Task		NAMA Act Legislation	Frequency	2015											
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Management Meeting	1. Schedule meeting, 2. Agenda to NAMA, 3. Meeting Note and Update from NAMA for management	Section 56	Monthly	✓	✓	✓	✓	✓	✓						
Bond Redemptions															
Approval	1. Request received from the NAMA Board and evaluated, 2. Submission to the Minister 3. Letter of Approval sent to NAMA	Section 60	Periodically	23/01/2015			09/04/2015								
Notification of ongoing redemptions	1. NAMA to notify the Department when a redemption occurs, 2. Inform Senior Management and Bank teams		Periodically			✓		✓							
Section 55 Report and Accounts															
Rec'd from NAMA	1. Report received from NAMA, 2. Examined by SMU and feedback provided to NAMA 3. Prepare Submission to the Minister with Memo for Information and Speaking notes	Section 55.1	Quarterly	23/12/2014		31/03/2015			30/06/2015			✓			✓
Laid before Houses & sent to PAC / Finance Committee	1. Memo for info uploaded to e-cabinet and fwd to Ministers Office (Wednesday prior to Gov Meeting) 2. Upload to the Government Library - Edoc laid (after the Gov Meeting) 3. Notify NAMA	Section 55.3	Quarterly	21/01/2015											
Section 54 Annual Report															
Rec'd from NAMA	1. Report received from NAMA, 2. Examined by SMU and feedback provided to NAMA 3. Prepare Submission to the Minister with Memo for Information and Speaking notes	Section 54	Annually (Q2)					13.05.2015							
Laid before Houses & sent to PAC / Finance Committee	1. Memo for info uploaded to e-cabinet and fwd to Ministers Office (Wednesday prior to Gov Meeting) 2. Upload to the Government Library - Edoc laid (after the Gov Meeting) 3. Notify NAMA							27/05/2015							
Annual Report Launch (Minister attends)	Speaking points and briefing for Minister							27/05/2015							
Section 53 Annual Statement															
Rec'd from NAMA	1. Report received from NAMA, 2. Examined by SMU and feedback provided to NAMA 3. Prepare Submission to the Minister with Memo for Information and Speaking notes	Section 53	Annually (Q3)									✓			
Laid before Houses & sent to PAC / Finance Committee	1. Memo for info uploaded to e-cabinet and fwd to Ministers Office (Wednesday prior to Gov Meeting) 2. Upload to the Government Library - Edoc laid (after the Gov Meeting) 3. Notify NAMA	Section 53.2	Annually (Q3)												
Government Guarantees			Quarterly												
Report on outstanding government guarantees	On request from the Banking Division update amount of NAMA bonds outstanding and accompanying text with relevant redemptions and future policy				09/02/2015	02/04/2015			08/07/2015						
Statement 1.1	On request from the Banking Division update amount of NAMA bonds outstanding and accompanying text with relevant redemptions and future policy			06/01/2015											
Board Member Appointment															
Expressions of interest sought	1.Completion of application as per D/Per Guidelines, 2. Submission to Minister for Approval of campaign details and submission to PAS 3.Submit campaign details for PAS, 4.Report from PAS on process and shortlist, 5. Submission to Minister on shortlist for the Ministers decision	Department of Public Expenditure and Reform Guidelines													
Appointment Effected	1. Submission to Minister with letter to approve the appointment 2. Press release issued	Section 19	Periodically												
Rec'd tax clearance certificate	1. Received from Board Secretary 2. Acknowledged and filed.	Section 19	3 mths following appt.		20/02/2015										
Codes of Practice Review	1. Report received from NAMA, 2. Prepare Submission to the Minister with Memo for Information and Speaking notes	Section 35	Annually (Q2)					19/05/2015							
Section 13.1 Board Report to the Minister	1. Report received from NAMA, 2. Prepare Submission to the Minister with Memo for Information and Speaking notes	Section 13.1	Annually (Q2)					12/05/2015	✓						
Submissions to the EU - misc	1. Report received from NAMA and read, 2. Forward report to DGComp		Annually (Q1)		16/02/2015										
NAMA Advisory Group Expenses	1. Expenses claim received from NAMA, 2. Evaluate expenses and check meeting dates with the Ministers Office, 3. Submission for approval of expenses. 4. Expenses to Accounts (Tricia) for payment.	Group disbanded - final payment made should be no more expenses - Jan 2015	Annually												
C&AG Review of NAMA		Section 226	Every 3 yrs												
Laid before Houses & sent to PAC / Finance Committee	1. Memo for info uploaded to e-cabinet and fwd to Ministers Office (Wednesday prior to Gov Meeting) 2. Upload to the Government Library - Edoc laid (after the Gov Meeting) 3. Notify NAMA		Last report completed in 2014 next report due 2017												
Minister's review of NAMA		Section 227	Every 5 yrs												
Laid before Houses & sent to PAC / Finance Committee	1. Memo for info uploaded to e-cabinet and fwd to Ministers Office (Wednesday prior to Gov Meeting) 2. Upload to the Government Library - Edoc laid (after the Gov Meeting) 3. Notify NAMA	Section 227	Last report completed in 2014												
Internal Challenge Meeting	Presentation and debate on the banks and NAMA.		Quarterly												