara Deering
- 14:00 - 14:30 Webex meeting invitation: CBI - review Compliance by Schedule 2  
This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Joseph Colgan
- 15:00 - 16:00 Webex meeting invitation: Senior Managers Project Group  
This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Michael Broderick

## Tuesday 22 December

- 10:00 - 11:00 Webex meeting changed: EMT CC -Placeholder  
This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Caroline Ensor
- 10:00 - 10:30 NTMA Choir Christmas Performance (Zoom | Details enclosed) - Volunteering Committee
- 11:00 - 12:00 Webex meeting changed: EMT Wednesday meeting - moved to Tuesday  
This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Caroline Ensor

## Wednesday 23 December

- 00:00 Annual Leave →

## Thursday 24 December

- ← 00:00 Annual Leave
- 09:00 - 10:00 Webex meeting invitation: EMT Credit Committee  
This item has been redacted in part pursuant to S.32 (1) (c) of the FOI Act - Caroline Ensor

## Friday 25 December

## Saturday 26 December

## Sunday 27 December

# 28 December 2020 - 3 January 2021

December 2020

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January 2021

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**Monday 28 December**

**Tuesday 29 December**

**Wednesday 30 December**

00:00 Annual Leave →

**Thursday 31 December**

← 00:00 Annual Leave

**Friday 1 January**

**Saturday 2 January**

**Sunday 3 January**