

Exert from Letter from Chancellor of the Duchy of Lancaster to Cabinet Secretary for Finance, Economy and Fair Work 22 January 2020.

Finally, we spoke about the Glasgow Science Centre. As you are aware our preference would be to use the Science Centre as the COP26 Green Zone so as to ensure that there is sufficient space to fulfill the specific criteria of the United Nations. Police Scotland have advised that this location is also the best option for the security arrangements. I know that our officials are continuing to discuss this but I hope this issue can be resolved within the coming days.

From: [Redacted]

Sent: 04 February 2020 13:01

To: Berge K (Kersti) <Kersti.Berge@gov.scot>; Rennie M (Michelle) <Michelle.Rennie@transport.gov.scot>; [Redacted]

Cc: DG Economy <DGEconomy@gov.scot>; Russell GE (Gillian) <Gillian.Russell@gov.scot>

Subject: Cabinet Readout: COP26

Importance: High

Kersti,

I took a call from [Redacted] Cabinet Secretariat who provided a readout of the Cabinet discussion on COP26 as part of the SCANCE item.

[Redacted]

Regards,

[Redacted]

[Redacted] | [Redacted] | **Energy & Climate Change Directorate | Scottish Government**

4th Floor | Atlantic Quay | 150 Broomielaw | Glasgow | G2 8LU

E: [Redacted] T: [Redacted]

| | |
|------------------------|--|
| From: | Berge K (Kersti) |
| Sent: | 27 November 2019 10:20 |
| To: | Cabinet Secretary for the Environment, Climate Change and Land Reform; Lloyd E (Elizabeth); Hamilton C (Clare); DG Economy; [Redacted] Allison B (Barbara) |
| Subject: | COP26/science centre - readout from call with Matt Tombs |
| Follow Up Flag: | Follow up |

Flag Status: Completed

I spoke to Matt Toombs.

[Redacted]

I said I agreed we should have given them a heads up on the announcement but that this kind of thing (not giving each-other heads up) happens on a range of issues and is not a deliberate COP comms strategy. I said there was no ministerial steer not to give them a heads up and that this was an oversight at official level.

I said we will need a strong profile for SG in COP but we should work closer with them on comms. We didn't discuss an MOU and in my view the need for an MOU does not follow, as I said this kind of thing happens across many policy areas.

I also made the following points:

- The most important point from this is the need to be completely joined up on planning in real time and we agreed to speak soon make this happen. In the absence of information from the UK Government on plans the zone etc we acted to ensure we are able to present Scotland to best effect. Matt said he believed SG safety and security staff were aware the SC was in the blue zone from planning assumptions and I said I believed that was not the case. Clare[Redacted] – can you check pls.
- Our stakeholders have been looking for information on how we intended to showcase Scotland and where – and what opportunities we could offer them and this is part of our planning for that.

k

Kersti Berge | Director | Energy & Climate Change | Scottish Government

Atlantic Quay | 150 Broomielaw | Glasgow | G2 8LU

E: kersti.berge@gov.scot | [Redacted]

From: Hamilton C (Clare)
Sent: 27 November 2019 13:33
To: Cabinet Secretary for the Environment, Climate Change and Land Reform
Cc: Lloyd E (Elizabeth); DG Economy; Berge K (Kersti); [Redacted] Russell G (Geraldine); Hicks C (Clare); [Redacted] Chief Executive Transport Scotland; Gillies H (Hugh); Pryce JM (Jonathan); [Redacted]
Subject: COP26 call between Ms Cunningham and Claire Perry
Attachments: 191127 Briefing Claire Perry and cab Sec COP 26+CH.docx
Follow Up Flag: Follow up
Flag Status: Completed

Kyle

Please find attached briefing as requested. Any questions, please let me and [Redacted] know. I'm heading over to a meeting with the Science Centre now and [Redacted] has a meeting with SEC but we will both keep an eye on emails.

Clare

[Redacted] | Deputy Director – Head of International Climate Change Division & COP26 | Scottish Government

Atlantic Quay, Glasgow | Victoria Quay, Edinburgh
Tel: [Redacted]

I work flexibly and may send emails early in the day or later in the evening. I do not expect an immediate response.



Briefing note

Briefing – Cabinet Secretary ECCLR and Claire Perry O'Neill.

Lines to take

- In the absence of information from the UK Government on plans for COP, including the zones and perimeter we've acted to ensure we are able to present Scotland to best effect.
- We were not made aware of your plans to secure the Science Centre for use as a media centre, nor has information about the security perimeter been shared with us.
- Our stakeholders have been looking for information on how we intended to showcase Scotland and where – and what opportunities we could offer them and this is part of our planning for that. We will work with relevant partners to ensure this can be delivered safely and securely.
- [Redacted]
- Obviously we've no problem with the science centre being in the perimeter – and we can discuss how it is used, but we are clear that Scotland should be showcased as it is happening in Scotland and this is an ideal venue for us.
- Have been consistently clear that we need be meaningfully involved in COP planning and core governance structures, both on operations and policy aspects. We want to work in partnership with you, Glasgow City Council and other delivery partners.

- [Redacted].

Background

Venues

- The possibility of the UKG taking additional venues outside the main COP/SEC site has not been raised with SG in any formal or informal meeting.
- Since the announcement of the SG / Science Centre partnership, UKG has made us aware that they had planned to use the Science Centre as a Media Centre/space for Dignitaries and that they have made this intention known to Glasgow City Council and Scottish stakeholder groups. The UKG had not raised this with us previously.
- We understand that the Science Centre had not received any instruction from UKG not to lease the venue for security purposes, and were only made aware today that it could be within the perimeter.

Perimeter

- [Redacted]
- Transport Scotland and Police Scotland met on 21 Nov to discuss emerging impacts of the security overlay on the transport network and around the SEC complex (inclusive of the Hydro and Armadillo). Advice from PS was that the footprint would go down to the Transport Museum (inclusive) and that it would go across to incorporate in the Science Centre for the interests of UKG. TS, having prior knowledge of the SG interest in the SC, softly challenged this planning assumption. Following this PS advised that they were aware of Government interest in the SC but were not specific about which part of Government.
- UKG have also indicated that information about the security perimeter has been shared with GCC and Police Scotland. We were not aware that such information was available information about perimeters has not been shared with SG through any route. We have spoken to Police Scotland and they have not received any such documentation.

Contract with Science Centre

- The contract with the Science Centre has been signed by both SG and the Science Centre.
- Prior to our engagement with the Science Centre, Scottish stakeholders had already made inquiries about the use of the Science Centre, including provisional bookings. [Redacted] We have agreed to work, where possible, with those stakeholders through our booking.
- [Redacted]

Sent: 02 December 2019 18:24
To: Lloyd E (Elizabeth)
Cc: DG Economy
Subject: RE: letter from Cab Sec to Claire Perry O'Neil

Thanks Liz.

Neither Police Scotland or Glasgow City Council have raised any concerns with us booking the Science Centre. Clare and I told Annenarie that we had booked it last Monday and I'll follow up with a call this week.

K
Sent with BlackBerry Work
(www.blackberry.com)

From: [Redacted]
Sent: 09 December 2019 07:04
To: DG Economy <DGEEconomy@gov.scot>; Chief Executive Transport Scotland <ceo@transport.gov.scot>; Pryce JM (Jonathan) <Jonathan.Pryce@gov.scot>; Wightman S (Scott) <Scott.Wightman@gov.scot>; Russell GE (Gillian) <Gillian.Russell@gov.scot>; Berge K (Kersti) <Kersti.Berge@gov.scot>
Cc: Hamilton C (Clare) <Clare.Hamilton@gov.scot>; Gillies H (Hugh) <Hugh.Gillies@transport.gov.scot>; [Redacted]
Subject: Readout - meeting between Cab Sec ECCLR and Claire O'Neill (off sen)

All, please see below readout of meeting between Ms Cunningham and Claire O'Neill that took place on Friday, 6 Dec. Kersti Berge, and [Redacted] attended for SG. Peter Hill and [Redacted] attended for UKG.

- Overall the meeting was much more positive in tone than previous, with only cursory mention of GSC. [Redacted]

Best

[redacted]
Redacted | Climate Change Division | Directorate for Energy and Climate Change

[Redacted]

: @ScotGovClimate



 Scottish Government
Riaghaidh na h-Alba
gov.scot

Sent: 04 February 2020 13:36

To: Rennie M (Michelle); Lloyd E (Elizabeth); McAllan M (Màiri) (Special Adviser); Cabinet Secretary for the Environment, Climate Change and Land Reform; Berge K (Kersti)

Cc: DG Economy; [Redacted]; [Redacted]; [Redacted]

Subject: RE: Immediate: For Action - Briefing for FM

[Redacted]

£

From: Rennie M (Michelle) <Michelle.Rennie@transport.gov.scot>

Sent: 04 February 2020 13:30

To: Lloyd E (Elizabeth) <Elizabeth.Lloyd@gov.scot>; McAllan M (Màiri) (Special Adviser) <Mairi.Mcallan@gov.scot>; Cabinet Secretary for the Environment, Climate Change and Land Reform <CabSecECCLR@gov.scot>; Berge K (Kersti) <Kersti.Berge@gov.scot>

Cc: DG Economy <DGEconomy@gov.scot>; [Redacted][Redacted] [Redacted]

Subject: RE: Immediate: For Action - Briefing for FM

Thanks Liz,

[Redacted]

Michelle

From: Lloyd E (Elizabeth) <Elizabeth.Lloyd@gov.scot>

Sent: 04 February 2020 13:16

To: Rennie M (Michelle) <Michelle.Rennie@transport.gov.scot>; McAllan M (Màiri) (Special Adviser) <Mairi.Mcallan@gov.scot>; Cabinet Secretary for the Environment, Climate Change and Land Reform <CabSecECCLR@gov.scot>; Berge K (Kersti) <Kersti.Berge@gov.scot>

Cc: DG Economy <DGEconomy@gov.scot>; [Redacted] [Redacted] [Redacted]

Subject: RE: Immediate: For Action - Briefing for FM

Michelle

Amending as below

[Redacted]

Elizabeth Lloyd
Chief of Staff to the First Minister

St Andrew's House

Regent Road

Edinburgh EH1 3DG

[Redacted]

Elizabeth.Lloyd@gov.scot

Please note Scottish Ministers, Special advisers and the Permanent Secretary to the Scottish Government are covered by the terms of the Lobbying (Scotland) Act 2016. See www.lobbying.scot for information.

From: Rennie M (Michelle) <Michelle.Rennie@transport.gov.scot>
Sent: 04 February 2020 13:08
To: Lloyd E (Elizabeth) <Elizabeth.Lloyd@gov.scot>; McAllan M (Màiri) (Special Adviser) <Mairi.Mcallan@gov.scot>; Cabinet Secretary for the Environment, Climate Change and Land Reform <CabSecECCLR@gov.scot>; Berge K (Kersti) <Kersti.Berge@gov.scot>
Cc: DG Economy <DGEconomy@gov.scot>; [Redacted]

Liz,

[Redacted]

Michelle

From: Lloyd E (Elizabeth) <Elizabeth.Lloyd@gov.scot>
Sent: 04 February 2020 13:01
To: McAllan M (Màiri) (Special Adviser) <Mairi.Mcallan@gov.scot>; Cabinet Secretary for the Environment, Climate Change and Land Reform <CabSecECCLR@gov.scot>; Berge K (Kersti) <Kersti.Berge@gov.scot>
Cc: DG Economy <DGEconomy@gov.scot>; Rennie M (Michelle) <Michelle.Rennie@transport.gov.scot>; [Redacted]
Subject: RE: Immediate: For Action - Briefing for FM

[Redacted]

Liz

Elizabeth Lloyd
Chief of Staff to the First Minister
St Andrew's House
Regent Road
Edinburgh EH1 3DG
[Redacted]
Elizabeth.Lloyd@gov.scot

From: McAllan M (Màiri) (Special Adviser) <Mairi.Mcallan@gov.scot>
Sent: 04 February 2020 12:52
To: Lloyd E (Elizabeth) <Elizabeth.Lloyd@gov.scot>; Cabinet Secretary for the Environment, Climate Change and Land Reform <CabSecECCLR@gov.scot>; Berge K (Kersti) <Kersti.Berge@gov.scot>
Cc: DG Economy <DGEconomy@gov.scot>; Rennie M (Michelle) <Michelle.Rennie@transport.gov.scot>; [Redacted]
Subject: RE: Immediate: For Action - Briefing for FM

[Redacted]

Sent with BlackBerry Work
(www.blackberry.com)

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From: [Redacted] **On Behalf Of** Cabinet Secretary for the Environment, Climate Change and Land Reform

Sent: 04 February 2020 11:07

To: Berge K (Kersti) <Kersti.Berge@gov.scot>; Cabinet Secretary for the Environment, Climate Change and Land Reform <CabSecECCLR@gov.scot>

Cc: DG Economy <DGEconomy@gov.scot>; Lloyd E (Elizabeth) <Elizabeth.Lloyd@gov.scot>; Rennie M (Michelle)

<Michelle.Rennie@transport.gov.scot>; [Redacted] McAllan M (Màiri) (Special Adviser) <Mairi.Mcallan@gov.scot>; [Redacted]

Subject: Immediate: For Action - Briefing for FM

Importance: High

Kersti

Apologies for the tight timeline but grateful if the following could be provided by 1pm this afternoon please:-

-

1) A one page timeline in relation to the booking of the Glasgow Science Centre. FM's understanding is that we booked the site after the UKG had booked sites across the clyde, as we believed they would not be looking at sites on the west of the clyde.

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[Redacted]

-

-

[Redacted]

ECCLR Private Office

Tel: [Redacted]

From: [Redacted]

Sent: 04 February 2020 17:59

Subject: Info on COP26

Attachments: Letter to CDL - 23 January.pdf; FW: Scotland requests key role in COP26 planning

Afternoon,

Understand you were looking for additional background info at the post-Cabinet media briefing today – on the timeline around securing the Glasgow Science Centre as a COP base, and on the letter exchange between Mr Gove and Mr Mackay.

<Clare.Hamilton@gov.scot>; [Redacted]

Subject: readout of call with Matt Toombs (COP Engagement Director)

[Redacted]

k

Kersti Berge | Director | Energy & Climate Change | Scottish Government

Atlantic Quay | 150 Broomielaw | Glasgow | G2 8LU

E: kersti.berge@gov.scot [Redacted]

Extract from Peter Hill's email to Liz Ditchburn dated 16 January 2020

On the venue, which we discussed briefly, Vic and Kersti have spoken about the potential use of the Science Centre as the COP26 Green Zone. [Redacted]. What is the best way for us to resolve this?

Extract from Liz Ditchburn's letter to Peter Hill dated 29 January 2020.

Meanwhile, we are considering internally how best to progress discussions on the use of the Glasgow Science Centre and I am grateful for the additional information you have provided on the security and operational considerations to support these discussions. I know this was raised in the recent meeting between Ministers on 20th January. I agree there is a need to resolve this issue quickly and I will ask my team to make contact with yours so that we can work towards getting greater clarity on this matter.

-From: [Redacted]

Sent: 11 December 2019 18:17

To: [Redacted]

Cc: [Redacted]

Subject: Re: Friday's visit to Glasgow Science Centre

Hi [redacted]

Nice to e-meet you. Apologies for the delay but I've been out of the office for a few days.

I'd be happy to meet in the margins of the meeting with David. It would be good to also understand what your thinking is for COP26. [Redacted] from the Cabinet Office will be joining too.

I'd rather have the meeting with David separately then meet you after, if that's ok

when I'm back in the office tomorrow I will look for a convenient time to catch up while we are there

Regards

[Redacted]

Regards

[Redacted] | Protocol Directorate
Foreign and Commonwealth Office | Lancaster House | London | SW1A 1BB
[Redacted]

From: [Redacted]

Sent: Tuesday, December 10, 2019 12:33:53 PM

To: [redacted]

Cc: [redacted]**Subject:** Friday's visit to Glasgow Science Centre

Dear [Redacted]

I lead the Major Events team in the Scottish Government and will be working with Cabinet Office and DCMS on the our surrounding events and engagement programme on COP26. I had a catch up with David McQueen at the Glasgow Science Centre today to talk about how we and COP partners will use the venue next year. He mentioned that you were coming up this Friday to discuss the external areas and I thought it might be of use if I attend too, so I'm not working at cross purposes? Would that be helpful?

[redacted] in DCMS has asked for a chat tomorrow so we'll hopefully discuss the Science Centre then too.

Do let me know the arrangements for Friday if that's agreeable.

With kind regards

[redacted]

[redacted] | Major Events Unit | Directorate for Culture, Tourism and External Affairs | Scottish Government | 2G South, Victoria Quay, Edinburgh, EH6 6QQ | [redacted]

From: [Redacted]

Sent: 04 February 2020 15:19

To: Stephen Breslin <stephen.breslin@glasgowsciencecentre.org>; David McQueen <david.mcqueen@glasgowsciencecentre.org>; [Redacted]

Cc: Rennie M (Michelle) <Michelle.Rennie@transport.gov.scot>; [Redacted] Berge K (Kersti) <Kersti.Berge@gov.scot>; [Redacted]; Communications Rural Economy & Environment <CommunicationsRuralEconomy&Environment@gov.scot>

Subject: URGENT - Media Query - Glasgow Science Centre being used for COP26

Importance: High

Stephen,

Thank you so much for the warm welcome you gave our guests this morning – it was a great event and we look forward to taking time to debrief with your team very soon.

Critically, as you know we're dealing with a deluge of media queries and we plan to release some proactive information on our booking of the GSC. Can you confirm you are content with the lines below, which relate to GSC being released as required?

Grateful for a response as soon as possible – we would like to clear with FM in the next 45 mins if possible.

Many thanks
[Redacted]

Wed 9 Oct GSC was identified a suitable venue, outside of the known COP site, for a Scottish presence during the COP. From this date *the GSC was held provisionally for SG and discussion began on a partnership approach between GSC and SG. **GSC had had no approach from UKG.***

Mon 11 Nov SG instructed GSC to confirm our provisional booking. **GSC had received no other requests for the exclusive hire of the venue and were pleased with the partnership offered by SG.**

Tue 26 Nov Cabinet Secretary confirmed to Scottish Parliament Environment Committee and SG issued news release with GSC announcement which was well received by stakeholders.

[Redacted] | Directorate for Culture, Tourism and Major Events | Scottish Government | 2G South, Victoria Quay, Edinburgh, EH6 6QQ | tel: [Redacted] | mob: [Redacted] | email: [Redacted] | web: www.gov.scot

From: Ditchburn L (Liz) <Liz.Ditchburn@gov.scot> **On Behalf Of** DG Economy

Sent: 04 February 2020 13:25

To: Rennie M (Michelle) <Michelle.Rennie@transport.gov.scot>; Lloyd E (Elizabeth) <Elizabeth.Lloyd@gov.scot>; McAllan M (Màiri) (Special Adviser) <Mairi.Mcallan@gov.scot>; Cabinet Secretary for the Environment, Climate Change and Land Reform <CabSecECCLR@gov.scot>; Berge K (Kersti) <Kersti.Berge@gov.scot>

Cc: DG Economy <DGEconomy@gov.scot>; [Redacted] [Redacted] [Redacted]

Subject: RE: Immediate: For Action - Briefing for FM

[Redacted]

From: [Redacted] **On Behalf Of** Cabinet Secretary for the Environment, Climate Change and Land Reform

Sent: 04 February 2020 14:54

To: First Minister <firstminister@gov.scot>; Cabinet Secretary for the Environment, Climate Change and Land Reform <CabSecECCLR@gov.scot>

Cc: Cabinet Secretary for the Environment, Climate Change and Land Reform <CabSecECCLR@gov.scot>; [Redacted]; DG Economy

<DGEconomy@gov.scot>; Lloyd E (Elizabeth) <Elizabeth.Lloyd@gov.scot>;

Rennie M (Michelle) <Michelle.Rennie@transport.gov.scot>; [Redacted]

[Redacted] McAllan M (Màiri) (Special Adviser) <Mairi.Mcallan@gov.scot>;

[Redacted] [Redacted] Berge K (Kersti) <Kersti.Berge@gov.scot>; Russell GE

(Gillian) <Gillian.Russell@gov.scot>; [Redacted]; Gillies H (Hugh)

<Hugh.Gillies@transport.gov.scot>; [Redacted]

Subject: Immediate: COP26 - Programme Office - Note for FM on GSC FINAL

Importance: High

PS/FM

Please see the attached note as requested by FM.

Regards

[Redacted]

ECCLR Private Office

Tel: [Redacted]

All e-mails and attachments sent by a Ministerial Private Office to any other official on behalf of a Minister relating to a decision, request or comment made by a Minister, or a note of a Ministerial meeting, must be filed appropriately by the recipient. Private Offices do not keep official records of such e-mails or attachments.

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Glasgow Science Centre – Timeline of Booking

[Redacted]

Thu 3 Oct At the request of the Cabinet Secretary ECCLR, SG officials started looking at venues in Glasgow as a base for Scotland during COP26, including GSC.

Wed 9 Oct SG instructed ExecSpace (SG's event framework provider) to scope venues in Glasgow to an event brief. GSC was identified as the only venue available for the duration with the capacity required. From this date ***the GSC was held provisionally for our use and SG officials worked with GSC in the weeks following to confirm the details of the venue hire and the cost.***

Fri 25 Oct Redacted emailed Redacted to introduce him to Stephen Breslin (GSC).[redacted]. ***No request or offer was exchanged in this correspondence, rather just an intention to discuss COP26. SG were not aware of this approach and indeed Mr Breslin indicates that at no time was there a direct request to hire the GSC from UKG.***

Mon 11 Nov SG instructed GSC to contract to confirm our provisional booking. ***GSC had received no other requests for the exclusive hire of the venue and we pleased with the partnership offered by SG.***

Thu 14 Nov Officials requested that Cabinet Secretary ECCLR to approve the booking of the venue.

Thu 19 Nov ***GSC issued the confirmed contract for venue hire to SG*** through ExecSpace.

Fri 20 Nov ***Cabinet Secretary ECCLR approved the booking and officials proceeded to get the contract signed and put procurement in place.***

Wed 20 Nov [redacted]] ***Still no request from FCO for use of GSC.***

Mon 25 Nov ***Contract signatures completed by both parties.***

Tue 26 Nov SG issued news release with GSC announcement. Only after this announcement was there a ***direct request to GSC from [redacted] at the FCO and Vic Busby in Cabinet Office [redacted] GSC be offered to UKG to use.***

Thu 9 Jan First informal discussion between Vic Busby (Cabinet Office) and Kersti Berge (SG Director Energy and Climate Change) regarding the GSC, following the UKG COP26 Ops Board. SG indicated they were open to further discussions.

Wed 15 Jan Peter Hill (COP CEO), indicated by email to Liz Ditchburn that they would like were keen to resolve the issue of the GSC. Ms Ditchburn replied to indicate we were happy to discuss and that officials would be in contact with them.

Mon 20 Jan Location of the Green Zone was raised by the Chancellor of the Duchy of Lancaster in his call with Mr Mackay and Mr Yousaf and has since been reiterated in correspondence from him to Mr Mackay on 22 Jan. A response is being drafted, which includes an indication that SG are willing to discuss further.

Thu 30 Jan SG and UKG officials held an informal discussion in London to discuss the possibility of the GSC being used as the Green Zone during COP26, subject to agreement that this could meet the mutual objectives of both administrations. It is expected that a formal discussion can be held following a further exchange of letters between Mr Mackay and Mr Gove.

From: Berge K (Kersti)
Sent: 27 November 2019 18:55
To: Cabinet Secretary for the Environment, Climate Change and Land Reform <CabSecECCLR@gov.scot>
Cc: [Redacted] Hamilton C (Clare) <Clare.Hamilton@gov.scot>
Subject: Actions from the call today

[Redacted], the actions I noted down were:

- Confirm the contract is signed – can confirm, as per the briefing it is signed.
- [Redacted]

Let me know if you noted down anything else.

Thanks

k

Kersti Berge | **Director | Energy & Climate Change | Scottish Government**
Atlantic Quay | 150 Broomielaw | Glasgow | G2 8LU
E: kersti.berge@gov.scot | [Redacted]

From: Berge K (Kersti)
Sent: 27 November 2019 20:28
To: Russell GE (Gillian) <Gillian.Russell@gov.scot>
Cc: [Redacted]; Hamilton C (Clare) <Clare.Hamilton@gov.scot>; Gillies H (Hugh) <Hugh.Gillies@transport.gov.scot>; [Redacted]
Subject: Cab Sec/Claire Perry O'Neil meeting

Gillian,

Can you let us know whether police colleagues have raised concerns about us booking the science centre? [Redacted]

Thanks,

k

Kersti Berge | **Director | Energy & Climate Change | Scottish Government**
Atlantic Quay | 150 Broomielaw | Glasgow | G2 8LU
E: kersti.berge@gov.scot | [Redacted]

From: Berge K (Kersti)
Sent: 27 November 2019 13:20
To: Hamilton C (Clare); [Redacted]
Cc: DG Economy
Subject: RE: News release on COP26 and Glasgow Science Centre - UKG follow up URGENT

Follow Up Flag: Follow up
Flag Status: Completed

[Redacted]

k

From: Gillies H (Hugh)

Sent: 27 November 2019 12:36

To: [redacted] Hamilton C (Clare) <Clare.Hamilton@gov.scot>; Berge K (Kersti) <Kersti.Berge@gov.scot>; [redacted] Russell GE (Gillian)

<Gillian.Russell@gov.scot> [Redacted]

Subject: RE: News release on COP26 and Glasgow Science Centre - UKG follow up URGENT

[Redacted]

Suggested alternative lines below

[redacted]

Regards

Hugh

From: [Redacted]

Sent: 27 November 2019 12:16

To: Hamilton C (Clare) <Clare.Hamilton@gov.scot>; Berge K (Kersti) <Kersti.Berge@gov.scot> [Redacted] Gillies H (Hugh)

<Hugh.Gillies@transport.gov.scot>; Russell GE (Gillian)

<Gillian.Russell@gov.scot>; [Redacted]

Subject: FW: News release on COP26 and Glasgow Science Centre - UKG follow up URGENT

Importance: High

All

Further to ongoing discussions, please see start of a chapter and verse account of GSC.

[Redacted]

From: Berge K (Kersti)

Sent: 27 November 2019 10:23

To: Hamilton C (Clare) <Clare.Hamilton@gov.scot>; [Redacted]

Subject: FW: News release on COP26 and Glasgow Science Centre - UKG follow up

Clare [Redacted], grateful if you can respond to these points. Pls also cover Matts point in my readout that he thinks we were aware of the zoning

k

From: Lloyd E (Elizabeth) <Elizabeth.Lloyd@gov.scot>
Sent: 27 November 2019 10:07
To: [Redacted] Hamilton C (Clare) <Clare.Hamilton@gov.scot>; Cabinet Secretary for the Environment, Climate Change and Land Reform <CabSecECCLR@gov.scot>; [Redacted]
Cc: [redacted]>; McAllister C (Colin) <Colin.McAllister@gov.scot>; Berge K (Kersti) <Kersti.Berge@gov.scot>; [Redacted] Russell GE (Gillian) <Gillian.Russell@gov.scot>; Cameron DA (Donald) <Donald.Cameron@gov.scot>
Subject: RE: News release on COP26 and Glasgow Science Centre - UKG follow up

[Redacted]

Ms Perry highlights the following – all of which is news to me

Science centre not security cleared for public events (I'm not aware, if it's outside zone and ours if that's an issue)

No contract is agreed – I assume this is at UKG level

She says that SG know the site is required as global media centre – did we?

[Redacted]

[Redacted] – so Cab Sec would like to be very clear what we did and didn't know as all of the above is news to her.

Perry also states she wants to show a unified face to the world

[Redacted]

Liz

Elizabeth Lloyd
Chief of Staff to the First Minister
St Andrew's House
Regent Road
Edinburgh EH1 3DG
[Redacted]

From: [Redacted]
Sent: 27 November 2019 09:33
To: Lloyd E (Elizabeth) <Elizabeth.Lloyd@gov.scot>; Hamilton C (Clare) <Clare.Hamilton@gov.scot>; Cabinet Secretary for the Environment, Climate Change and Land Reform <CabSecECCLR@gov.scot>; [Redacted]>; McAllister C (Colin) <Colin.McAllister@gov.scot>; Berge K (Kersti) <Kersti.Berge@gov.scot>; [Redacted] Russell GE (Gillian) <Gillian.Russell@gov.scot>; Cameron DA (Donald) <Donald.Cameron@gov.scot>

Subject: RE: News release on COP26 and Glasgow Science Centre - UKG follow up

Copying [REDACTED].

From: [Redacted]

Sent: 27 November 2019 09:29

To: Lloyd E (Elizabeth) <Elizabeth.Lloyd@gov.scot>; Hamilton C (Clare) <Clare.Hamilton@gov.scot>; Cabinet Secretary for the Environment, Climate Change and Land Reform <CabSecECCLR@gov.scot>; [Redacted] McAllister C (Colin) <Colin.McAllister@gov.scot>; Berge K (Kersti) <Kersti.Berge@gov.scot>; [Redacted] Russell GE (Gillian) <Gillian.Russell@gov.scot>; Kellet M (Michael) (Constitution and Cabinet) <Michael.Kellet@gov.scot>

Subject: RE: News release on COP26 and Glasgow Science Centre - UKG follow up

Liz

[Redacted]

We have signed the contract, and expect to receive the signed version from science centre today. There has been prior discussion and agreement on t&cs, and the CEO understands everything is in place from his perspective. ExecSpace are managing this for us.

Copying CUKR for awareness.

Thanks,

From: Lloyd E (Elizabeth) <Elizabeth.Lloyd@gov.scot>

Sent: 27 November 2019 09:06

To: Hamilton C (Clare) <Clare.Hamilton@gov.scot>; Cabinet Secretary for the Environment, Climate Change and Land Reform <CabSecECCLR@gov.scot>; [Redacted]

Cc: [Redacted] McAllister C (Colin) <Colin.McAllister@gov.scot>; Berge K (Kersti) <Kersti.Berge@gov.scot>; [Redacted] Russell GE (Gillian) <Gillian.Russell@gov.scot>

Subject: RE: News release on COP26 and Glasgow Science Centre - UKG follow up

[Redacted]

Can I also have confirmation of exactly where we are with Science Centre. I assume as Cab Sec signed it off, we have signed agreement with them

Liz

Elizabeth Lloyd

Chief of Staff to the First Minister

St Andrew's House

Regent Road

Edinburgh EH1 3DG
[Redacted]
Elizabeth.Lloyd@gov.scot

From: Hamilton C (Clare) <Clare.Hamilton@gov.scot>

Sent: 26 November 2019 18:04

To: Cabinet Secretary for the Environment, Climate Change and Land Reform <CabSecECCLR@gov.scot>; Lloyd E (Elizabeth) <Elizabeth.Lloyd@gov.scot>

Cc: [Redacted]; McAllister C (Colin) <Colin.McAllister@gov.scot>; Berge K (Kersti) <Kersti.Berge@gov.scot>; [Redacted] Russell GE (Gillian) <Gillian.Russell@gov.scot>

Subject: RE: News release on COP26 and Glasgow Science Centre - UKG follow up

[Redacted]

I'd welcome Liz's view on the desirability of the call happening tonight.

We haven't had any conversations with the UKG about their interest in the Science Centre. Neither have they – as yet – shared any information with us about the likely perimeter for the event. On the basis of the information we had received to date, our understanding was that the event would be happening at the SEC with the river as the boundary. UKG indicated this evening that perimeter plans have been shared with GCC and with Police Scotland and that Police Scotland has been commissioned to risk assess the inclusion of the Science Centre within the main COP site.

[Redacted]

Clare

Clare Hamilton | Deputy Director | International Climate Change Division & COP26
| Directorate for Energy and Climate Change | Tel: [Redacted]

I work flexibly and may send emails early in the day or later in the evening. I do not expect an immediate response.

From: Lloyd E (Elizabeth) <Elizabeth.Lloyd@gov.scot>

Sent: 26 November 2019 18:37

To: Berge K (Kersti) <Kersti.Berge@gov.scot>; Hamilton C (Clare) <Clare.Hamilton@gov.scot>; Cabinet Secretary for the Environment, Climate Change and Land Reform <CabSecECCLR@gov.scot>

Cc: [Redacted] McAllister C (Colin) <Colin.McAllister@gov.scot> [Redacted] Russell GE (Gillian) <Gillian.Russell@gov.scot>; Allison B (Barbara) <Barbara.Allison@gov.scot>; Chief Executive Transport Scotland <ceo@transport.gov.scot>; Pryce JM (Jonathan) <Jonathan.Pryce@gov.scot>; Wightman S (Scott) <Scott.Wightman@gov.scot>; Gillies H (Hugh) <Hugh.Gillies@transport.gov.scot>

Subject: RE: News release on COP26 and Glasgow Science Centre - UKG follow up

- [Redacted]

Elizabeth Lloyd
Chief of Staff to the First Minister

St Andrew's House
Regent Road
Edinburgh EH1 3DG
[Redacted]
Elizabeth.Lloyd@gov.scot

Please note Scottish Ministers, Special advisers and the Permanent Secretary to the Scottish Government are covered by the terms of the Lobbying (Scotland) Act 2016. See www.lobbying.scot for information.

From: Berge K (Kersti) <Kersti.Berge@gov.scot>

Sent: 26 November 2019 18:24

To: Hamilton C (Clare) <Clare.Hamilton@gov.scot>; Cabinet Secretary for the Environment, Climate Change and Land Reform <CabSecECCLR@gov.scot>; Lloyd E (Elizabeth) <Elizabeth.Lloyd@gov.scot>

Cc: [Redacted]; McAllister C (Colin) <Colin.McAllister@gov.scot>; [Redacted] Russell GE (Gillian) <Gillian.Russell@gov.scot>; Allison B (Barbara) <Barbara.Allison@gov.scot>; Chief Executive Transport Scotland <ceo@transport.gov.scot>; Pryce JM (Jonathan) <Jonathan.Pryce@gov.scot>; Wightman S (Scott) <Scott.Wightman@gov.scot>; Gillies H (Hugh) <Hugh.Gillies@transport.gov.scot>

Subject: RE: News release on COP26 and Glasgow Science Centre - UKG follow up

[Redacted]

From: Berge K (Kersti)

Sent: 12 November 2019 17:58

To: [Redacted]

Cc: Hamilton C (Clare) <Clare.Hamilton@gov.scot>

Subject: COP26 venues

Hi all,

couple of things on securing locations for our activities in COP. This came up in the Cunningham/Hislop meeting today. Thanks for the note for this, I'll send round a readout tomorrow.

- Can you let me know where we have got to with signing the contract with the science centre [Redacted]

Thanks

k

Kersti Berge | **Director | Energy & Climate Change | Scottish Government**
Atlantic Quay | 150 Broomielaw | Glasgow | G2 8LU
E: kersti.berge@gov.scot | [Redacted]

From: Berge K (Kersti)
Sent: 26 November 2019 23:36
To: Director Communications, Ministerial Support & Facilities
<DirectorCMSF@gov.scot>
Subject: RE: COP and science centre

[Redacted]

From: Allison B (Barbara) <Barbara.Allison@gov.scot> **On Behalf Of** Director Communications, Ministerial Support & Facilities
Sent: 26 November 2019 21:59
To: Berge K (Kersti) <Kersti.Berge@gov.scot>
Cc: Director Communications, Ministerial Support & Facilities
<DirectorCMSF@gov.scot>; [redacted]

Thanks for the update on this Kersti

I hope that your UKG colleague accepts that it was a misunderstanding. [redacted]

Happy to discuss further tomorrow if we can help in any way.

Regards

Barbara

BARBARA ALLISON,
Director, Communications, Ministerial Support and Facilities
Scottish Government.
Tel: 0131 244 4593/3937



I AM AN ALLY

From: Berge K (Kersti) <Kersti.Berge@gov.scot>
Sent: 26 November 2019 20:23
To: Allison B (Barbara) <Barbara.Allison@gov.scot>
Subject: COP and science centre

Barbara, I'm speaking to Peter Hill (COP CEO) tomorrow. The reason [redacted] is the Science Centre is likely to be in the blue zone (core COP zone). First we've heard of that - our understanding was that the blue zone stops at the river. This illustrates why they need to bring us firmly into the tent on planning.

When I speak to Peter I'll say we should have given them a heads up on the public announcement, but that they have to bring us firmly into the planning process.

k

Kersti Berge | **Director | Energy & Climate Change | Scottish Government**
Atlantic Quay | 150 Broomielaw | Glasgow | G2 8LU
E: kersti.berge@gov.scot | M: [Redacted]

From: Hamilton C (Clare) <Clare.Hamilton@gov.scot>
Sent: 09 October 2019 11:57
To: [Redacted]
Cc: [Redacted]
Subject: FW: Venues in Glasgow

[Redacted]

Great to meet you earlier! Here's the information about the science centre ([Redacted]). We would really want to have the science centre for the full period 7-22. [Redacted]

We've not yet reached out to the CEO to let him know that SG want to use the science centre as the showcase venue for Scotland at COP26 – I was intending to do so today, but if there are any personal contacts that might facilitate an approach that would clearly make it a bit easier.

Clare

Clare Hamilton | Deputy Director | Climate Change Division | Directorate for Energy and Climate Change | Tel: [Redacted]
I work flexibly and may send emails early in the day or later in the evening. I do not expect an immediate response.

From: [Redacted]
Sent: 09 October 2019 11:44
To: Hamilton C (Clare) <Clare.Hamilton@gov.scot>; [Redacted]
Cc: [Redacted]
Subject: RE: Venues in Glasgow

update received from execspace:

The science centre are 99% sure that they will close to the public and offer exclusive use on the dates provided (except 9th, 10th, 14th + 15th)

I'm afraid that 7th + 8th are not available, but 21st + 22nd are

From: [Redacted]
Sent: 09 October 2019 10:42
To: Hamilton C (Clare) <Clare.Hamilton@gov.scot>; [Redacted]

Cc: [Redacted]
Subject: FW: Venues in Glasgow

From: [Redacted]
Sent: 09 October 2019 10:31
To: [Redacted]>[Redacted]
Subject: RE: Venues in Glasgow

Good morning [Redacted],

Thank you so much for your time on the telephone this morning!

The venue is looking into the exclusive use / closing to the public for us (and they will be able to let us know by Friday at latest, although I have pushed for the decision sooner).

Please find the current information for you (based on a non-exclusive use basis):
Available Dates: 11th, 12th, 16th, 18th, 19th, 20th November 2020

After doing some pushing, we have found out that the client is not a Public Sector client (so not related to Gov / its partnerships) which means we wouldn't be able to push them as far as I can tell.

We may be able to have the below dates:
11th – 13th November + 16th – 20th November 2020
(The dates we definitely can't have are 9th + 10th November 2020, and 14th + 15th November 2020 as this client has already contracted, and the venue are not willing to allow us to out-bid / re-negotiate for the space – these dates are completely fully booked).

Below information + information attached for the Science Centre in the meantime:
At the moment we are unaware if we will be open the public or not. Depending on what they are looking to do in each space we can still offer the following whilst open to the public:

*-Atrium, Clyde Suite, Science Show Theatre, Hive, Tower Base South, Tower Base North and The Boardroom: [Redacted]+ VAT per day (9am – 10pm)
-IMAX Cinema: [Redacted]+ VAT: 7am – 6pm hire*

Dates available are: 11th, 12th, 16th, 18th, 19th, 20th November 2020 (The 12th is only available until 5pm)

I know you have little information at the moment but please find attached a proposal of the spaces and our catering brochure. We would need to no more in terms of set-up, number of exhibition stands, AV and timings etc to create a more complex quote but this is the standard rate over this busy period.

I'm looking into the [Redacted] for you now and hope to be able to come back ASAP!

Kind Regards,

[Redacted]

[Redacted]Redacted Direct Dial: [Redacted]

Mobile: [Redacted]

[Redacted]Mitchell House - 5 Mitchell Street, Edinburgh, EH6 7BD

TAKE A VIRTUAL REALITY VENUE TOUR NOW - www.execspace.co.uk/vr/

[documents redacted]

From: [Redacted]

Sent: 14 November 2019 14:29

To: [Redacted]

Subject: RE: Glasgow Science Centre

Hi [Redacted]

Amended version attached now (with the knowledge that 4th – 6th Nov is TBC until the venue speaks to the Finance Director).

I hope this looks better for you!

Kind Regards,

[Redacted]

[Redacted]Redacted

Direct Dial: [Redacted]

Mobile: [Redacted]

[Redacted]

Mitchell House - 5 Mitchell Street, Edinburgh, EH6 7BD

TAKE A VIRTUAL REALITY VENUE TOUR NOW - www.execspace.co.uk/vr/

From[Redacted]

Sent: 13 November 2019 09:56

To: [Redacted]

Subject: RE: Glasgow Science Centre

Hi [Redacted]

Thanks for your note. Clare who has been dealing with GSC is not in and I'll confirm when she is back. In the meantime can they reserve the dates agreed. My understanding is these dates were agreed, perhaps your contact can ask GSC.

[Redacted]

From: [Redacted]

Sent: 13 November 2019 08:32

To: [Redacted]

Subject: RE: Glasgow Science Centre

Hi [Redacted]

Just looking at getting this confirmed for you, but I see that you have mentioned 4th November 2020 – 22nd November 2020.

Glasgow Science Centre say that they have not been asked for 4th – 6th November (and they already have bookings on this date), could I please double check that your date range is correct?

I'll be happy to send on confirmation as soon as I hear from you (and once the venue agrees that the dates are correct).

Kind Regards,
[Redacted]

[Redacted]
Venue Consultant
Direct Dial: [Redacted]
Mobile: [Redacted]
[Redacted]

Mitchell House - 5 Mitchell Street, Edinburgh, EH6 7BD

TAKE A VIRTUAL REALITY VENUE TOUR NOW - www.execspace.co.uk/vr/

From: [Redacted]
Sent: 11 November 2019 15:56
To: [Redacted]
Subject: RE: Glasgow Science Centre
Importance: High

Hi [Redacted]

Thanks for your time over the phone earlier.

As discussed, we have agreed exclusive use with GSC for our planned events. Consequently, could you now start the process of agreeing to a basic contract for the hire of the Science Centre, this will purely be for **the venue and IMAX**, it is **not for any catering or AV**. Priority for now is to secure the venue, once this is done, we will discuss AV, catering etc. See below for details.

- **Dates:** 4 – 22 November 2020
- **Space:** Science Centre and Tower Base including the following areas: Atrium, Clyde Suite, The Street, The Planetarium, The Science Show Theatre, The Space Zone, The Hive, Floor 1, Floor 2, Floor 3, The Boardroom, The EGG, The Café, Tower Base South and Tower Base North and, IMAX
- **Rates:** Science Centre @ [Redacted]per day. IMAX @ [Redacted]per day

Regards

[Redacted]

[Redacted] | Redacted | Climate Change Division| Directorate for Energy and Climate Change | Tel: [Redacted]| Mob: [Redacted]
[Document Redacted]

From: [Redacted] **On Behalf Of** Climate Change BMU

Sent: 22 November 2019 12:46

To: [Redacted]

Cc: Hamilton C (Clare) <Clare.Hamilton@gov.scot>; [Redacted]; Climate Change BMU <climatechange_bmu@gov.scot>

Subject: RE: Hire of Science Centre

Thanks [Redacted], just to confirm that's the PO now raised and approved (copy attached). I'll keep an eye out for the business case being submitted and will then amend the existing budget line accordingly.

[Redacted]

[Redacted] | **Business Management Unit | Climate Change Division | Energy & Climate Change Directorate**

3F South, Victoria Quay, Edinburgh

Tel: [Redacted]

From: [Redacted]>

Sent: 22 November 2019 12:08

To: Climate Change BMU <climatechange_bmu@gov.scot>

Cc: Hamilton C (Clare) <Clare.Hamilton@gov.scot>; [Redacted]

Subject: RE: Hire of Science Centre

Hi [Redacted]

No worries. I can confirm that [Redacted]. In terms of who it should be issued to, it will be ExecSpace as they will pay the science centre on our behalf.

With regard to the outstanding business case and budget line, this will be submitted in due course. Once we sign the contract we will submit the business case. Clare is aware of this.

Regards

[Redacted]

From: [Redacted] **On Behalf Of** Climate Change BMU

Sent: 22 November 2019 11:53

To: [Redacted]

Cc: Climate Change BMU <climatechange_bmu@gov.scot>; [Redacted]

Subject: RE: Hire of Science Centre

Sorry [Redacted], me again! ☐

Can you confirm if the supplier is the Glasgow Science Centre or ExecSpace?

I've copied in [Redacted] in case you don't know.

Thanks

[Redacted]

[Redacted] | **Business Management Unit | Climate Change Division | Energy & Climate Change Directorate**

3F South, Victoria Quay, Edinburgh

Tel: [Redacted]

From: [Redacted]

Sent: 21 November 2019 15:01

To: [Redacted]

Cc: Climate Change BMU <climatechange_bmu@gov.scot>

Subject: Hire of Science Centre

Importance: High

Hello team

See attached. Please could you expedite the issuance of a PO to secure the Science Centre for our COP26 plans. There will be a ministerial announcement on Tuesday 26 Nov announcing this, thus we would like to sign a contract before then. Hopefully below information is helpful. Let me know if there is anything else you need.

Details of purchase

The purchase is to secure the Glasgow Science Centre for a period of two weeks in parallel with COP26 at SEC. This has received Ministerial consent.

Net Amount

£[Redacted]

Any VAT amount/whether it can be recovered (see below for info on VAT)

[Redacted]

Gross Amount

£[Redacted]

Regards

[Redacted]

[Redacted] | [Redacted] | Climate Change Division | Directorate for Energy and Climate Change | Tel:[Redacted] | Mob: [Redacted]

From: [Redacted]> **On Behalf Of** Climate Change BMU

Sent: 22 November 2019 12:46

To: [Redacted]>

Cc: Hamilton C (Clare) <Clare.Hamilton@gov.scot>; [Redacted]; Climate Change BMU <climatechange_bmu@gov.scot>

Subject: RE: Hire of Science Centre

Thanks [Redacted] just to confirm that's the PO now raised and approved (copy attached). I'll keep an eye out for the business case being submitted and will then amend the existing budget line accordingly.

[Redacted]

[Redacted] | **Business Management Unit | Climate Change Division | Energy & Climate Change Directorate**

3F South, Victoria Quay, Edinburgh

Tel: [Redacted]

[Document Redacted]

From: Berge K (Kersti) <Kersti.Berge@gov.scot>

Sent: 20 December 2019 10:04

To: [Redacted]

Cc: [Redacted]

Subject: FW: Scottish Government - International Climate Change Exhibition - SGT25111/1

[Redacted] et al,

I am happy to authorise the payment of £[Redacted] to cover the deposit for the Science Centre.

Thanks,
Kersti

From: Berge K (Kersti)

Sent: 19 December 2019 16:11

To: [Redacted]

Cc: [Redacted]

Subject: RE: Scottish Government - International Climate Change Exhibition - SGT25111/1

Thanks [Redacted], can you let me and the others know what the payment schedule is, i.e. when do we pay the remainder? Adding [Redacted] and [Redacted] for info.

[Redacted] (and now [Redacted]) are confirming that we have budget and that I have authority to pay the invoice. Once I have heard back I can sign off.

k

From: [Redacted]
Sent: 19 December 2019 14:19
To: Berge K (Kersti) <Kersti.Berge@gov.scot>; [Redacted]
Cc: [Redacted]
Subject: RE: Scottish Government - International Climate Change Exhibition - SGT25111/1

Forgot to mention, although the it is a £[Redacted]contract, the invoice is worth £[Redacted]to cover the deposit for the Science Centre.

I understand you are meeting with GSC tomorrow, this may be brought up.

[Redacted]

From: [Redacted]
Sent: 19 December 2019 14:10
To: Berge K (Kersti) <Kersti.Berge@gov.scot>; [Redacted]
Cc: [Redacted]
Subject: RE: Scottish Government - International Climate Change Exhibition - SGT25111/1

The invoice was issued on 6 Dec, thus over the payment period.

[Redacted], are you able to confirm budget?

[Redacted]

From: Berge K (Kersti) <Kersti.Berge@gov.scot>
Sent: 19 December 2019 14:04
To: [Redacted]
Cc: [Redacted]
Subject: RE: Scottish Government - International Climate Change Exhibition - SGT25111/1

Thanks [Redacted], I'm just confirming with [Redacted] that we have budget and that I am authorised to pay it before I do. What is the deadline for paying?

k

From: [Redacted]>
Sent: 19 December 2019 08:57
To: Berge K (Kersti) <Kersti.Berge@gov.scot>; [Redacted]
Cc: [Redacted]
Subject: RE: Scottish Government - International Climate Change Exhibition - SGT25111/1

Hi Kersti

We are looking for your authorisation to make the payment, rather than sign anything. It is a circa £[Redacted] contract with the Science Centre and would like your confirmation it's good to go.

[Redacted]

Sent with BlackBerry Work
(www.blackberry.com)

From: Berge K (Kersti) <Kersti.Berge@gov.scot>
Date: Wednesday, 18 Dec 2019, 5:48 pm
To: [Redacted]
Cc: [Redacted]
Subject: FW: Scottish Government - International Climate Change Exhibition - SGT25111/1

Hi [Redacted] can you explain what you are wanting me to sign and why?

Struggling to understand from the email chain and attachment.

Happy to speak by phone if that is easier.

Thanks,
k

From: [Redacted] **On Behalf Of** Berge K (Kersti)
Sent: 18 December 2019 17:33
To: Berge K (Kersti) <Kersti.Berge@gov.scot>
Subject: FW: Scottish Government - International Climate Change Exhibition - SGT25111/1

Hi Kersti

[Redacted] keen for this to be signed of asap.

[Redacted]

[Redacted] | **Redacted | Energy & Climate Change Directorate** | Scottish Government | Atlantic Quay | 150 Broomielaw | Glasgow | G2 8LU | E: [Redacted] T: [Redacted]

From: [Redacted]
Sent: 18 December 2019 17:26
To: Berge K (Kersti) <Kersti.Berge@gov.scot>
Cc: [Redacted]
Subject: RE: Scottish Government - International Climate Change Exhibition - SGT25111/1

Hi Kersti

See attached GSC signed contract. Due to the amount please could you confirm whether you are happy to authorise payment.

Regards

[Redacted]

From: [Redacted]

Sent: 18 December 2019 14:43

To: [Redacted]

Cc: [Redacted]

Subject: RE: Scottish Government - International Climate Change Exhibition - SGT25111/1

Countersigned contract attached 😊

With Kind Regards

[Redacted]

Redacted Direct Dial: [Redacted]

Mobile: [Redacted]

Email: [Redacted]

Mitchell House - 5 Mitchell Street, Edinburgh, EH6 7BD

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From: [Redacted]

Sent: 18 December 2019 10:56

To: [Redacted]

Cc: [Redacted]

Subject: FW: Scottish Government - International Climate Change Exhibition - SGT25111/1

Hi [Redacted]

Thanks for this. Could you send us the copy signed by both parties please?

Thanks

[Redacted]

[Redacted] **Redacted** Major Events Unit | Directorate for Culture, Tourism and External Affairs | Scottish Government | 2G South, Victoria Quay, Edinburgh, EH6 6QQ | tel: [Redacted] | mob: [Redacted] | email: [Redacted] | web: www.gov.scot

From: [Redacted]

Sent: 18 December 2019 10:37

To: [Redacted]

Subject: RE: Scottish Government - International Climate Change Exhibition - SGT25111/1

Hey [Redacted]

Please see attached 😊

With Kind Regards

[Redacted]

Redacted

Direct Dial: [Redacted]

Mobile: [Redacted]

Email [Redacted]

Mitchell House - 5 Mitchell Street, Edinburgh, EH6 7BD

TAKE A VIRTUAL REALITY VENUE TOUR NOW - www.execspace.co.uk/vr/

From [Redacted]

Sent: 17 December 2019 15:35

To: [Redacted]

Cc: Clare.Hamilton@gov.scot [Redacted]

Subject: RE: Scottish Government - International Climate Change Exhibition - SGT25111/1

Thanks [Redacted]

Could you please send us the updated contract.

[Redacted]

Sent with BlackBerry Work
(www.blackberry.com)

From: [Redacted]

Date: Tuesday, 17 Dec 2019, 1:48 pm

To: [Redacted]

Cc: Hamilton C (Clare) <Clare.Hamilton@gov.scot>, [Redacted]

Subject: RE: Scottish Government - International Climate Change Exhibition - SGT25111/1

That's it all sorted 😊

With Kind Regards

[Redacted]

[Redacted]

Direct Dial: [Redacted]

Mobile: [Redacted]

Email: [Redacted]

Mitchell House - 5 Mitchell Street, Edinburgh, EH6 7BD

TAKE A VIRTUAL REALITY VENUE TOUR NOW - www.execspace.co.uk/vr/

From: [Redacted]

Sent: 16 December 2019 15:32

To: [Redacted]

Cc: Clare.Hamilton@gov.scot; [Redacted]

Subject: RE: Scottish Government - International Climate Change Exhibition - SGT25111/1

Hi [Redacted]

Fab – many thanks! Grateful if you could let us know once that is completed so we can approve the release of the funds ([Redacted] – to note).

Thanks,

[Redacted]

[Redacted]**Redacted** Major Events Unit | Directorate for Culture, Tourism and External Affairs | Scottish Government | 2G South, Victoria Quay, Edinburgh, EH6 6QQ | tel: [Redacted] | mob: [Redacted] | email[Redacted] | web: www.gov.scot

From: [Redacted]

Sent: 16 December 2019 15:30

To: [Redacted]

Cc: Hamilton C (Clare) <Clare.Hamilton@gov.scot>; [Redacted]

Subject: RE: Scottish Government - International Climate Change Exhibition - SGT25111/1

Hi [Redacted]

[Redacted] got back to me this afternoon to say we should sign the contract.

We will get this done today so all the paperwork is in order.

With Kind Regards

[Redacted]

Redacted Direct Dial: [Redacted]

Mobile: [Redacted]

Email: [Redacted]

Mitchell House - 5 Mitchell Street, Edinburgh, EH6 7BD

TAKE A VIRTUAL REALITY VENUE TOUR NOW - www.execspace.co.uk/vr/

From: [Redacted] >

Sent: 16 December 2019 15:28

To: [Redacted]

Cc: Clare.Hamilton@gov.scot; [Redacted]

Subject: RE: Scottish Government - International Climate Change Exhibition - SGT25111/1

[Redacted]

Could you advise if you have agreed how to proceed on this please? I understand we have a payment due for the first instalment to the GSC, but I want to make sure the contract is signed appropriately first. I would assume that following the letter of the procurement framework that we would want the contract signed by ExecSpace, but I'll let [Redacted] confirm.

Thanks
[Redacted]

[Redacted] | **[Redacted]** | Major Events Unit | Directorate for Culture, Tourism and External Affairs | Scottish Government | 2G South, Victoria Quay, Edinburgh, EH6 6QQ | tel[Redacted] | mob: [Redacted] | email: [Redacted] | web: www.gov.scot

From: [Redacted]
Sent: 09 December 2019 17:03
To: [Redacted]
Cc: Hamilton C (Clare) <Clare.Hamilton@gov.scot>; [Redacted]
Subject: RE: Scottish Government - International Climate Change Exhibition - SGT25111/1

Hey [Redacted],

Thanks for flagging this to me!

We have found over the years that the bookers mainly like to check and sign their own contracts (after we have also checked them of course!) – [Redacted], can you advise if this is a problem? There are a lot of bookers who do not want us to sign on their behalf.

I have checked this contract in particular and it all looks to be in order, so nothing to worry about – just as always, keep the cancellation T&Cs in mind should anything change for the booking.

Let me know if you have any questions at all!

With Kind Regards

[Redacted]
Redacted
Direct Dial: [Redacted]
Mobile: [Redacted]
Email: [Redacted]
Mitchell House - 5 Mitchell Street, Edinburgh, EH6 7BD

TAKE A VIRTUAL REALITY VENUE TOUR NOW - www.execspace.co.uk/vr/

From: [Redacted]>

Sent: 06 December 2019 16:53

To: [Redacted]

Cc: Clare.Hamilton@gov.scot; [Redacted]

Subject: FW: Scottish Government - International Climate Change Exhibition - SGT25111/1

Hi [Redacted],

I called on Wednesday with a query on the Glasgow Science Centre contract. I was checking why the contract was between GSC and ExecSpace but that Clare Hamilton from SG had been asked to sign it. You indicated that the contract was always signed between the venue and the client direct, but I checked with our procurement team and this doesn't fit with their understanding of the framework contract. I understand that the framework is in place to confirm to SG staff that contracts and agreements managed through ExecSpace meet with SG procurement rules. Sorry to have to dig into the detail of this, but given the size of the GSC contract I just want to be really secure that the contract is watertight and that there's no mistakes.

Could you double check at your end please? I've put an excerpt from the SG/ExecSpace framework contract below highlighting the bit I'm referring to.

Thanks
[Redacted]

32. The Contractor shall:

- Ensure that all venues have an appropriate operating licence.
- Provide a designated contact for event liaison.
- Provide access to a sufficient number of venues and room nights in order to offer suitable facilities at all times, in all locations.
- Provide a billback service if available, if required by the Framework Public Body.
- Make upfront payment, if possible, when billback is not available.
- Inform the Framework Public Body at the point of booking if the venue cannot be paid for using Billback or upfront by the Contractor, and agree alternative arrangements for payment, e.g. the Framework Public Body to be invoiced directly by the conference venue provider.
- Proactively advise the Authority and the Framework Public Bodies on how to reduce their conferencing expenditure.
- Assist Framework Public Bodies in promoting and guiding Bookers towards Authority and/or Framework Public Body negotiated agreements, where this provides best value for money.

33. The Contractor shall discuss quotes and explain contracts from Venues with the Framework Public Body to confirm requirements and highlight any issues. For the avoidance of doubt the Contractor shall sign Venue contracts on behalf of the Framework Public Body.

34. The Contractor shall provide all information relating to the venue and its location to the Framework Public Bodies prior to booking. This will include:

- Provision of a map, and directions
- Location of car park and cost if applicable
- Accessibility by public transport
- Facilities for disabled persons in compliance with the Equality Act 2010

[Redacted] **Redacted** Major Events Unit | Directorate for Culture, Tourism and External Affairs | Scottish Government | 2G South, Victoria Quay, Edinburgh, EH6 6QQ | tel: [Redacted] | mob: [Redacted] | email: [Redacted] | web: www.gov.scot

From: [Redacted]

Sent: 27 November 2019 12:55

To: [Redacted]

Subject: FW: Scottish Government - International Climate Change Exhibition - SGT25111/1

Good afternoon [Redacted]

We have just received the counter-signed document (as per the below!)

Could you let me know if you have received this?

Kind Regards,

[Redacted]

Direct Dial: [Redacted]

Mobile: [Redacted]

[Redacted]

Mitchell House - 5 Mitchell Street, Edinburgh, EH6 7BD

TAKE A VIRTUAL REALITY VENUE TOUR NOW - www.execspace.co.uk/vr/

From: [Redacted]

Sent: 27 November 2019 12:53

To: [Redacted]

Cc: Clare.Hamilton@gov.scot

Subject: Scottish Government - International Climate Change Exhibition - SGT25111/1

Hi [Redacted]

Please find the attached countersigned copy of the contract.

Thank you again for your patience.

Best Regards,

[Redacted]
SALES MANAGER – CORPORATE EVENTS

Glasgow Science Centre | 50 Pacific Quay | Glasgow
[Redacted] | glasgowsciencecentre.org



The Corporate Events Office is open Monday-Friday 9am-5.30pm

[Document Redacted]

From: Hamilton C (Clare) <Clare.Hamilton@gov.scot>

Sent: 20 November 2019 17:13

To: [Redacted]

Cc: [Redacted]

Subject: RE: Submission: Glasgow Science Centre

[Redacted]

Grateful if you could please progress getting the contract signed via Event Space.

Clare

Clare Hamilton | Deputy Director | International Climate Change Division & COP26
| Directorate for Energy and Climate Change | Tel: [Redacted]

From: [Redacted] > **On Behalf Of** Cabinet Secretary for the Environment, Climate Change and Land Reform

Sent: 20 November 2019 13:45

To: [Redacted]; Cabinet Secretary for the Environment, Climate Change and Land Reform <CabSecECCLR@gov.scot>

Cc: DG Economy <DGEconomy@gov.scot>; Berge K (Kersti) <Kersti.Berge@gov.scot>; Wightman S (Scott) <Scott.Wightman@gov.scot>;

Russell GE (Gillian) <Gillian.Russell@gov.scot>; Pryce JM (Jonathan)

<Jonathan.Pryce@gov.scot>; Chief Executive Transport Scotland

<ceo@transport.gov.scot>; Climate Change BMU

<climatechange_bmu@gov.scot>; Hamilton C (Clare)

<Clare.Hamilton@gov.scot>; [Redacted] Bowman K (Katy)

<Katy.Bowman@gov.scot>; Lloyd E (Elizabeth)

Subject: RE: Submission: Glasgow Science Centre

[Redacted]

Ms Cunningham is content to agree the proposed hire.

Thanks.

[Redacted] | Private Secretary to Roseanna Cunningham MSP | Tel: [Redacted]
[Redacted]

From: [Redacted]

Sent: 14 November 2019 14:55

To: Cabinet Secretary for the Environment, Climate Change and Land Reform

<CabSecECCLR@gov.scot>

Cc: DG Economy <DGEconomy@gov.scot>; Berge K (Kersti) <Kersti.Berge@gov.scot>; Wightman S (Scott) <Scott.Wightman@gov.scot>; Russell GE (Gillian) <Gillian.Russell@gov.scot>; Pryce JM (Jonathan) <Jonathan.Pryce@gov.scot>; Chief Executive Transport Scotland <ceo@transport.gov.scot>; Climate Change BMU <climatechange_bmu@gov.scot>; Hamilton C (Clare) <Clare.Hamilton@gov.scot>; [Redacted]Bowman K (Katy) <Katy.Bowman@gov.scot>; Lloyd E (Elizabeth) [Redacted]
Subject: Submission: Glasgow Science Centre

Hi [Redacted]

See attached submission on the hire of Glasgow Science Centre for CabSec to consider. Please note Liz has not had an opportunity to review but is copied into this.

Cheerio

[Redacted] | Climate Change Division | Directorate for Energy and Climate Change
| Tel: [Redacted] | Mob: [Redacted]

SUBMISSION

From: [Redacted]
Energy & Climate Change Directorate
Climate Change Division
14 November 2019

Cabinet Secretary for Environment, Climate Change and Land Reform

UN Climate Summit - COP26 – Glasgow Science Centre

Purpose

1. To provide an update on hiring of a venue for use by Scottish Government for the duration of COP 26.

Priority

2. Routine.

Background

3. COP26 will take place in Glasgow from 9 – 20 November 2020. As this is a UK Government event, [redacted] opportunities for Scottish Government and Scottish stakeholders to participate will be limited. The event, does, however, provide an opportunity to showcase Scotland's climate leadership, develop economic opportunities and enhance our reputation on the international stage.

4. In order to maximise these opportunities, officials were tasked with finding a venue for use by the Scottish Government for the duration of the summit, effectively to act as a giant ‘Scotland House’.

Specification

5. Any venue would need to be available for the duration of the summit, be close to the SEC where COP26 is being held, able to hold a large number of delegates and have sufficient space to hold different event formats concurrently. The venue would also ideally be able to support public engagement across 2020 and 2021. We intend to use the venue on a partnership basis to showcase Scotland as a whole and enable Scottish stakeholders to use it to showcase their own work, ambition and leadership. Our intention would be to examine options for partners to contribute to the costs once the venue is secured.

Process

6. The exercise identified only two venues that fully met the brief in terms of space, availability and capacity. However of those two, only one met the brief in terms of location. Consequently, ExecSpace were instructed to reserve the GSC from 4-22 November 2020. Reserving the weekends at either side of COP enables greater opportunity for public and community participation.
7. The hire cost for the venue (GSC and IMAX) is [Redacted]. This will allow us to secure the venue. Once our plans are further developed, additional costs like catering, AV and security can be scoped and negotiated.

[Redacted]

Next Steps

[Redacted]

Recommendation

8. That you agree to the hire of Glasgow Science Centre as Scotland’s base for COP26, as outlined above.

| Copy List: | For Action | For Comments | For Information | | |
|---|------------|--------------|--------------------|------------------|-------------------|
| | | | Portfolio Interest | Constit Interest | General Awareness |
| Cabinet Secretary for Environment, Climate Change and Land Reform | | | X | | |

DG Economy
 Kersti Berge, DECC
 Scott Wightman, DEXA
 Gillian Russell, Safer Communities
 Jonathan Pryce, Culture, Tourism and Major Events
 Chief Executive, Transport Scotland
 BMU, DECC

Clare Hamilton, Climate Change
[Redacted], Climate Change
[Redacted]Tourism and major events
Katy Bowman,
Elizabeth Lloyd

From: [Redacted]

Sent: 17 December 2019 16:22

To: David McQueen <david.mcqueen@glasgowsciencecentre.org>

Cc: Stephen Breslin <stephen.breslin@glasgowsciencecentre.org>; Berge K (Kersti) <Kersti.Berge@gov.scot>; [Redacted]

Subject: RE: FCO - COP26

Hi David,

Many thanks for your email and indeed, for you and Stephen meeting with Clare and I last week.

On the FCO meetings last week, [Redacted] and I met with [Redacted] on Friday afternoon and it was a positive and productive discussion. It was clear they are very much still establishing their own teams, governance and at the early stages of designed their needs for venues and facilitates.

They were open with us about how they would like to use the outside areas of GSC, but also that they still hoped to use some of the inside areas. We were clear that although we have booked the GSC for Scotland, we would welcome working with them on whether it could host officials events and/or fringe events. To this end, it's a priority for us all to sit down in the New Year and seek final agreement on this and this must be compatible with our original ambitions for using the Centre, but enable us to operate within the security cordons once they are decided. I'll set something up tomorrow.

Redacted

On your queries below, I've added some comments which will hopefully help.

- With Clare's no longer directly involved an updated list of our key contacts at Scottish Government for the COP. I'd be grateful if you could liaise with [Redacted] and I in the main going forward. However from our senior team, Kersti Berge, Director for Energy and Climate Change, is keen to meet with Stephen as a priority this week to discuss plans.

Would Stephen have availability this Friday 20th at 0900?

- An update on progress with the [Redacted]. I appreciate the urgency of this request to facilitate plans, but we need to consider it as part of a business case to request overall COP26 funding from Scottish Government budgets. This will be a priority in early January and I will keep you updated on likely timescales.
- {redacted}

Happy to chat through any of this tomorrow.

Many thanks

[Redacted] **Redacted** Major Events Unit | Directorate for Culture, Tourism and External Affairs | Scottish Government | 2G South, Victoria Quay, Edinburgh, EH6 6QQ | tel: [Redacted] | mob: [Redacted] | email: [Redacted] | web: www.gov.scot

From: David McQueen <david.mcqueen@glasgowsciencecentre.org>

Sent: 16 December 2019 11:41

To [Redacted]>

Cc: Stephen Breslin <stephen.breslin@glasgowsciencecentre.org>

Subject: FCO - COP26

Hi [Redacted]

The FCO meeting went fine on Friday with a show around and discussion on our various external spaces. They are still trying to formulate their plans and we are therefore not sure what spaces are required nor their intentions for use of the spaces. From the discussions, it would appear that they are not seeking our outside spaces just for a media centre but are looking at these being more as part of the overall COP delivery and as such some of the activities mentioned are very similar to our discussion with you to date. Be helpful if you could update us on your meeting with FCO on Friday afternoon.

In terms of moving forward, it would also be helpful if you could provide the following:

- With Clare's no longer directly involved an updated list of our key contacts at Scottish Government for the COP. I'd be grateful if you could liaise with [Redacted] and I in the main going forward. However from our senior team, Kersti Berge, Director for Energy and Climate Change, is keen to meet with Stephen as a priority this week to discuss plans. **Would Stephen have availability this Friday 20th at 0900?**
- An update on progress with the [Redacted]Redacted

Look forward to hearing from you.

Regards

DAVID MCQUEEN | DIRECTOR OF FINANCE & OPERATIONS

Glasgow Science Centre | 50 Pacific Quay | Glasgow G51 1EA

[Redacted]] glasgowsciencecentre.org

From: Hamilton C (Clare) <Clare.Hamilton@gov.scot>

Sent: 08 November 2019 19:04

To: [Redacted]

Cc: [Redacted]

Subject: Event Space and the Science Centre
[Redacted]

Early next week, I'd like you to please liaise with [Redacted] about Event Space and the contract for the Science Centre. As I think you know, the Science Centre has sent through a draft contract along with some additional elements they would like us to include. [Redacted] has kindly taken an initial look at the 'offer' and has discussed with colleagues from Event Scotland. The advice is that rather than negotiating a contract directly with GSC (which would mean we would need to put out a tender to meet procurement requirements [Redacted]) we should instruct Event Space to agree a basic contract for the hire of the Science Centre for the period 4-22 November 2020. To be clear, this is purely for the venue and the IMAX, it isn't for the AV or any catering. As SG has a framework agreement with Event Space, this will satisfy the procurement and legal requirements to enable us to formally secure the venue.

Please could you liaise with [Redacted] early next week to make sure we are giving Event Space the right instructions so we can get this secured?

We should also put a submission up to Ms Cunningham formally seeking agreement to the cost of the basic venue hire and setting out the intention to take a partnership approach to events at the GSC during COP [Redacted]. This will close the loop for audit purposes. Happy to take a look at a draft sub if this could be with me please by 11 on Tuesday.

Clare

Clare Hamilton | Deputy Director – Head of Climate Change Division | Scottish Government

Atlantic Quay, Glasgow | Victoria Quay, Edinburgh

Tel: [Redacted]] Mob: [Redacted]

I work flexibly and may send emails early in the day or later in the evening. I do not expect an immediate response.

From: [Redacted]

Sent: 14 November 2019 15:06

To: [Redacted]

Subject: RE: ExecSpace and Venue Bookings - SGT25111/1

Hi [Redacted]

See attached confirmation from ExecSpace. As you'll see, it's for the basic fees and no AV. Only issue is GSC memory is that dates agreed is from 7-22 Nov while Clare wants 4-22. So trying to secure 4-6.

Also sub has gone to CabSec just now, you were copied so let's wait to hear back.

Cheerio

[Document Redacted]

[Redacted]

From: [Redacted]

Sent: 14 November 2019 11:44

To: [Redacted]

Subject: FW: ExecSpace and Venue Bookings - SGT25111/1

Morning all,

Just checking in on the GSC situation – have they revised their contract based on the basic hire fees etc and sent to ExecSpace? Are we almost there in securing the booking?

Let me know if I can help and my plan would be to setup a recce there next week with EventScotland and yourselves if poss to start scoping the space and drilling down into the specification around the venue and how they could accommodate different types of activity.

Thanks

[Redacted]

[Redacted] | **Redacted** | Major Events Unit | Directorate for Culture, Tourism and External Affairs | Scottish Government | 2G South, Victoria Quay, Edinburgh, EH6 6QQ | tel: [Redacted] | mob: [Redacted] | email: [Redacted] | web: www.gov.scot

From: [Redacted]>

Sent: 12 November 2019 14:26

To: [Redacted]>

Cc: [Redacted]Hamilton C (Clare) <Clare.Hamilton@gov.scot>; [Redacted]

Subject: RE: ExecSpace and Venue Bookings - SGT25111/1

Hi everyone,

Don't worry about this – we will ensure that the [Redacted]

Happy if you wish to go back to them to finalise the contract and make the changes etc.

If you could keep myself copied in to the emails that would be fab and if you could ask them to have ExecSpace as the named agent.

Let me know if you need anything else!

With Kind Regards

[Redacted]

Redacted

Direct Dial: [Redacted]

Mobile: [Redacted]

Email: [Redacted]

Mitchell House - 5 Mitchell Street, Edinburgh, EH6 7BD

TAKE A VIRTUAL REALITY VENUE TOUR NOW - www.execspace.co.uk/vr/

From: [Redacted]>

Sent: 12 November 2019 13:15

To: [Redacted]

Cc: [Redacted] Clare.Hamilton@gov.scot; [Redacted]

Subject: RE: ExecSpace and Venue Bookings - SGT25111/1

Hi [Redacted],

Thank you!

My colleague [Redacted] and I are looking into this with the venue, as (like [Redacted] mentioned), [Redacted]. As soon as we have a suitable response from the venue I can send over confirmation (but please don't worry, the space is all holding for you at the moment).

Kind Regards,

[Redacted]

Redacted

Direct Dial: [Redacted]

Mobile: [Redacted]

[Redacted]

Mitchell House - 5 Mitchell Street, Edinburgh, EH6 7BD

TAKE A VIRTUAL REALITY VENUE TOUR NOW - www.execspace.co.uk/vr/

From: [Redacted]>

Sent: 12 November 2019 13:14

To: [Redacted]

Cc: [Redacted]

Subject: RE: ExecSpace and Venue Bookings - SGT25111/1

Hi [Redacted]

See attached instructions sent to [Redacted] yesterday. As [Redacted] said we are still discussing some elements of what GSC sent and we will update soon. In the meantime, please could you proceed as per the attached.

Regards

[Redacted]

From: [Redacted]>

Sent: 12 November 2019 12:32

To: [Redacted]>

Cc: [Redacted]; Hamilton C (Clare) <Clare.Hamilton@gov.scot>; [Redacted]

Subject: RE: ExecSpace and Venue Bookings - SGT25111/1

Hi [Redacted]

No problem at all!

Let the below with me as [Redacted] on to the price that you need to pay.

I will be in touch soon!

With Kind Regards

[Redacted]

Redacted

Direct Dial: [Redacted]

Mobile: [Redacted]

Email: [Redacted]

Mitchell House - 5 Mitchell Street, Edinburgh, EH6 7BD

TAKE A VIRTUAL REALITY VENUE TOUR NOW - www.execspace.co.uk/vr/

From: [Redacted]

Sent: 12 November 2019 12:07

To: [Redacted]

Cc: [Redacted]Clare.Hamilton@gov.scot[Redacted]

Subject: RE: ExecSpace and Venue Bookings - SGT25111/1

Hi [Redacted]

Thanks for getting in touch. My colleague [Redacted] in Climate Change will be instructing the contract with the Glasgow Science Centre so can send you the details. GSC did issue a contract, but there are quite a few things that needed changing, and also would that usually be between GSC and yourselves or between GSC and the SG policy area direct?

Also can you advise on the [redacted] with ExecSpace through the framework contract please?

The Glasgow Science Centre have informed us that [Redacted]

Is that right? I thought the framework agreement SG has with ExecSpace
[Redacted]

Many thanks

[Redacted] | **Redacted** | Major Events Unit | Directorate for Culture, Tourism
and External Affairs | Scottish Government | 2G South, Victoria Quay, Edinburgh,
EH6 6QQ | tel: [Redacted] | mob: [Redacted] | email: [Redacted] | web:
www.gov.scot

From: [Redacted]

Sent: 11 November 2019 16:52

To: [Redacted]

Cc: [Redacted] Hamilton C (Clare) <Clare.Hamilton@gov.scot>; [Redacted]

Subject: RE: ExecSpace and Venue Bookings - SGT25111/1

Importance: High

Hi [Redacted]

I hope you are well!

[Redacted] asked me to get in touch RE the below as the booking should continue
to come through ExecSpace.

Would you be able to forward on a copy of the contract so we can check all is in
order and to update our system?

Let me know if you have any questions!

With Kind Regards

[Redacted]

Head of Sales and Service

Direct Dial: [Redacted]

Mobile: [Redacted]

Email: [Redacted]

Mitchell House - 5 Mitchell Street, Edinburgh, EH6 7BD

TAKE A VIRTUAL REALITY VENUE TOUR NOW - www.execspace.co.uk/vr/

From: [Redacted]

Sent: 11 November 2019 13:37

To: [Redacted]

Cc: [Redacted] Hamilton C (Clare) <Clare.Hamilton@gov.scot>; [Redacted]>

Subject: RE: ExecSapce and Venue Bookings

Hi [Redacted],

Thanks again for your time on Friday. I'm just copying in my Climate Change
colleagues [Redacted] who are routing our booking of the Glasgow Science Centre
through ExecSpace as discussed.

If you could let us know about queries below on the venue procurement that would be wonderful.

Many thanks

[Redacted] | **Redacted** | Major Events Unit | Directorate for Culture, Tourism and External Affairs | Scottish Government | 2G South, Victoria Quay, Edinburgh, EH6 6QQ | tel: [Redacted] | mob: [Redacted] | email: [Redacted] | web: www.gov.scot

From: [Redacted]

Sent: 08 November 2019 15:03

To: [Redacted]

Cc: [Redacted] Hamilton C (Clare) <Clare.Hamilton@gov.scot>

Subject: ExecSpace and Venue Bookings

Hi [Redacted]

Thanks so much for your time earlier on the procurement options for venues.

As discussed I'd be very grateful if you could check that your understanding of our options are correct:

We're looking to book a conference venue for 2 weeks in November 2020. ExecSpace were commissioned by Climate Change colleagues through the framework contract to assess suitable venues to their brief. I understand that of the venues sources only 2 fully met the brief in terms of space, availability and capacity. However of those two only one met the brief in terms of location. For context the booking is for event running adjacent to a major climate change conference so location and security is critical.

Since the original ExecSpace enquiries, colleagues have been liaising with the venue Chief Executive and the venue (Glasgow Science Centre) have issued a contract if we wish to secure the date .

Am I right that should we go through a direct contract with the venue we would be required [Redacted] [Redacted]? However if we book via ExecSpace (even if the terms are the same) we are protected by the fact that ExecSpace are an approved framework contact? Can you also confirm that there are no thresholds exceeding in respect of ExecSpace?

Many thanks

[Redacted] | **Redacted** | Major Events Unit | Directorate for Culture, Tourism and External Affairs | Scottish Government | 2G South, Victoria Quay, Edinburgh, EH6 6QQ | tel: [Redacted] | mob: [Redacted] | email: [Redacted] | web: www.gov.scot

From: [Redacted]

Sent: 11 November 2019 13:34

To: [Redacted]

Cc: [Redacted]

Subject: FW: International Climate Change Exhibition

Hi [Redacted],

Clare asked me to have a look at the other venues scoped to see that from a procurement perspective we had exhausted all options (in case we had to go through the Non-Competitive Action route). Worth mentioning the scoping done in your submission to Ms Cunningham just to demonstrate that ExecSpace undertook an options appraisal on your behalf through the framework contract with ExecSpace.

Thanks
[Redacted]

Redacted | Major Events Unit | Directorate for Culture, Tourism and External Affairs | Scottish Government | 2G South, Victoria Quay, Edinburgh, EH6 6QQ | tel: [Redacted] | mob: [Redacted] | email: [Redacted] | web: www.gov.scot

From: [Redacted]
Sent: 08 November 2019 14:32
To: [Redacted]
Subject: International Climate Change Exhibition

Hi [Redacted]

[Redacted] I'll also include the most recent correspondence that I have had with [Redacted] for you too (this was about the Science Centre to give you an idea of costings + availability)!

Kind Regards,
[Redacted]
[Redacted]
Direct Dial: [Redacted]
Mobile: [Redacted]

Mitchell House - 5 Mitchell Street, Edinburgh, EH6 7BD

[Document Redacted] [Document Redacted]

From: [Redacted]
Sent: 11 October 2019 11:08
To: [Redacted]
Cc: [Redacted]
Subject: RE: Proposal International Climate Change Exhibition, 07 November 2020, SGT25111/1

Hi [Redacted]

Thanks so much – completely understood

- a) That we have booked every single available room in the science centre on the available dates - 11th, 12th, 16th, 18th, 19th, 20th, 21st, 22nd; - **yes this is the case**

- b) that we have not yet received confirmation if we can have exclusive use of the Science Centre on the available dates (11th, 12th, 16th, 18th, 19th, 20th, 21st, 22nd) – **it's likely that we will get this, but we haven't had this confirmed yet**
- c) That the unavailable days are: 7th, 8th, 9th, 10th, 14th, 15th – **I'm afraid so**
- d) if the 13th and 17th are unavailable; - **13th currently has a booking in the Tower but we may be able to [redacted], 17th should be available for us for all rooms**

[Redacted]

Kind Regards,

[Redacted]

[Redacted]

Direct Dial: [Redacted]

Mobile: [Redacted]

[Redacted] Mitchell House - 5 Mitchell Street, Edinburgh, EH6 7BD

TAKE A VIRTUAL REALITY VENUE TOUR NOW - www.execspace.co.uk/vr/

From: [Redacted]>

Sent: 11 October 2019 10:11

To: [Redacted]

Cc: [Redacted]

Subject: RE: Proposal International Climate Change Exhibition, 07 November 2020, SGT25111/1

Thanks, [Redacted].

I have just sent an update to my deputy director and for the time being it is really out of my hands.

Regardless of the outcome of that phone can, can you please confirm:

- a) That we have booked every single available room in the science centre on the available dates - 11th, 12th, 16th, 18th, 19th, 20th, 21st, 22nd;
- b) that we have not yet received confirmation if we can have exclusive use of the Science Centre on the available dates (11th, 12th, 16th, 18th, 19th, 20th, 21st, 22nd);
- c) That the unavailable days are: 7th, 8th, 9th, 10th, 14th, 15th;
- d) if the 13th and 17th are unavailable;

[Redacted]

I've copied in my colleague [Redacted], for is information, but also just in case you have another contact in case I'm unavailable.

Regards,
[Redacted]

From: [Redacted]
Sent: 11 October 2019 09:52
To: [Redacted]
Subject: RE: Proposal International Climate Change Exhibition, 07 November 2020, SGT25111/1

Hey [Redacted]

I found the CEO's PA's number if that will help at all?
[Redacted]

He's available any time from now onwards.

Have a good day!

Kind Regards,
[Redacted]

Redacted
Direct Dial: [Redacted]
Mobile: [Redacted]
[Redacted]

Mitchell House - 5 Mitchell Street, Edinburgh, EH6 7BD

TAKE A VIRTUAL REALITY VENUE TOUR NOW - www.execspace.co.uk/vr/

From: [Redacted]
Sent: 10 October 2019 14:30
To: [Redacted]
Subject: RE: Proposal International Climate Change Exhibition, 07 November 2020, SGT25111/1

yes, perfect. I'll call you at 3pm.
Many thanks!

From: [Redacted] >
Sent: 10 October 2019 14:28
To: [Redacted]**Subject:** RE: Proposal International Climate Change Exhibition, 07 November 2020, SGT25111/1

Hey[Redacted],

I'm just on another line at the moment, would you like me to call you around 3pm?

Kind Regards,
[Redacted]
[Redacted]
Direct Dial: [Redacted]
Mobile: [Redacted]
[Redacted]

Mitchell House - 5 Mitchell Street, Edinburgh, EH6 7BD

TAKE A VIRTUAL REALITY VENUE TOUR NOW - www.execspace.co.uk/vr/

From: [Redacted]
Sent: 10 October 2019 14:27
To: [Redacted]>
Subject: RE: Proposal International Climate Change Exhibition, 07 November 2020, SGT25111/1

Hi [redacted]

Thank you for sending this. Do you have time for a quick call?

{redacted}

From: [Redacted]
Sent: 10 October 2019 13:57
To: [Redacted]
Subject: Proposal International Climate Change Exhibition, 07 November 2020, SGT25111/1

Good Afternoon [Redacted]

Thank you so much for your new enquiry - it is very much appreciated.

Whilst you are liaising with the Science Centre + [Redacted] (as the venue want to speak to you before possibly offering) to obtain the space, I just thought I would send over an alternate venue for you to consider (7th - 20th November 2020, other dates have provisional holds).

Do let me know if you have any questions or would like me to try any other venues.

[redacted]

If you are unable to open the link above by simply clicking it, your firewall settings may have prevented it opening automatically. If this is the case please copy and paste the link into your internet browser.

If you have difficulty retrieving your documentation, please contact ExecSpace SGT for assistance.

With Kind Regards,

[Redacted]

From: [Redacted]>
Sent: 07 October 2019 14:45
To: [Redacted]
Cc: [Redacted]
Subject: RE: Science centre

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Thanks

[Redacted], can you pick up with CEOs PA.

Sent with BlackBerry Work (www.blackberry.com)

From: [Redacted]
Sent: 7 Oct 2019 13:57
To: "[Redacted]"
Cc: [Redacted]>
Subject: RE: Science centre

Hi [Redacted]

Science centre contact is CEO Stephen Breslin. I'm aware they are also looking at COP opportunities.

Stephen's details:

Dr Stephen Breslin
Chief Executive

Glasgow Science Centre
50 Pacific Quay, Glasgow G51 1EA

Tel: [Redacted]
Email: [Redacted]
<http://www.glasgowsciencecentre.org>

[Redacted]- Redacted [Redacted]

From: [Redacted]>
Sent: 04 October 2019 10:58
To: [Redacted]
Cc: [Redacted]
Subject: RE: Science centre

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Thanks, happy to meet others as suggested.

Ms Cunningham has asked that we try and book the science centre and also [Redacted]

Thanks

From: [Redacted]
Sent: 04 October 2019 10:59
To: [Redacted]
Cc: [Redacted]
Subject: FW: Science centre

[Redacted]

Cab sec wants this done by end of next week, can you prioritise and speak to visits and events (or whoever deals with this sort of thing).

[Redacted]

From: [Redacted]
Sent: 04 October 2019 09:29
To: [Redacted]
Cc: [Redacted]
Subject: RE: Science centre

[Redacted],

I'll find out who best to speak to about the Science Centre.

[Redacted]

Regards,

[Redacted],
{redacted]
Scottish Enterprise,
5 Atlantic Quay,
150 Broomielaw,
Glasgow,
G2 8LU

T: [Redacted]
M: [Redacted]

From: [Redacted]
Sent: 03 October 2019 19:00
To: [Redacted]>
Cc: [Redacted]
Subject: Science centre

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi

I have been asked to explore reserving the science centre for the full two weeks of COP. Do you have any thoughts about how we can progress? Any contacts we can speak to?

Ta

Sent with BlackBerry Work (www.blackberry.com)

From: [Redacted])
Sent: 11 October 2019 09:51
To: [Redacted]>; Hamilton C (Clare) <Clare.Hamilton@gov.scot>; [Redacted]
Subject: Glasgow Science Centre & [Redacted]- update

Good morning,

Quick summary and some observations:

- **Science Centre (SC)** - Unavailable dates remain unchanged.

ExecSpace has been [Redacted]They have not released the unavailable dates. Furthermore, the SC have not yet confirmed that we can have exclusive use of the space during the available dates – I believe a board meeting was held last night (this morning?) to discuss this and a response is expected today.

As it stands:

Available: 11th, 12th, 16th, 18th, 19th, 20th, 21st, 22nd

Unavailable: 7th, 8th, 9th, 10th, 14th, 15th

Maybe: 13th, 17th

[Redacted]

I trust all the above is clear, if not, please let me know.

Thanks,
[Redacted]

From: [Redacted]
Sent: 11 November 2019 16:21

To: [Redacted]>
Subject: RE: Glasgow Science Centre

David McQueen, [Redacted]. He spoke to Clare Hamilton.

[Redacted]

From: [Redacted]
Sent: 11 November 2019 16:13
To: [Redacted]
Subject: RE: Glasgow Science Centre

Hi [Redacted],

That would be very helpful if you could pass this across!

Kind Regards,
[Redacted]

Venue Consultant
Direct Dial: [Redacted]
Mobile: [Redacted]
[Redacted]

Mitchell House - 5 Mitchell Street, Edinburgh, EH6 7BD

From: [Redacted]
Sent: 11 November 2019 16:06
To: [Redacted]
Subject: RE: Glasgow Science Centre

Hi [Redacted]

Any chance of getting in touch earlier? I can give you the name and contact of who we spoke to if that would be of help?

[Redacted]

From: [Redacted]
Sent: 11 November 2019 16:04
To: [Redacted]
Subject: RE: Glasgow Science Centre

Hi [Redacted],

Thank you so much for this, my contact at the venue is out of the office until tomorrow morning. I have called the venue and I am awaiting a call back.

Would you be okay with your confirmation reaching you by midday tomorrow at latest?

Kind Regards,
[Redacted]
Redacted
Direct Dial: [Redacted] Mobile: [Redacted]

[Redacted]

Mitchell House - 5 Mitchell Street, Edinburgh, EH6 7BD

From: [Redacted]
Sent: 11 November 2019 15:56
To: [Redacted]
Subject: RE: Glasgow Science Centre
Importance: High

Hi [Redacted]

Thanks for your time over the phone earlier.

As discussed, we have agreed exclusive use with GSC for our planned events. Consequently, could you now start the process of agreeing to a basic contract for the hire of the Science Centre, this will purely be for **the venue and IMAX**, it is **not for any catering or AV**. Priority for now is to secure the venue, once this is done, we will discuss AV, catering etc. See below for details.

- **Dates:** 4 – 22 November 2020
- **Space:** Science Centre and Tower Base including the following areas: Atrium, Clyde Suite, The Street, The Planetarium, The Science Show Theatre, The Space Zone, The Hive, Floor 1, Floor 2, Floor 3, The Boardroom, The EGG, The Café, Tower Base South and Tower Base North and, IMAX
- **Rates:** Science Centre @ £[Redacted]per day. IMAX @ £[Redacted]per day

Regards

[Redacted] | Redacted Climate Change Division | Directorate for Energy and Climate Change | Tel: [Redacted] | Mob: [Redacted]

From: [Redacted]
Sent: 08 October 2019 21:34
To: [Redacted]
Cc: [Redacted]>
Subject: RE: Science centre

Sorry to chase!!!

The questions we will be asked are:

- who has the other days and is it COP related (i.e. is it UKG).
- can we outbid others to secure it.

- does SG have a formal relationship with the science centre we can utilise (sponsorship??)

Thanks

Sent with BlackBerry Work (www.blackberry.com)

From: "[Redacted]"
Sent: 8 Oct 2019 21:27
To: "[Redacted]"
Cc: "[Redacted]"
Subject: RE: Science centre

aye, my plan was to call execspace in the morning and do exactly that

From: [Redacted]
Sent: 08 October 2019 21:25
To: [Redacted]
Cc: [Redacted]
Subject: RE: Science centre

Thanks

Wasnt expecting you to pick up this late. Can you book/reserve what is available and see if event space can find out who has the other dates.

[Redacted]

Sent with BlackBerry Work (www.blackberry.com)

From: "[Redacted]"
Sent: 8 Oct 2019 21:17
To: "[Redacted]"
Cc: "[Redacted]"
Subject: RE: Science centre

I got an email from ExecSpace today saying that the science centre is only available on

11th, 12th day, 16th, 18th, 19th, 20th
All other dates have been fully booked

One option is to call the CEO and ask if they can cancel whatever they have booked on the other days. For this to have any remote chance of success, the call should come from above.

[Redacted]

From: [Redacted]
Sent: 08 October 2019 21:00
To: [Redacted]
Subject: Science centre

Both

Clare has been asked to go to a meeting with Liz Lloyd first thing tomorrow. Please can I have an urgent update on where we are with booking [Redacted] and science centre, if we are on track to finalise by end week and what blocks are if not.

Sorry...

Thanks

Sent with BlackBerry Work (www.blackberry.com)

From: [Redacted]
Sent: 08 October 2019 17:03
To: [Redacted]>
Subject: RE: Venues in Glasgow

Hi [Redacted],

These are the days that the venue has available out of our selection, would you need all of them to go ahead with the Science Centre?

11th, 12th day, 16th, 18th, 19th, 20th
All other dates have been fully booked

The venue is looking into providing pricing by tomorrow.

Kind Regards,
[Redacted]
Venue Consultant
Direct Dial: [Redacted]
Mobile: [Redacted]
[Redacted]

Mitchell House - 5 Mitchell Street, Edinburgh, EH6 7BD

TAKE A VIRTUAL REALITY VENUE TOUR NOW - www.execspace.co.uk/vr/

From: [Redacted]
Sent: 08 October 2019 16:49
To: [Redacted]
Subject: RE: Venues in Glasgow

Hi [Redacted],

I'm chasing the Science Centre again to find out if they can accommodate (they have advised that this might not be possible as they have provisional bookings in place for November 2020 currently).

I have looked at other venues as a possibility, and the Crowne Plaza, SEC & Doubletree by Hilton Glasgow Central have all advised that they have been contracted for this event already and are unable to help further.

I'm checking whether the Golden Jubilee can accommodate too, but I might not have an answer from them (or the Science Centre) until tomorrow morning.

Kind Regards,
[Redacted]Redacted
Direct Dial: [Redacted]
Mobile: [Redacted]
[Redacted]

Mitchell House - 5 Mitchell Street, Edinburgh, EH6 7BD

TAKE A VIRTUAL REALITY VENUE TOUR NOW - www.execspace.co.uk/vr/

From: [Redacted]>
Sent: 08 October 2019 15:57
To: [Redacted]
Subject: RE: Venues in Glasgow

[Redacted]

Many thanks!

From: [Redacted]>
Sent: 08 October 2019 15:54
To: [Redacted]>
Subject: RE: Venues in Glasgow

Hi [Redacted]

Thank you for your email – I have reached out a few times to the Science Centre, and they have let me know that they are aiming to come back to me soon (but it is a lot of dates to look through) – I'll absolutely check for you.

Would the [Redacted] be instead of the science centre or in addition to the science centre?

Kind Regards,
[Redacted]
Venue Consultant
Direct Dial: [Redacted]
Mobile: [Redacted]
[Redacted]

Mitchell House - 5 Mitchell Street, Edinburgh, EH6 7BD

TAKE A VIRTUAL REALITY VENUE TOUR NOW - www.execspace.co.uk/vr/

From: [Redacted]>
Sent: 08 October 2019 15:52
To: [Redacted]>
Subject: RE: Venues in Glasgow

Hi [Redacted],

I have just tried to call but you were on another call.

Regarding the Science Centre, we are getting some pressure from above to have the venue booked within the next couple of days. Would that be possible? In addition, could I amend the dates and include another couple of days before and after to allow time for preparation, i.e. to book the science centre from the 6-22 November 2020.

I also have another request, (sorry!) could you please check how much it would cost to book [Redacted] from the 6 – 22 November 2020? I'm still trying to get a final decision on dates, as I'm not sure if the plan is to book [Redacted] for the full two weeks or just for some days. Nevertheless, if you could also check this asap it would be very much appreciated.

Many thanks,
[Redacted]

From: [Redacted]>
Sent: 07 October 2019 11:59
To: [Redacted]
Subject: RE: Venues in Glasgow

Hi [Redacted]

This makes perfect sense, thanks so much for coming back to me!

I'll get started on this for you now.

Kind Regards,
[Redacted]
Venue Consultant
Direct Dial: [Redacted]
Mobile: [Redacted]
[Redacted]

Mitchell House - 5 Mitchell Street, Edinburgh, EH6 7BD

TAKE A VIRTUAL REALITY VENUE TOUR NOW - www.execspace.co.uk/vr/

From: [Redacted]
Sent: 07 October 2019 11:58

To: [Redacted]
Subject: RE: Venues in Glasgow

Hi [Redacted],

We don't have a budget yet, but we are fully aware that this can be expensive.

If you could include all available options (A/V, catering, etc), that would be great. It would allow us to start preparing an informed budget. However, for now the urgency is in securing the venue for those two weeks.

The Science Centre would be to host exhibitions and/or a diverse programme of lectures/seminars/workshops. The number of attendees would vary depending on the programme. If possible, it would be good to know what is the capacity of each venue inside the building and what are the options available.

I hope this makes sense.

Thanks,
[Redacted]

From: [Redacted]
Sent: 07 October 2019 11:42
To: [Redacted]
Subject: RE: Venues in Glasgow

Dear [Redacted],

Thank you so much for getting in touch – I would be delighted to reach out to the venues for you, and with confidentiality.

I'll be more than happy to look into these urgently for you (particularly the Science Centre). Could I please check whether you would have a specific budget in mind for the Science Centre (as this can be a rather costly option)?

Would you like me to look at any A/V equipment for the centre, or catering?

For the Science Centre, would this also be for approx. 400 people?

As soon as I have heard from you, I'd be delighted to begin the search.

Kind Regards,
[Redacted]
Redacted
Direct Dial: [Redacted]
Mobile: [Redacted]
[Redacted]

Mitchell House - 5 Mitchell Street, Edinburgh, EH6 7BD

TAKE A VIRTUAL REALITY VENUE TOUR NOW - www.execspace.co.uk/vr/

From: [Redacted]>
Sent: 07 October 2019 11:37
To: [Redacted]
Subject: Venues in Glasgow

Dear [Redacted],

I work in the International Climate Change team at the Scottish Government. We have used ExecSpace services last April and had a very positive experience. Apologies for emailing you directly but I could not find a general email address.

I would be grateful if the following queries could be dealt with some degree of confidentiality, as we are at very early stages of planning, at this point, we are just looking to secure a specific venue and look for option for another event.

Therefore, I would be grateful if you could please:

1) Check if it is possible and how much it would cost to book the Science Centre in Glasgow, from the 8-20 November 2020.

Our plan would be to use the full Science Centre from 9 – 20-November. As we are not certain what type of events would happen there, I am including an extra day (the 8th) just in case we need to prepare rooms, exhibitions, etc. I have never been in this venue and I don't know how flexible they are in terms of granting access for preparation ahead of the day. If that would be an issue, then probably it would be better to book from the 7th to the 20th.

2) Find a venue for a conference in Glasgow.

Number of attendees: it is difficult to predict at this point in time, but maybe between 300 and 400. If a venue for 400 is not available, then we would limit the number of attendees by restricting invitations. Nevertheless, grateful if you could let us know all options available.

Layout: theatre.

Dates: a weekday, sometime between 9 – 20 November 2020. At this point, we just want to know what venues are available in Glasgow to organise a one-day conference. We would hope to define an exact date before the end of 2019.

I'm not sure if the Science Centre has a suitable venue with these characteristics, but if it has that could be an option.

Please note that task 1) is urgent and if possible, we would like to get the Science Centre booked by the end of this week, so I would be grateful if you could prioritize this. Task 2) is not urgent and can wait until 1) is sorted.

Let me know if you need any other information.

Best regards,

[Redacted]

[Redacted]

International Climate Change Team

Scottish Government | Directorate for Energy & Climate Change

Victoria Quay, Area 3-F South, Edinburgh EH6 6QQ

[Redacted] / T: [Redacted] / M: [Redacted]

From: Hamilton C (Clare) <Clare.Hamilton@gov.scot>

Sent: 22 November 2019 15:24

To: [redacted]

Subject: Readout of meetings today

1. Stephen Breslin (GSC)
 - Stephen was in London this week at a Science Centre thing. Lots of excitement about the event [Redacted]
 - Stephen keen to meet next week. I'm happy to do this, either on my own or not as the case may be ☐
 - [redacted] – they're chasing Cineworld and will have the final info to allow the contract to be signed very soon.

[Redacted]

Any questions, let me know.

C

Clare Hamilton | Deputy Director – Head of International Climate Change Division & COP26 | Scottish Government

Atlantic Quay, Glasgow | Victoria Quay, Edinburgh

[Redacted]

I work flexibly and may send emails early in the day or later in the evening. I do not expect an immediate response.

From: Hamilton C (Clare) <Clare.Hamilton@gov.scot>

Sent: 12 November 2019 12:37

To: David McQueen <david.mcqueen@glasgowsciencecentre.org>

Cc: [Redacted] Stephen Breslin <stephen.breslin@glasgowsciencecentre.org>

Subject: RE: COP26 and Glasgow Science Centre

Thanks very much, David, this is extremely helpful. The team is liaising with Event Space to make this as smooth as possible.

I'll let [Redacted] and [Redacted] come back to you directly with suggested dates for a site visit too.

Kind Regards

Clare

Clare Hamilton | Deputy Director | Climate Change Division | Directorate for Energy and Climate Change | Tel: [Redacted]

I work flexibly and may send emails early in the day or later in the evening. I do not expect an immediate response.

From: David McQueen <david.mcqueen@glasgowsciencecentre.org>
Sent: 11 November 2019 15:13
To: Hamilton C (Clare) <Clare.Hamilton@gov.scot>; Stephen Breslin <stephen.breslin@glasgowsciencecentre.org>
Cc: [Redacted]>
Subject: RE: COP26 and Glasgow Science Centre

Hi Clare

Thanks for getting back to us.

In terms of the various points you have raised I would respond as follows:

- **Exec Space** – Happy to proceed to contract with Exec Space but we will pass on the Commission cost back to you as outlined below. [Redacted] For the event to happen we need for payments to be made as specified in the contract and therefore SG will need to put them in funds in good time to make the payments at the required dates.
- **Basic Hire** – Happy to proceed on this basis at the moment and add the detail at a later date. Only concern is that demand for services during the conference is escalating rapidly around Glasgow and therefore if you want to ensure we can access all of the resources required we would need to start provisionally booking these soon i.e. AV equipment, AV Staff, Agency staff for catering provision, linen, tables, chairs, etc etc.
- **Staff Costs** – Basic hire cost includes a Manager, Supervisor and 11 hosts to manage your guests on the floors. In terms of set up, take down and cleaning costs basic provision is included, whether this is sufficient really depends on the extent of your activities i.e. is it a complete change every day for every space or are you delivering the same experience in each area every day. We can consider this more fully once the detail of the programme is clearer. If you want to deliver Science Experiences including Science and Planetarium Shows, Workshops etc to your guests this would be additional, as would the cost of any catering provision.
- **Security** - [Redacted]
- **Hire Cost** - We are not prepared to reduce the cost below that quoted. We have offered you a very competitive rate and successfully negotiated with Cineworld to offer the IMAX at their standard rate rather than at an [Redacted]. We have been inundated with numerous requests for hire of our buildings at much higher prices than quoted to you but have set aside the objective of maximising our income from COP26 to work with you to deliver a partnership event and create an educational legacy in the furtherance of our mission.
- **VAT** – The quote is exclusive of VAT.

In terms of a site visit by [Redacted] and possibly you we are happy to accommodate you whenever. If you could let us have some dates/times that suit you all we can get something in the diary asap.

Look forward to hearing from you.

Regards

DAVID MCQUEEN | DIRECTOR OF FINANCE & OPERATIONS

Glasgow Science Centre | 50 Pacific Quay | Glasgow G51 1EA
[Redacted]] glasgowsciencecentre.org



From: Clare.Hamilton@gov.scot <Clare.Hamilton@gov.scot>

Sent: 08 November 2019 19:41

To: David McQueen <david.mcqueen@glasgowsciencecentre.org>; Stephen Breslin <stephen.breslin@glasgowsciencecentre.org>

Cc: [Redacted]

Subject: RE: COP26 and Glasgow Science Centre

Dear David and Stephen

Very many thanks for sending through the draft contract and the proposal below. As you can imagine, we have had to consult a few different parts of Scottish Government on the contract and on the procurement process to make sure that we get this right.

The advice that we've received back today is that we need to make the booking for the basic venue hire through Event Space. This is because the Scottish Government has a framework agreement with Event Space for venue hire. If we take a different route, given the value of the contract we would need to go out to full tender.

Assuming you are content with this approach rather than an open tender, we will instruct Event Space early next week to book the Science Centre and Tower Base and the IMAX for the period 7-22 November 2020. Once the basic hire arrangement has been made, we will be able to firm up with you the additional requirements, including regarding the AV packages, education programme (including staff), use of external areas etc.

We do have a few questions on your proposal:

- what staff are included as part of the hire costs? Does it include staff required to clean, setup and reinstate the venue each day? What are the additional staff costs?
- We would, as a minimum, expect basic venue security staff to be included in the hire cost.
- The hire cost quoted is the standard base rate for daily hire. Are you prepared to offer any discount based on the guaranteed booking across 2 weeks, the value of profile to GSC for being involved and the partnership benefits that will result from the collaboration?
- Can you confirm whether the costs quoted were inclusive or exclusive of VAT?

Finally, it would be extremely helpful if we could arrange a further visit to the centre. Could you let us know when might be convenient for this to take place? I'd be looking for our events lead, [Redacted] to attend along with [Redacted], a colleague from Event Scotland and (diary permitting) me. We are all very much looking forward to working with you to make this event a success for Scotland and to deliver a hugely positive engagement experience over the next 2 years.

I will be on leave for most of next week, but [Redacted] will be available and [Redacted] will be back from Tuesday onwards. I will be picking up emails and should, however, be happy to speak by phone if that would be helpful.

Kind Regards

Clare

Clare Hamilton | Deputy Director | Climate Change Division | Directorate for Energy and Climate Change | Tel[redacted]

I work flexibly and may send emails early in the day or later in the evening. I do not expect an immediate response.

From: Hamilton C (Clare) <Clare.Hamilton@gov.scot>

Sent: 01 November 2019 18:02

To: David McQueen <david.mcqueen@glasgowsciencecentre.org>

Cc: Stephen Breslin <stephen.breslin@glasgowsciencecentre.org>; [Redacted]

Subject: RE: COP26 and Glasgow Science Centre

David, Stephen

Very many thanks indeed for sending this through and my apologies for the slow acknowledgement. We will take a look at the proposal and come back to you by the end of next week, as previously agreed. It is possible that, in order to make the event as inclusive as possible, we may wish to extend the dates to include the 'end weekend', which would take us up to 22nd.

Kind Regards

Clare

Clare Hamilton | Deputy Director | Climate Change Division | Directorate for Energy and Climate Change | Tel: [Redacted]

I work flexibly and may send emails early in the day or later in the evening. I do not expect an immediate response.

From: David McQueen <david.mcqueen@glasgowsciencecentre.org>

Sent: 31 October 2019 17:04

To: Hamilton C (Clare) <Clare.Hamilton@gov.scot>

Cc: Stephen Breslin <stephen.breslin@glasgowsciencecentre.org>

Subject: COP26 and Glasgow Science Centre

Hi Clare

Further to your discussions with Stephen, I have set out below my understanding of progress to date together with my thoughts on the next steps:

Exclusive Use of the Science Centre

We are happy to grant SG exclusive use of the Science Centre building and Tower base from Saturday 7 Nov to Friday 20 Nov i.e. a total of 14 days subject to agreement of our terms and conditions and fee.

A copy of our standard terms and conditions are attached for your review. Please note that until we agree the detail of the event we cannot populate the first part of the contract. We appreciate you are keen to confirm the booking asap and therefore could agree an outline contract for basic space/AV rental and then add the rest of the detail at a later date. The terms and conditions require you to take full responsibility for your staff, partners and guests and therefore should you wish to pass on some of the obligations to third parties it will be up to you to enter into any sub-contracts separately from GSC but always advising us accordingly.

We have provided you with some outline costs to date on the basis of the collaborative approach discussed and I have set these out in the table below along with details of other areas which need to be considered:

| Item | Days | Rate | £ | Total Cost £ | Notes/Comments |
|---|-------------|-------------|----------|---------------------|-----------------------|
| Full Day hire of Science Centre and Tower Base including the following areas: Atrium, Clyde Suite, The Street, The Planetarium, The Science Show Theatre, The Space Zone, The Hive, Floor 1, Floor 2, Floor 3, The Boardroom, The EGG, The Café, Tower Base South and Tower Base North. | 14 | [Redacted] | | [Redacted] | [Redacted] |
| Standard AV Packages for the following areas: Atrium, Clyde Suite, The Hive, Space Zone, The Science Show Theatre, The | 14 | [Redacted] | | [Redacted] | [Redacted] |

| | | | | | |
|---|----|------------|------------|--------------------------------|--|
| EGG,, Tower Base South and Tower Base North Includes AV Support Staff | | | | | |
| Full day hire of the IMAX - Cineworld have agreed in principle, [Redacted]to hire the IMAX to GSC to enable us to hire to SG. | 14 | [Redacted] | [Redacted] | [Redacted] | |
| Standard IMAX AV Package | 14 | [Redacted] | [Redacted] | [Redacted] | |
| Catering | 14 | [Redacted] | [Redacted] | [Redacted] is allowed on site. | |
| Commission | 1 | [Redacted] | [Redacted] | [Redacted] | |
| Provisional Total Cost | | | [Redacted] | | |

Let me know if I have missed anything from the above and be good to get your thoughts on baseline costs and our terms and conditions.

[Redacted]

I also understand from our recent meeting that you are in the process of recruiting additional staff to assist with SG's contribution to COP26 and I think its important that we develop an efficient way of all working together over the next year or so. I think it makes sense for whoever is given lead responsibility for development of the content at SG works closely with our dedicated post holder and Events Team and we would therefore be happy to consider hosting or part hosting your lead developer at GSC to assist, possibly not initially but certainly as we get closer to the COP. Let me know your thoughts on this.

Memorandum of Understanding

This is a key document to outline how the above two elements of our aspirations for COP26 come together and I think its important that we agree this document at least at the same time as the hire contract [Redacted]. We need to develop the vision for the programme to be delivered at GSC during the COP and around Scotland pre, during and post COP. We are happy to start to draft a document if that would be of assistance. Let me know how you wish to proceed.

All very exciting and looking forward to working with you and your team to deliver a truly memorable contribution to COP26 and to create a real lasting educational legacy for the people of Scotland.

Look forward to hearing from you.

Regards

DAVID MCQUEEN | DIRECTOR OF FINANCE & OPERATIONS

Glasgow Science Centre | 50 Pacific Quay | Glasgow G51 1EA
[Redacted] | glasgowsciencecentre.org



From: Stephen Breslin <stephen.breslin@glasgowsciencecentre.org>
Sent: 31 October 2019 09:12
To: Hamilton C (Clare) <Clare.Hamilton@gov.scot>
Cc: [Redacted]; David McQueen <david.mcqueen@glasgowsciencecentre.org>
Subject: Re: SG, COP26 and the Science Centre

Hi Clare yes the meeting went very well with lots of enthusiasm from the network and support from Sheila Rowan and Redacted I also met with Redacted in the afternoon and he was equally enthusiastic.

We will get a draft contract over to you later today.

Regards

Stephen

Dr Stephen Breslin
Chief Executive

Glasgow Science Centre
50 Pacific Quay, Glasgow G51 1EA

Tel: [Redacted]

Fax: [Redacted]

Email: stephen.breslin@glasgowsciencecentre.org

<http://www.glasgowsciencecentre.org>

On 31 Oct 2019, at 08:42, "Clare.Hamilton@gov.scot" <Clare.Hamilton@gov.scot> wrote:

Thanks very much, Stephen. I hope yesterday's meeting went well and look forward to receiving the draft contract from David.

Clare

Clare Hamilton | Deputy Director | Climate Change Division | Directorate for Energy and Climate Change | Tel: [Redacted]

I work flexibly and may send emails early in the day or later in the evening. I do not expect an immediate response.

From: Stephen Breslin <stephen.breslin@glasgowsciencecentre.org>
Sent: 29 October 2019 19:10
To: Hamilton C (Clare) <Clare.Hamilton@gov.scot>
Cc: [Redacted] David McQueen <david.mcqueen@glasgowsciencecentre.org>
Subject: Re: SG, COP26 and the Science Centre

Thanks for this Clare.

I will drop you a quick note tomorrow to let you know how the meeting goes and David will be in touch over the next day or two with a draft contract which, as we discussed, we will aim to have agreed by the end of next week (8th November), to allow us to move forward with planning the wider engagement plan.

In the meantime please feel free to contact me directly on [Redacted] at any time if there is anything that you would like to discuss. [Redacted].

Regards

Stephen

Dr Stephen Breslin
Chief Executive

Glasgow Science Centre
50 Pacific Quay, Glasgow G51 1EA

Tel: [Redacted]
Fax: [Redacted]
Email: stephen.breslin@glasgowsciencecentre.org
<http://www.glasgowsciencecentre.org>

On 29 Oct 2019, at 17:03, "Clare.Hamilton@gov.scot" <Clare.Hamilton@gov.scot> wrote:

Dear Stephen

It was good to speak to you yesterday afternoon. I can confirm that I'm happy for you to mention at the ASDC meeting the partnership between SG and GSC for COP26 and our intention both to make GSC a hub for Scotland during the event [Redacted]

We agreed that it would be good to get the contract for the COP26 period nailed down and you kindly offered to send across a copy of your standard contract for our review. This will give us both certainty and security as we develop our plans. Alongside the contract we will work with you to develop an MoU on the

wider programme. Once we have the basic contract agreed we can also work together to consider any additional elements – for example around Millennium Square.

As discussed, I'm very much looking forward to working with you and your team to make COP26 a truly inclusive event for Scotland.

Kind Regards

Clare

Clare Hamilton | Deputy Director – Head of Climate Change Division | Scottish Government

Atlantic Quay, Glasgow | Victoria Quay, Edinburgh
Tel: [Redacted] | Mob: [Redacted]

I work flexibly and may send emails early in the day or later in the evening. I do not expect an immediate response.

From: Stephen Breslin <stephen.breslin@glasgowsciencecentre.org>

Sent: 12 October 2019 13:18

To: Hamilton C (Clare) <Clare.Hamilton@gov.scot>

Cc: [Redacted]>

Subject: Re: Glasgow Science Centre - UNFCCC COP26

Hi Clare

Thank-you for the email. I would be delighted to discuss this with you further, would you be available for a call on Monday? I also have good availability for a face to face meeting next week.

In the meantime, hope that you have a good weekend.

Regards

Stephen

Stephen Breslin | Chief Executive Officer
Glasgow Science Centre | 50 Pacific Quay | Glasgow G51 1EA
[Redacted]
| glasgowsciencecentre.org

From: "Clare.Hamilton@gov.scot" <Clare.Hamilton@gov.scot>

Date: Saturday, 12 October 2019 at 11:55

To: Stephen Breslin <stephen.breslin@glasgowsciencecentre.org>

Cc: "[Redacted]">

Subject: Glasgow Science Centre - UNFCCC COP26

Dear Stephen

I am responsible for the Scottish Government's policy and actions on climate change. As I'm sure you will be aware, the annual international climate negotiations (UNFCCC COP) will be held in Glasgow from 9-20 November 2020, with around 30,000-55,000 official attendees over the 2 week period. The COP itself will be hosted by the UK Government at the SEC.

The Scottish Government is very keen to secure the Science Centre for the full 2 week period as our flagship venue to showcase Scotland's ambitions and actions on climate change and to showcase Scotland more widely: our innovation, our businesses and our openness to the world. This is a fantastic opportunity for GSC to be a central part of the biggest international climate event since Paris in 2015 and we think the venue is a superb fit for our ambitions to showcase Scotland on a global scale.

Given the profile of the event and the likelihood of attendance by up to 200 Heads of State, there will be a wide security perimeter around the area, enforced by both UN Security and by the police. We are expecting there to be significant disruption caused by protests around the event, along the lines of the Extinction Rebellion protests you may have seen reported on the news earlier this week.

We have been in contact with your Event Sales team via ExecSpace and I understand that you do already have private bookings on some of the days we are looking to secure between 7-22 November 2020. In addition to our hope to exclusively use the GSC across this period, we are conscious that given the enhanced security arrangements that will be in place and the likely protests, there is a very high potential for those existing bookings to be significantly disrupted. Should it be possible for us to secure the venue exclusively, we should be very happy to work with your team to help find alternative venues for these bookings so their events are not inconvenienced by the disruption; or if the events are for part of the centre only we would be happy to work with you to retain them and support smooth access for them.

I should be happy to meet with you to discuss this request and how we could maximise the opportunities of COP26 for both GSC and for Scotland.

Kind Regards

Clare

Clare Hamilton | Deputy Director – Head of Climate Change Division | Scottish Government

Atlantic Quay, Glasgow | Victoria Quay, Edinburgh
Tel: [Redacted] | Mob: [Redacted]

I work flexibly and may send emails early in the day or later in the evening. I do not expect an immediate response.

From: Hamilton C (Clare) <Clare.Hamilton@gov.scot>
Sent: 27 November 2019 12:17

To: [Redacted]>
Subject: FW: FCO

Clare Hamilton | Deputy Director | International Climate Change Division & COP26
| Directorate for Energy and Climate Change | Tel: [Redacted]

I work flexibly and may send emails early in the day or later in the evening. I do not expect an immediate response.

From: Stephen Breslin <stephen.breslin@glasgowsciencecentre.org>
Sent: 27 November 2019 12:02
To: Hamilton C (Clare) <Clare.Hamilton@gov.scot>
Subject: Fwd: FCO
Sent from my iPhone

Begin forwarded message:

From: David McQueen <david.mcqueen@glasgowsciencecentre.org>
Date: 27 November 2019 at 10:52:21 GMT
To: Stephen Breslin <stephen.breslin@glasgowsciencecentre.org>
Subject: FCO

Hi Stephen

Spoke to Redacted

[Redacted]

Agreed to hold outside space for their Media Centre but they had assumed they could use the Science Centre for breakout events with the media given access in our building to senior politicians. Will now have to rethink their whole plan.

Explained that we have been inundated with requests and it was never made clear to us that we could be required to be part of the main COP. [Redacted] .

[Redacted]

I explained our mission motivations v being a media centre and he advised that FCO would be using the Science Centre very much in the same way as the SG were planning.

I stressed the importance of FCO discussing matters with SG directly to seek some agreement that delivered a fantastic COP for all parties including the Science Centre.

We can discuss further when you are back in this afternoon.

Regards

DAVID MCQUEEN | DIRECTOR OF FINANCE & OPERATIONS

Glasgow Science Centre | 50 Pacific Quay | Glasgow G51 1EA
[Redacted] | glasgowsciencecentre.org

From: [Redacted]

Sent: 26 November 2019 11:19

To: [Redacted]

Subject: FW: News release to clear: COP26 and Glasgow Science Centre

FYI

From: [Redacted]

Sent: 25 November 2019 13:16

To: Cabinet Secretary for the Environment, Climate Change and Land Reform
<CabSecECCLR@gov.scot>

Cc: [Redacted] Communications Rural Economy & Environment
<CommunicationsRuralEconomy&Environment@gov.scot>; Hamilton C (Clare)
<Clare.Hamilton@gov.scot>; [Redacted]; Ingebrigtsen R (Ross)
<Ross.Ingebrigtsen@gov.scot>; {Redacted} McAllister C (Colin)
<Colin.McAllister@gov.scot>; Lloyd E (Elizabeth) <Elizabeth.Lloyd@gov.scot>;
Minister for Rural Affairs and the Natural Environment <MinisterRANE@gov.scot>;
[Redacted]>

Subject: News release to clear: COP26 and Glasgow Science Centre

Hi [Redacted],

Grateful for Cab Sec's clearance of this news release, announcing our partnership with Glasgow Science Centre during COP26. We propose to issue this after her committee appearance tomorrow morning.

Thanks

[Redacted]

Senior Media Manager

Scottish Government

[Redacted]

From: [Redacted]

Sent: 26 November 2019 14:14

To: [Redacted]>

Subject: RE: Glasgow Science Centre - SGT25111/1

Hello both

Thank you for helping out with this. See attached signed version. Please do let me know as well as send me a signed version once GSC sign as well.

Cheerio

[Redacted]

From: [Redacted]>
Sent: 25 November 2019 16:11
To: [Redacted]>
Subject: RE: Glasgow Science Centre - SGT25111/1

Hello [Redacted],

I do hope this email finds you well.

Please find a copy of the contract attached to this email for you. If you can please read over and reconfirm this is correct.

We look forward to hearing from you.

Kind Regards,
[Redacted]
Venue Consultant
Direct Dial: [Redacted]
Mobile: [Redacted]
[Redacted]

Mitchell House - 5 Mitchell Street, Edinburgh, EH6 7BD

[Document Redacted]

From: Berge K (Kersti) <Kersti.Berge@gov.scot>
Sent: 27 November 2019 09:24
To: Hamilton C (Clare) <Clare.Hamilton@gov.scot>
Subject: FW: News release on COP26 and Glasgow Science Centre - UKG follow up

Hi, can you also let me know where we are on [redacted] and when we expect to sign the contract?

From: Lloyd E (Elizabeth) <Elizabeth.Lloyd@gov.scot>
Sent: 27 November 2019 09:06
To: Hamilton C (Clare) <Clare.Hamilton@gov.scot>; Cabinet Secretary for the Environment, Climate Change and Land Reform <CabSecECCLR@gov.scot>; [redacted]
Cc: [Redacted]; McAllister C (Colin) <Colin.McAllister@gov.scot>; Berge K (Kersti) <Kersti.Berge@gov.scot>; [Redacted] Russell GE (Gillian) <Gillian.Russell@gov.scot>
Subject: RE: News release on COP26 and Glasgow Science Centre - UKG follow up

[Redacted]

Can I also have confirmation of exactly where we are with Science Centre. I assume as Cab Sec signed it off, we have signed agreement with them

Liz

Elizabeth Lloyd
Chief of Staff to the First Minister
St Andrew's House
Regent Road
Edinburgh EH1 3DG
Tel: [Redacted]
Mobile: [Redacted]
Elizabeth.Lloyd@gov.scot

From: Hamilton C (Clare) <Clare.Hamilton@gov.scot>
Sent: 26 November 2019 18:04
To: Cabinet Secretary for the Environment, Climate Change and Land Reform <CabSecECCLR@gov.scot>; Lloyd E (Elizabeth) <Elizabeth.Lloyd@gov.scot>
Cc: [Redacted]; McAllister C (Colin) <Colin.McAllister@gov.scot>; Berge K (Kersti) <Kersti.Berge@gov.scot>; Sanderson M [redacted]; Russell GE (Gillian) <Gillian.Russell@gov.scot>
Subject: RE: News release on COP26 and Glasgow Science Centre - UKG follow up

[Redacted]

I'd welcome Liz's view on the desirability of the call happening tonight.

We haven't had any conversations with the UKG about their interest in the Science Centre. Neither have they – as yet – shared any information with us about the likely perimeter for the event. On the basis of the information we had received to date, our understanding was that the event would be happening at the SEC with the river as the boundary. [Redacted]

I have stressed with them this evening the need to ensure that SG is fully consulted on and aware of plans so we can work together productively on the event.

Clare

Clare Hamilton | Deputy Director | International Climate Change Division & COP26
| Directorate for Energy and Climate Change | Tel: [Redacted]

From: [Redacted] > **On Behalf Of** Cabinet Secretary for the Environment, Climate Change and Land Reform
Sent: 26 November 2019 17:55
To: Hamilton C (Clare) <Clare.Hamilton@gov.scot>; Cabinet Secretary for the Environment, Climate Change and Land Reform <CabSecECCLR@gov.scot>
Cc: [Redacted]; McAllister C (Colin) <Colin.McAllister@gov.scot>; Lloyd E (Elizabeth) <Elizabeth.Lloyd@gov.scot>; Berge K (Kersti) <Kersti.Berge@gov.scot>

Subject: RE: News release on COP26 and Glasgow Science Centre - UKG follow up

Clare

Thanks for flagging – have had someone from Claire Perry’s office on the phone in the last 5 minutes seeking exactly this.

Happy to approach Ms Cunningham – but would welcome advice on the desirability of the call going ahead. [redacted]

I can sight Ms Cunningham again on the relevant submission seeking the hire of the Centre, but would be useful to understand if there’s been any further conversations with UKG at official level that Cab Sec should be aware of to provide some further context of the UKG position.

Thanks.

[Redacted] Private Secretary to Roseanna Cunningham MSP | Tel: [Redacted]

From: Hamilton C (Clare) <Clare.Hamilton@gov.scot>

Sent: 26 November 2019 17:48

To: Cabinet Secretary for the Environment, Climate Change and Land Reform <CabSecECCLR@gov.scot>

Cc: [Redacted]; McAllister C (Colin) <Colin.McAllister@gov.scot>; Lloyd E (Elizabeth) <Elizabeth.Lloyd@gov.scot>; Berge K (Kersti) <Kersti.Berge@gov.scot>

Subject: News release on COP26 and Glasgow Science Centre - UKG follow up

Importance: High

[Redacted]

A quick heads up that I’ve just had a conversation with Victoria Busby and understand that Claire Perry will be seeking a conversation with Ms Cunningham this evening about SG securing the Science Centre for COP26. [Redacted]

They informed me this evening that given their plans are still evolving we should not have taken a venue at this stage and that the UKG intention to take the Science Centre has been discussed with ‘stakeholder groups’ and Glasgow City Council.

If the call goes ahead, let us know if you need any briefing in advance.

Clare

Clare Hamilton | Deputy Director | International Climate Change Division & COP26 | Directorate for Energy and Climate Change | Tel: [Redacted]

I work flexibly and may send emails early in the day or later in the evening. I do not expect an immediate response.

From: [Redacted]>
Sent: 25 November 2019 13:16
To: Cabinet Secretary for the Environment, Climate Change and Land Reform
<CabSecECCLR@gov.scot>
Cc: [Redacted Communications Rural Economy & Environment
<CommunicationsRuralEconomy&Environment@gov.scot>; Hamilton C (Clare)
<Clare.Hamilton@gov.scot>; [Redacted]; Ingebrigtsen R (Ross)
<Ross.Ingebrigtsen@gov.scot>; [Redacted] McAllister C (Colin)
<Colin.McAllister@gov.scot>; Lloyd E (Elizabeth) <Elizabeth.Lloyd@gov.scot>;
Minister for Rural Affairs and the Natural Environment
<MinisterRANE@gov.scot>; [Redacted
Subject: News release to clear: COP26 and Glasgow Science Centre

Hi [Redacted],

Grateful for Cab Sec's clearance of this news release, announcing our partnership with Glasgow Science Centre during COP26. We propose to issue this after her committee appearance tomorrow morning.

Thanks
[Redacted]
Senior Media Manager
Scottish Government
[Redacted]

From: Hamilton C (Clare) <Clare.Hamilton@gov.scot>
Sent: 03 December 2019 09:13
To: DG Economy <DGEconomy@gov.scot>
Subject: RE: Science centre

Hi [Redacted]

It needs to be before the meeting between Claire Perry and Ms Cunningham on Friday afternoon and ideally enough before for us to be able to sight Ms C on the outcome.

C

Sent with BlackBerry Work
(www.blackberry.com)

From: DG Economy <DGEconomy@gov.scot>
Date: Tuesday, 03 Dec 2019, 9:10 am
To: Hamilton C (Clare) <Clare.Hamilton@gov.scot>
Subject: RE: Science centre

Hi Clare,

I am going to set up a call with Peter Hill/ Liz, are you aware of a deadline of when this call should take place by, Liz is out all day tomorrow and quite back to back on

Thursday, so want to ensure that if I suggest Friday that wouldn't be problematic timing wise.

Thanks,

[Redacted]

Assistant Private Secretary, Scottish Government
DG Economy, 1N.01, St Andrews House, Edinburgh

Tel: [Redacted]; Email: [Redacted]

*** PLEASE READ ***

Responsibility for filing key documents and communications on the record, including those from DG Economy, rests with relevant policy and operational areas within Directorates. The DG office does not keep official records of such e-mails or attachments.

From: [Redacted > **On Behalf Of** DG Economy

Sent: 02 December 2019 16:47

To: [Redacted >

Cc: DG Economy <[DGEconomy@gov.scot](mailto:DGEEconomy@gov.scot)>

Subject: FW: Science centre

From: DG Economy <[DGEconomy@gov.scot](mailto:DGEEconomy@gov.scot)>

Sent: 29 November 2019 11:19

To: Berge K (Kersti) <Kersti.Berge@gov.scot>; DG Economy <[DGEconomy@gov.scot](mailto:DGEEconomy@gov.scot)>

Cc: [Redacted >; Permanent Secretary <PermanentSecretary@gov.scot>; DG Economy <[DGEconomy@gov.scot](mailto:DGEEconomy@gov.scot)>; Thomson KAL (Ken) <Ken.Thomson@gov.scot>; DG Constitution and External Affairs <dqcea@gov.scot>; Wightman S (Scott) <Scott.Wightman@gov.scot>; Russell GE (Gillian) <Gillian.Russell@gov.scot>; Hamilton C (Clare) <Clare.Hamilton@gov.scot>; Director Communications, Ministerial Support & Facilities <DirectorCMSF@gov.scot>

Subject: RE: Science centre

Kersti

You and I talked briefly. To update and to bring in Ken.

The plan as agreed with Leslie is as follows:

She'll flag to Mark but not seek discussion at this stage (she's now done this).

I'll pick up in detail with Peter Hill seeking a call (DG office to action). Assume he is travelling to cop25? So Kersti we may need to handle between us. This will focus on how we can make this work in terms of the UKG SG relationship with aim of managing the risk we both carry wrt a successful event. Making sure he is informed as to what was and wasn't shared.

Ken, Leslie is keen you pick up with Lucy to ensure we use the SO route to influence/ help others understand what effective working together looks like. We can brief you in more detail.

Putting the record straight in writing(as per LL email below). Leslie's advice is to do this in a letter from RC to CPoN as a warm up to their meeting in Madrid including a positive view of how we can work together. Kersti - can your team draft something. If RC is uncomfortable with that, I could always follow up with Peter if necessary. The tone of an RC letter will be important. Is there a note of the call on Wednesday?

[Redacted]

Liz

Sent with BlackBerry Work

(www.blackberry.com)

From: Hamilton C (Clare) <Clare.Hamilton@gov.scot>

Date: Wednesday, 27 Nov 2019, 7:34 pm

To: DG Economy <DGEconomy@gov.scot>, Berge K (Kersti) <Kersti.Berge@gov.scot>

Cc: [Redacted]

Subject: RE: Science centre

Will do. Let us know if additional briefing is required.

Sent with BlackBerry Work

(www.blackberry.com)

From: DG Economy <DGEconomy@gov.scot>

Date: Wednesday, 27 Nov 2019, 7:28 pm

To: Hamilton C (Clare) <Clare.Hamilton@gov.scot>, Berge K (Kersti) <Kersti.Berge@gov.scot>, DG Economy <DGEconomy@gov.scot>

Cc: [Redacted]

Subject: RE: Science centre

I'm in touch with Leslie. Hold the draft for now, we should start with the call. Not worth drafting yet.

L

Sent with BlackBerry Work

(www.blackberry.com)

From: Hamilton C (Clare) <Clare.Hamilton@gov.scot>

Date: Wednesday, 27 Nov 2019, 7:23 pm

To: DG Economy <DGEconomy@gov.scot>, Lloyd E (Elizabeth) <Elizabeth.Lloyd@gov.scot>, Berge K (Kersti) <Kersti.Berge@gov.scot>

Cc: [Redacted]

Subject: RE: Science centre

We will send through a draft first thing tomorrow

Sent with BlackBerry Work

(www.blackberry.com)

From: DG Economy <DGEEconomy@gov.scot>

Date: Wednesday, 27 Nov 2019, 6:38 pm

To: Lloyd E (Elizabeth) <Elizabeth.Lloyd@gov.scot>, Hamilton C (Clare) <Clare.Hamilton@gov.scot>, Berge K (Kersti) <Kersti.Berge@gov.scot>, DG Economy <DGEEconomy@gov.scot>

Cc: [Redacted]

Subject: RE: Science centre

Ok

Sent with BlackBerry Work

(www.blackberry.com)

From: Lloyd E (Elizabeth) <Elizabeth.Lloyd@gov.scot>

Date: Wednesday, 27 Nov 2019, 6:38 pm

To: DG Economy <DGEEconomy@gov.scot>, Hamilton C (Clare) <Clare.Hamilton@gov.scot>, Berge K (Kersti) <Kersti.Berge@gov.scot>

Cc: [Redacted]

Subject: RE: Science centre

I'm ok with that, [Redacted] I think it may do no harm and may stand us in good stead in the long run to have our position in writing.

Elizabeth Lloyd

Chief of Staff to the First Minister

St Andrew's House

Regent Road

Edinburgh EH1 3DG

Tel: [Redacted]

Mobile: [Redacted]

Elizabeth.Lloyd@gov.scot

Please note Scottish Ministers, Special advisers and the Permanent Secretary to the Scottish Government are covered by the terms of the Lobbying (Scotland) Act 2016. See www.lobbying.scot for information.

From: DG Economy <DGEEconomy@gov.scot>

Sent: 27 November 2019 18:33

To: Lloyd E (Elizabeth) <Elizabeth.Lloyd@gov.scot>; Hamilton C (Clare) <Clare.Hamilton@gov.scot>; Berge K (Kersti) <Kersti.Berge@gov.scot>; DG Economy <DGEEconomy@gov.scot>

Cc: [Redacted]

Subject: RE: Science centre

Currently thinking a perm sec conversation with Mark Sedwill to raise seriousness of the issue, clarify facts and get an understanding in ukg of risk to the event if working methods don't change, with letter as follow up. Happy to talk through options.

Liz

Sent with BlackBerry Work
(www.blackberry.com)

From: Lloyd E (Elizabeth) <Elizabeth.Lloyd@gov.scot>
Date: Wednesday, 27 Nov 2019, 6:26 pm
To: Hamilton C (Clare) <Clare.Hamilton@gov.scot>, Berge K (Kersti) <Kersti.Berge@gov.scot>
Cc: [Redacted]; DG Economy <DGEconomy@gov.scot>
Subject: RE: Science centre

Just to follow up on today – are we prepping a Perm Sec letter to clarify Ms O'Neill's understanding and ensure better working going forward

Elizabeth Lloyd
Chief of Staff to the First Minister
St Andrew's House
Regent Road
Edinburgh EH1 3DG
Tel: [Redacted]
Mobile: [Redacted]
Elizabeth.Lloyd@gov.scot

Please note Scottish Ministers, Special advisers and the Permanent Secretary to the Scottish Government are covered by the terms of the Lobbying (Scotland) Act 2016. See www.lobbying.scot for information.

From: Hamilton C (Clare) <Clare.Hamilton@gov.scot>
Sent: 27 November 2019 12:28
To: Lloyd E (Elizabeth) <Elizabeth.Lloyd@gov.scot>; Berge K (Kersti) <Kersti.Berge@gov.scot>
Cc: [Redacted]; DG Economy <DGEconomy@gov.scot>
Subject: RE: Science centre

Liz

We did not have any awareness of the proposed zones or of any of the possible boundaries.

The contract with the science centre has been signed by both parties. We understood that the Science Centre had signed on Monday – hence the announcement – it transpires that the finance director held off signing until this morning. But it has been signed. I should have a scanned copy of it shortly.

Clare

Clare Hamilton | Deputy Director | International Climate Change Division & COP26
| Directorate for Energy and Climate Change | Tel: [Redacted]

I work flexibly and may send emails early in the day or later in the evening. I do not expect an immediate response.

From: Lloyd E (Elizabeth) <Elizabeth.Lloyd@gov.scot>

Sent: 27 November 2019 12:24

To: Berge K (Kersti) <Kersti.Berge@gov.scot>

Cc: Hamilton C (Clare) <Clare.Hamilton@gov.scot>; [Redacted]; DG Economy <DGEconomy@gov.scot>

Subject: RE: Science centre

Firstly

Can you please confirm asap if he is correct that we had awareness re the zone.

And confirm to me and Cab Sec the status of our agreement with SC. If it's as below – why was it proposed we make an announcement before they signed?

[Redacted]

[Redacted]

Liz

Elizabeth Lloyd

Chief of Staff to the First Minister

St Andrew's House

Regent Road

Edinburgh EH1 3DG

Tel: 0131 244 5647

Mobile: 07867 375 279

Elizabeth.Lloyd@gov.scot

From: Berge K (Kersti)

Sent: 27 November 2019 13:32

To: Matt Toombs <matt.toombs@cabinetoffice.gov.uk>

Cc: Russell GE (Gillian) <Gillian.Russell@gov.scot>; Peter Hill

<peter.hill@cabinetoffice.gov.uk>; Victoria Busby

<victoria.busby@cabinetoffice.gov.uk>; [Redacted]; Hamilton C (Clare)

<Clare.Hamilton@gov.scot>

Subject: RE: Science centre

Matt, the SC contract was signed by both parties yesterday.

Kersti

k

From: Matt Toombs <matt.toombs@cabinetoffice.gov.uk>

Sent: 27 November 2019 11:30

To: Berge K (Kersti) <Kersti.Berge@gov.scot>

Cc: Russell GE (Gillian) <[redacted]>

Subject: Science centre

Kersti

Thank you for the call earlier. I have now heard that, while the Scottish Government has provided a signed contract to the Science Centre along the lines of the SG press release, this has not yet been signed by the SC itself. We also understand that Police Scotland were not consulted on the decision and, because the SC is potentially within the Blue Zone for COP26, this may create operational difficulties with hosting the event in line with our plans. I have checked with colleagues in the COP26 Unit and they confirmed that SG colleagues were aware of plans of the different possible boundaries of the Blue and Green zones, as are Police Scotland.

Pls can you confirm that the contract has not yet been signed by SC? It would significantly help in planning the operational delivery of the event if you can encourage SC to pause on signing the contract until we have an agreed approach with Police Scotland to the different venues needed for COP26 to take place in Glasgow

Regards

Matt

Matt Toombs
Director, Partnerships and Engagement
COP26
Cabinet Office
[Redacted]

From: [Redacted]>

Sent: 28 January 2020 16:35

To: [Redacted]

Cc: [Redacted]

Subject: Re: Thursday meeting with Vic

Hi [Redacted]

That sounds good to me, might be worth adjusting a scheduler if one has gone out to half an hour rather than an hour. Do you have any more information on what Michelle will want to cover re Science Centre/Green Zone,

Best,

[Redacted]

On Tue, 28 Jan 2020 at 15:47, <[Redacted]> wrote:

Hi [Redacted],

It's just Michelle and Vic meeting on Thursday at 12noon - is that your understanding? I believe it was just to be an informal intro chat, but with a focus on discussing the Glasgow Science Centre / Green Zone idea. If Vic only has 30mins I suspect that will probably cover the time allowed. I wasn't planning to do a briefing or agenda, just some background info for Michelle on what green zones are usually like.

Do let me know if that all sounds OK

Many thanks

[Redacted] | **Redacted** | Directorate for Culture, Tourism and Major Events | Scottish Government | 2G South, Victoria Quay, Edinburgh, EH6 6QQ | tel: [Redacted] | mob: [Redacted] | email: [Redacted] | web: www.gov.scot

From: [Redacted]

Sent: 28 January 2020 13:32

To: [Redacted]

Cc: [Redacted]

Subject: Thursday meeting with Vic

Hi [Redacted],

Sorry to start another thread since but just wanted to keep this separate for clarity. Great to hear you are pulling together the briefing for the Michelle-Vic call on Thursday. If you have any idea of agenda items beyond the Green Zone and what you might like covered within each agenda item, please do let me know.

Vic may only be able to join for the first half an hour so would be helpful to note any ordering of the agenda, as well as ensuring all the right people are in the room.

Many thanks,

[Redacted]

COP26 Unit, Cabinet Office

151 Buckingham Palace Road

From: Hamilton C (Clare) <Clare.Hamilton@gov.scot>

Sent: 26 November 2019 17:18

To: victoria.busby@cabinetoffice.gov.uk; Jon Geddes (Sensitive) <Jon.Geddes@fco.gov.uk>; Archie Young <Archie.Young@beis.gov.uk>; Matt.toombs@cabinetoffice.gov.uk; Peter.Hill@cabinetOffice.gov.uk

Cc: [Redacted]>; Berge K (Kersti) <Kersti.Berge@gov.scot>; [Redacted]>; Redacted; Davies, Huw (International - Climate and Energy) <Huw.Davies@beis.gov.uk>

Subject: Scotland's base for COP26

Dear Colleagues

I'm delighted to be able to let you know that the Scottish Government has entered into a partnership with the Glasgow Science Centre for the Science Centre to be Scotland's base for COP26. We are working with GSC to design an inclusive programme for people and community groups from across Scotland, as well as on a programme of events in the run up to COP and during the UK's Presidency.

Please find attached the press release announcing the partnership, which issued earlier today.

Kind Regards

Clare

Clare Hamilton | Deputy Director – Head of International Climate Change Division & COP26 | Scottish Government

Atlantic Quay, Glasgow | Victoria Quay, Edinburgh
Tel: [Redacted] | Mob: [Redacted]

NEWS RELEASE INCLUDED IN AN EARLIER EMAIL

NEWS RELEASE

News

□□□□

Tuesday 26 November 2019

**Scotland's base for climate summit
Glasgow Science Centre to host COP26 events.**

Glasgow Science Centre will be Scotland's base for a series of events during the COP26 UN Climate Summit.

The Scottish Government has formed a partnership with the centre, and will work with them to design an inclusive programme for people and community groups from across the country.

Climate Change Secretary Roseanna Cunningham said:

“COP26 is a unique opportunity for Scotland to take part in the global debate on how to tackle the climate emergency. We are determined that community

groups, campaigners and people of all ages from across Scotland are able to be involved, and have their views heard.

“That is why I am delighted that we have entered into this partnership with Glasgow Science Centre to host a series of events during COP26.

“I look forward to working with them in the coming year to develop a programme that is enjoyable and informative, and one that showcases Scotland’s ambition and innovation in tackling climate change.”

Stephen Breslin, Chief Executive of Glasgow Science Centre said:

“In November 2020, governments, industry, civil society and other international organisations will come together in Glasgow for COP 26 to tackle the climate crisis. We are delighted to be working with the Scottish Government to ensure that as many people as possible across Scotland can hear their messages so that we can develop a shared understanding of how we must respond, individually and collectively, to the climate emergency.”

Background:

- COP26 is the 26th UN Climate Change Summit and will take place in Glasgow between 9 and 20 November 2020
- more than 30,000 delegates are expected to attend the event, which will be held at Glasgow’s SEC campus
- the COP25 summit will take place in Madrid between 2 and 13 December 2019

From: David McQueen <david.mcqueen@glasgowsciencecentre.org>

Sent: 28 January 2020 12:42

To: [Redacted]>

Cc: [Redacted]Stephen Breslin <stephen.breslin@glasgowsciencecentre.org>; Rennie M (Michelle) <Michelle.Rennie@transport.gov.scot>

Subject: RE: GSC Venue Detail / Capacities

Hi [Redacted]

See attached. Our Premises Licence and Public Entertainment Licence allow us to do all activities (including alcohol sales) in all areas and therefore restrictions are limited to practicalities.

[Redacted].

Regards

DAVID MCQUEEN | DIRECTOR OF FINANCE & OPERATIONS

Glasgow Science Centre | 50 Pacific Quay | Glasgow G51 1EA

[Redacted] glasgowsciencecentre.org



From: [Redacted]

Sent: 28 January 2020 12:26

To: David McQueen <david.mcqueen@glasgowsciencecentre.org>; [Redacted]>

Cc: [Redacted] Stephen Breslin <stephen.breslin@glasgowsciencecentre.org>;
Michelle.Rennie@transport.gov.scot

Subject: GSC Venue Detail / Capacities

Importance: High

David / [Redacted],

Thanks for your time yesterday with Stephen –it was good to touch base and I do hope we can move things forward with GSC plans following our meetings with UKG this week.

On that point, could you urgently provide me with a breakdown of all spaces available within GSC, capacities and also the permitted use for each space (i.e reception / meeting / exhibition only etc.). Do you have this in an easy tabular form? I'm providing a top line brief for Michelle for conversations with UKG and having a breakdown of what spaces we have to work with would be great.

[Redacted]

Many thanks

[Redacted] **Redacted** | Directorate for Culture, Tourism and Major Events |
Scottish Government | 2G South, Victoria Quay, Edinburgh, EH6 6QQ | tel:
[Redacted] mob: [Redacted] email: [Redacted] web: www.gov.scot

From: [Redacted]

Sent: 08 November 2019 14:32

To: [Redacted]

Subject: International Climate Change Exhibition

Hi [redacted]

Please see alternate venues that were sourced for you – I'll also include the most recent correspondence that I have had with [Redacted] for you too (this was about the Science Centre to give you an idea of costings + availability)!

Kind Regards,
Lauren

[redacted]

Direct Dial: [redacted]

[redacted]

Mitchell House - 5 Mitchell Street, Edinburgh, EH6 7BD

[documents redacted]

From[Redacted]t>

Sent: 20 January 2020 13:50

To: Russell GE (Gillian) <Gillian.Russell@gov.scot>; Hicks C (Clare) <Clare.Hicks@gov.scot>; Cabinet Secretary for Justice <CabSecJustice@gov.scot>; Cabinet Secretary for Finance, Economy and Fair Work <CabSecFEFW@gov.scot>

Cc: DG Education, Communities & Justice <DGECJ@gov.scot>; DG Economy <DGEconomy@gov.scot>; [Redacted] Berge K (Kersti) <Kersti.Berge@gov.scot>; Rennie M (Michelle) <Michelle.Rennie@transport.gov.scot>; [Redacted]

Subject: RE: Briefing for call with CDL today

Importance: High

[Redacted],

We spoke. [Redacted] just spoke to someone in Cabinet office and CDL may also raise use of the Glasgow Science Centre following an email exchange between Peter Hill and Liz Ditchburn.

I've given a para for Mr Mackay for background only on the issue below, [Redacted]. We're drafting a repose for Liz to send to Peter this week on it.

Background Briefing on Glasgow Science Centre Issue

SG have booked the Glasgow Science Centre for the duration of COP26 as a base for Scotland's engagement in COP26, however discussions on how this space is used and any potential partnerships are still to take place. UKG have indicated that they originally wanted to book the space as a media centre and were disappointed that we did not consult them first. Informal discussions between officials at SG and UKG have now indicated that there may be a willingness from UKG to collaborate with us in the venue and Peter Hill (COP CEO), indicated by email to Liz Ditchburn last week that they would like to seek a solution with us on the issue. SG officials will be speaking with Cabinet Secretary ECCLR this week to discuss and will be in touch with UGK shortly to move this forward.

Thanks

[Redacted] | **Redacted** | Directorate for Culture, Tourism and Major Events | Scottish Government | 2G South, Victoria Quay, Edinburgh, EH6 6QQ | tel: [Redacted] | mob:[Redacted] | email: [Redacted] | web: www.gov.scot

From: [Redacted] > **On Behalf Of** Russell GE (Gillian)

Sent: 20 January 2020 11:54

To: Hicks C (Clare) <Clare.Hicks@gov.scot>; Cabinet Secretary for Justice <CabSecJustice@gov.scot>; Cabinet Secretary for Finance, Economy and Fair Work <CabSecFEFW@gov.scot>

Cc: DG Education, Communities & Justice <DGECJ@gov.scot>; DG Economy <DGEconomy@gov.scot>; Russell GE (Gillian) <Gillian.Russell@gov.scot>; [Redacted] Berge K (Kersti) <Kersti.Berge@gov.scot>; Rennie M (Michelle) <Michelle.Rennie@transport.gov.scot>

Subject: RE: Briefing for call with CDL today

[Redacted]
Business Manager
Safer Communities Directorate

[Redacted]

From: Hicks C (Clare) <Clare.Hicks@gov.scot>
Sent: 20 January 2020 11:30
To: Cabinet Secretary for Justice <CabSecJustice@gov.scot>; Cabinet Secretary for Finance, Economy and Fair Work <CabSecFEFW@gov.scot>
Cc: DG Education, Communities & Justice <DGECJ@gov.scot>; DG Economy <DGEconomy@gov.scot>; Russell GE (Gillian) <Gillian.Russell@gov.scot>; [Redacted]Berge K (Kersti) <Kersti.Berge@gov.scot>; Rennie M (Michelle) <Michelle.Rennie@transport.gov.scot>
Subject: Briefing for call with CDL today
Importance: High

[Redacted]

From: [Redacted]
Sent: 07 November 2019 10:48
To: [Redacted]>
Subject: IN CONFIDENCE: COP26 and Glasgow Science Centre
Importance: High
Sensitivity: Confidential

Hi [Redacted]

Thanks so much for the chat and very grateful for your confidentiality and discretion on this topic.

UKG are hosting the next Conference of Parties (COP) in Glasgow in November 2020. It will be attended by up to 195 world leaders and is the most significant climate conference globally with substantial profile and high security footprint. UKG are holding the presidency from next year and have contracted the SEC to host the main event, but SG and GCC will be critical to assisting the delivery of COP and will likely host a number of side events of their own.

A formal role for VS/ES is currently being discussed and we'll make an approach to [Redacted] very soon, but in the meantime I need your help on a specific matter.

Colleagues in our climate change division have been instructed to book the Glasgow Science Centre in its entirety for the whole duration of the event. Very loosely (and not scoped yet in any way) it would be a showcasing space (potentially for climate change technology, culture, tourism, T&I). A 'Scotland House' of sorts. We're also provisionally holding the Clydeside Distillery for the same period with the ambition this would be a hosting/reception/dinner space.

Given time constraints and the significant pressure on space in Glasgow (expected 30,000 attendees +) they need to confirm the booking for the science centre asap. At this stage without scoping the use and requirements of the space it's difficult to

given them advice, but they have shown us the contract and have a cost for the booking.

Could [Redacted] give us a view on the contract and cost in the next day or two please? As discussed we're likely to get funding to ask VS to support delivery of this element and I'm keen that you're given the opportunity to give a view on the suitability and terms. suitable venue

Many thanks in advance for your advice!

[Redacted] | **Redacted** | Major Events Unit | Directorate for Culture, Tourism and External Affairs | Scottish Government | 2G South, Victoria Quay, Edinburgh, EH6 6QQ | tel: [Redacted] | mob: [Redacted] | email: [Redacted] | web: www.gov.scot

CONTRACT INCLUDED IN EARLIER EMAIL

From: [Redacted]

Sent: 08 January 2020 15:43

To: David McQueen <david.mcqueen@glasgowsciencecentre.org>; [Redacted]

Cc: [Redacted]Berge K (Kersti) <Kersti.Berge@gov.scot>[Redacted]Rennie M (Michelle) <Michelle.Rennie@transport.gov.scot>

Subject: RE: FCO - COP26

Hi David,

Happy new year to you too!

Many thanks for your email. I can hopefully help with some of your queries and am working on the others:

- [Redacted]
- [Redacted]
- Progress on the development of the Memorandum of Understanding which will draw together your hire of our facilities and the offer of grant to create a vision for the programme to be delivered at GSC and around Scotland pre, during and post COP. We will work with you develop the MOU shortly, but it very much links to your last point below regarding agreeing a coordinated approach with UKG. This includes consideration of how GSC will be used, how the security perimeter will affect that use and how they may wish to partner in its use or on specific events. Please rest assured this is a priority for us in the next week or two. Following the Ops board meeting tomorrow we will set up a meeting with UKG colleagues to discuss. I appreciate in the meantime you will continue with parallel discussions on the use of the outside areas and am grateful that you make no firm commitments on access until we've reached an agreement on the approach for the internal areas.

[Redacted] I know you were liaising with procurement over the payment to ExecSpace for the deposit. Would you be able to follow up with them and ExecSpace to see if there is a hold up? Thank you.

Best regards

[Redacted] | **{redacted}** | Directorate for Culture, Tourism and Major Events | Scottish Government | 2G South, Victoria Quay, Edinburgh, EH6 6QQ | tel: [Redacted] | mob: [Redacted] | email: [Redacted] | web: www.gov.scot

From: David McQueen <david.mcqueen@glasgowsciencecentre.org>

Sent: 07 January 2020 09:48

To: [redacted]

Cc: Stephen Breslin <stephen.breslin@glasgowsciencecentre.org>; Berge K (Kersti) <Kersti.Berge@gov.scot>; [Redacted]

Subject: RE: FCO - COP26

Hi [Redacted]

Hope you had a good break over the festive period and a happy new year.

Further to the e-mail exchanges below it would be helpful if you could update me on the following:

- [Redacted]
- Progress on the development of the Memorandum of Understanding which will draw together your hire of our facilities and the offer of grant to create a vision for the programme to be delivered at GSC and around Scotland pre, during and post COP.

The UKG have requested a quote for the hire of our outside spaces including our car park from 26 October to 29 November 2020. We are keen to assist them but this could potentially cause issues in gaining access to the Science Centre and also in providing car parking for invited guests to the education programme and other events planned during this time. It highlights again the need for a co-ordinated approach between SG and UKG and it would be helpful if you could advise of any further discussion you have had with UKG. We will start negotiations with them but will add caveats on the access issues pending further progress on the co-ordinated approach.

[Redacted]

Look forward to hearing from you.

Regards

DAVID MCQUEEN | DIRECTOR OF FINANCE & OPERATIONS

Glasgow Science Centre | 50 Pacific Quay | Glasgow G51 1EA
[Redacted] | glasgowsciencecentre.org

From: [Redacted]
Sent: 18 December 2019 12:02
To: David McQueen <david.mcqueen@glasgowsciencecentre.org>
Cc: Stephen Breslin <stephen.breslin@glasgowsciencecentre.org>; Kersti.Berge@gov.scot; [Redacted]
Subject: RE: FCO - COP26

Hi David,

[Redacted]

Yes, agree that we need to decide the format early and in the context of the broader use of the GSC.

Will keep in touch and many thanks for your patience and flexibility while we're draw all the strands together in our planning.

Best regards
[Redacted]

[Redacted] | **[redacted]** | Major Events Unit | Directorate for Culture, Tourism and External Affairs | Scottish Government | 2G South, Victoria Quay, Edinburgh, EH6 6QQ | tel: [Redacted] | mob: [Redacted] | email: [Redacted] | web: www.gov.scot

From: [Redacted]>
To: Berge K (Kersti) <Kersti.Berge@gov.scot>; Rennie M (Michelle)
Cc: [Redacted]
Subject: Glasgow Science Centre - Urgent Next Steps

Hi Kersti / Michelle,

I wanted to flag the need to prioritise nailing down use of the GSC in the next week or two. There's a few layers here, so just to summarise for tomorrow in case it comes up at any point:

[Redacted]
State of Play

- **Venue** - GSC booked in its entirety by us, as a partnership with GSC.
[Redacted]
- [Redacted]
- [Redacted]– There were high level conversations following the announcement (Cab Sec, COP President, Peter Hill, Matt Tombs, Vic Busby etc), but there's been no real decision made on how to progress. [Redacted] and I met with [Redacted] from the Cabinet Office on 13 Dec, who seemed keen to have a 'cards on the table' discussion about whether

there is a real possibility of sharing the use of the venue (either as the Green Zone or just as a partnership space for external stakeholders).

- **Paper for Cab Sec / Liz Lloyd** - I'm drafting an options appraisal to demonstrate possible use of GSC ranging from SG-operated space outside security perimeter, up to shared space, up to full use as a Green Zone.
[Redacted]
- [Redacted].
- **UKG Event Working Group** - There has been NO approach to us to join any working groups on exhibitions, events, cultural programme, education engagements etc. We've had a couple of approach from contacts, but no real sense of what their plans are.

Many thanks

[Redacted] **Redacted** | Directorate for Culture, Tourism and Major Events |
Scottish Government | 2G South, Victoria Quay, Edinburgh, EH6 6QQ | tel:
[Redacted] | mob: [Redacted] | email: [Redacted] | web: www.gov.scot

Section 28(1) – relations within the UK [in relation to communications between the SG and another UK administration]

An exemption under section 28(1) of FOISA (relations within the UK) applies to some of the information requested. This exemption applies because disclosure would, or would be likely to, prejudice substantially relations between the Scottish Government and the UK Government. It is essential for the effective administration of the UK as a whole that there should be regular, and often private, communications between the Scottish Government, the UK Government and the other devolved administrations. The release of these communications about hiring of the Glasgow Science Centre during COP26 will mean that the UK Government is likely to be more reluctant to share such information with the Scottish Government in future, which would reduce both the frequency and openness of communications between the Scottish Government and other UK administrations.

This exemption is subject to the ‘public interest test’. Therefore, taking account of all the circumstances of this case, we have considered if the public interest in disclosing the information outweighs the public interest in applying the exemption. We have found that, on balance, the public interest lies in favour of upholding the exemption. We recognise that there is a public interest in disclosing information as part of open, transparent and accountable government, and to inform public debate. However, there is a greater public interest in maintaining good relations between the Scottish Government and the UK Government, and in protecting the free exchange of information between the administrations to ensure that we keep each other fully and regularly informed about matters of mutual interest, such as hiring of the Glasgow Science Centre during COP26. There is no public interest in disclosing information when that will damage relationships and disrupt future communications.

Section 29 - Formulation of Scottish Administration Policy

Section 29 of the Freedom of Information (Scotland) Act 2002 (FOISA) exempts information from disclosure if it relates to the formulation or development of government policy, Ministerial communication, the provision of advice by any of the Law Officers (or any request for the provision of such advice) or the operation of any Ministerial private office.

It is essential for officials to be able to communicate, often in confidence, internally and with external stakeholders on a range of issues, including hiring of the Glasgow Science Centre during COP26. Disclosing the content of these communications, particularly without the consent of partner organisations would inhibit the programme development process. Stakeholders will be reluctant to provide their views fully and frankly if they believe that their views are likely to be made public, particularly while development and discussions are ongoing. This would significantly harm the Government’s ability to carry out many aspects of its work, and could adversely affect its ability to gather all of the evidence it needs to make fully informed policies. Plans for the Glasgow Science Centre during COP26 will be made public in due course.

This exemption is subject to the 'public interest test'. Therefore, taking account of all the circumstances of this case, we have considered if the public interest in disclosing the information outweighs the public interest in applying the exemption. We have found that, on balance, the public interest lies in favour of upholding the exemption. We recognise that there is a public interest in disclosing information as part of open, transparent and accountable government, and to inform public debate. However, there is a greater public interest in allowing Ministers and officials a private space within which to communicate and develop policy and programmes as part of the process of developing the plans for the Glasgow Science Centre during COP26. This private space is essential to enable all options to be properly considered, so that good decisions can be taken based on fully informed advice and evidence, such as that provided by officials to Ministers and stakeholders involved. Premature disclosure will undermine the quality of the policy and programme development and decision making process, which would not be in the public interest.

Section 30 – Prejudice to Effective Conduct of Public Affairs

An exemption under section 30 of FOISA (prejudice to effective conduct of public affairs) applies to some of the information requested. It is essential for officials to be able to communicate and hold a free and frank exchange of views for the purposes of deliberation internally, with ministers and with external stakeholders on a range of issues, including hiring of the Glasgow Science Centre during COP26. Disclosing the content of these communications, particularly without the consent of the stakeholder, is likely to undermine their trust in the Scottish Government and will substantially inhibit communications on this type of issue in the future. These stakeholders will be reluctant to provide their views fully and frankly if they believe that their views are likely to be made public, particularly while these discussions are ongoing. Likewise, the disclosure of some information may have an inhibiting effect on the provision of advice or the on the exchange of views. This would significantly harm the Government's ability to carry out many aspects of its work, and could adversely affect its ability to gather all of the evidence it needs to make fully informed policies.

This exemption is subject to the 'public interest test'. Therefore, taking account of all the circumstances of this case, we have considered if the public interest in disclosing the information outweighs the public interest in applying the exemption. We have found that, on balance, the public interest lies in favour of upholding the exemption. We recognise that there is a public interest in disclosing information as part of open, transparent and accountable government, and to inform public debate. However, there is a greater public interest in allowing Ministers and officials a private space within which to communicate internally and with appropriate external stakeholders as part of the process of exploring and refining the Government's position on hiring of the Glasgow Science Centre during COP26, until the Government as a whole can adopt a decision that is sound and likely to be effective. This private space is essential to enable all options to be properly considered, so that good decisions can be taken based on fully informed advice and evidence, such as that provided by the stakeholders involved. Premature disclosure is likely to undermine the full and frank discussion of issues between the Scottish Government and these stakeholders, which in turn will undermine the quality of the decision making process, which would not be in the public interest.

Section 33(1)(b) - Disclosure would (or would be likely to) prejudice substantially the commercial interests of any person or organisation.

An exemption under section 33(1)(b) of FOISA (prejudice substantially the commercial interests of any person or organization) applies to some of the information requested. This exemption applies because disclosure of this particular information in relation to the hiring of the Glasgow Science Centre for COP 26 would, or would be likely to, prejudice substantially the commercial interests of any commercial organisation, or any other person, which has been referred to in a report or assessment.

This exemption is subject to the 'public interest test'. Therefore, taking account of all the circumstances of this case, we have considered if the public interest in disclosing the information outweighs the public interest in applying the exemption. We have found that, on balance, the public interest lies in favour of upholding the exemption. We recognise that there is a public interest in disclosing information as part of open and transparent government, and to help account for the expenditure of public money. However, there is a greater public interest in protecting the financial interests of the Scottish Government, to ensure that we are always able to obtain the best value for public money.