

REASONS FOR NOT PROVIDING INFORMATION

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 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. There is no public interest in disclosing information when that will damage relationships and disrupt future communications.

Exemptions under sections 30(b)(i) and 30(b)(ii) of FOISA (free and frank advice and exchange of views) apply to some the information requested. These exemptions apply because disclosure would, or would be likely to, inhibit substantially the free and frank provision of advice and exchange of views for the purposes of deliberation. The exemptions recognise the need for Ministers to have a private space within which to seek advice and views from officials before reaching the settled public position. Disclosing the content of free and frank briefing material on external relations will substantially inhibit such briefing in the future.

These exemptions are 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 exemptions. We have found that, on balance, the public interest lies in favour of upholding the exemptions. 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 a private space within which officials can provide free and frank advice and views to Ministers in briefing. It is clearly in the public interest that Ministers can properly provide sound information to Parliament (to which they are accountable), and robustly defend the Government's policies and decisions. They need full and candid advice from officials to enable them to do so. Premature disclosure of this type of information could lead

to a reduction in the comprehensiveness and frankness of such advice and views in the future, which would not be in the public interest.

An exemption under section 32(1)(a)(i) of FOISA (international relations) applies to some of the information requested. This exemption applies because disclosure would, or would be likely to, prejudice substantially relations between the United Kingdom and other European Governments and the European Union. The effective conduct of international relations depends upon maintaining trust and confidence between the UK Government and other States. There is a vital public interest in allowing Scottish Ministers and officials a private space within which to engage in full and frank discussions with their counterparts in other States/international organisations. Such discussion makes for better quality and better informed policies and decisions on issues with an international dimension and aids the protection and promotion of UK interests abroad. Inappropriate disclosure is likely to damage other States' confidence and trust in the UK and thus undermine future discussions and international relations more generally.

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 exemptions. We have found that, on balance, the public interest lies in favour of upholding the exemptions. 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 ensuring that the UK Government is able to maintain good relations with other States or international organisations, in order to protect and promote UK interests abroad.

ANNEX B

From: [Redacted]
Sent: 24 October 2016 14:39
To: [Redacted]
Subject: RE: First Minister's Visit to Dublin

Hi [Redacted],

This is great news and delighted that the FM will facilitate such an event. I ran it by our board on Friday (we had a board meeting) and they are also delighted.

I have noted some thoughts down on the attached document – hoping they are helpful.

Regarding logistics, timing structure etc, Yes indeed. It would be good to agree. Yes I can meet tomorrow – what time suits you? I have a few meetings in here until about 12 and after 3 – 5pm, but could meet after 12 until about 3ish, if that suits. Else I can do after 5.30?

I know you proposed either the Ambassador's residence and I the Dail, here is a third that might be interesting and suitable. The Trinity Provosts House. I have a strong link here, not only is it very beautiful and might be handy for the FM if and this might be a good location since the FM is heading to TCD for 6.30ish.

Logistically, we can do up the invitations, manage the responses, photographer, press releases (if this is OK with you), organise everything on the Dail side (if that is the preferred location). We would keep it to only elected women from the houses of the Oireachtas, so TD's and Senators. There are 41 in total but you know yourself that not everyone will come.

Let me know what suits tomorrow and looking forward to seeing you again.

Kindest regards,
[Redacted]

From: [Redacted]
Sent: 24 October 2016 10:00
To: [Redacted]
Subject: First Minister's Visit to Dublin
Importance: High

Hi [Redacted],

I have had final confirmation from First Minister Sturgeon that she is keen to do the engagement with Women for Election along the lines we had discussed.

I am keen to get ahead with this, nail down timing, structure, attendance and agree a venue.

Would you be free to talk at some stage tomorrow?

Best wishes,

[Redacted]

From: [Redacted]
Sent: 12 October 2016 10:47
To: [Redacted]
Subject: RE: Today

Hi [Redacted],
No worries about last evenings event – totally understand. Time is not as flexible in a small organisation!

Yes 1:30 still suits me if it suits you. Looking forward to chatting.

Kindest regards,
[Redacted]

[Submission attached to email above]

Proposal to [Redacted] for Women for Election Event with First Minister Nicola Sturgeon:

The value of gender balance in politics cannot be understated. A government with gender balance and diversity not only leads to more robust decision making processes but also policy that reflects the needs of a greater proportion of the electorate.

Women for Election was established with the intention of supporting and encouraging women to become more politically active and help women to succeed in getting elected to public office. The Local Election of 2014 saw a 33% increase in the number of women running for office and a 33% increase in the number of women elected. Across Ireland, 50% of all female councillors are now Women for Election Alumni. The General Election of 2016 saw a 100% increase in the number of women running for office and a 40% increase in the number of women elected. 40% of all newly elected female TD's (MP's) are Women for Election Alumni and Women for Election has worked closely with the incumbent women who were re-elected over the past number of years.

While our focus over the past number of years has focused upon 2 main areas

1. **Getting selected:** Encouraging a greater number of women to pursue a political career and supporting those women with training and mentoring so they are the best candidate they can be.
2. **Getting elected:**
 - a. Providing training, mentoring and support to female candidates
 - b. Building a cross party network of women to support female candidates
 - c. Driving advocacy at a national level to ensure that the electorate is aware and informed of the benefits of diversity in our politics

It has become clear to us that supporting women to get selected and get elected is not sufficient. Women for Election are now also focused on ensuring that women remain in the political system. As such, we are keen to develop ways to support women who are already elected to stay elected and support women to get re-elected. The retention of women in the political system is critical to achieving long term and sustainable gender balance and diversity.

With this in mind we propose an event that is aimed at elected women in Ireland. The focus of the event is to share learnings and experiences amongst elected women with questions and focus that could include

- How best to retain women in the political system?
- What challenges do women specifically face in remaining in politics?
- Is there value in a cross party caucus system?
- Is there a value in informal mentoring systems for and amongst women
- How best to deal with undermining systems

[Redacted]

From: [Redacted]

Sent: 09 November 2016 12:58

To: [Redacted]

Subject: Re: FM Visit

Many thanks [Redacted]

Just keep me posted on numbers. Closer to the time we will want to be in a position to pass a list of attendees to the First Minister in her briefing pack. I'll keep you posted on deadlines.

[Redacted] - we will arrive in Leinster House at 230. We will meet the Seanad Leaders office in the main reception hall and if you can stand it we will walk through the Seanad engagement first, then you can take us through arrangements for the WfE engagement.

Does that sound ok?

[Redacted]

My number is [Redacted]

From: [Redacted]

Sent: Wednesday, November 9, 2016 8:48 AM

To: [Redacted]

Cc: [Redacted]

Subject: Re: FM Visit

Hi [Redacted].

[out of scope]

Regarding the invitation - delighted that you and your team are happy with it. we will get on with circulation.

In total there are 51 women between the Dail and Seanad. normally we would not expect a full 100% RSVP, however the FM might be the exception to the rule. We will keep you up to date on the numbers.

Regarding the setup, [Redacted] will show you tomorrow in person, but the room tends to be rectangular tables that fit 6 per table. This makes for good mixing and intimate setting but also avoids a crowded look.

[Redacted] is also looking forward to meeting with you and the team for the recce tomorrow.

Kindest regards.

[Redacted].

----- Original message -----

From: [Redacted]

Date: 08/11/2016 8:59 a.m. (GMT+00:00)

To: [Redacted]

Cc: [Redacted]

Subject: Re: FM Visit

Hi [Redacted],

Good to go with the invitation. FM's team happy and looking forward to the engagement.

Looking forward to seeing [Redacted] on Thursday.

Best,

[Redacted]

From: [Redacted]

Sent: Monday, November 7, 2016 2:37 PM

To: [Redacted]

Cc: [Redacted]

Subject: RE: FM Visit

Hi [Redacted],

Good to hear that the recce plans are going ahead.

Firstly, we have a request into the Tainaiste Frances Fitzgerald to act as host in Leinster House. We are dealing with her diary secretary in terms of the booking of the dining room for the event.

Secondly, with regards to the recce, I have copied my colleague [Redacted] who will be able to assist the FM's team for Women for Election on Thursday. Not only is [Redacted] our National Relationship Manager, but she was also previously in the office of the President of the PES (Party of European Socialists) in Brussels for many years and is very experienced in organising such events and meeting the needs of such teams. We have let the Tainaiste's office know about the recce and will update them with the timing.

Thirdly, I attached a draft invitation. Please let me know if you wish anything at all changed. Once you are happy we can send this out to the female members of the Dail and Seanad.

Let me know your thoughts.

Kindest regards,

[Redacted]

From: [Redacted]

Sent: 07 November 2016 13:18

To: [Redacted]

Cc: [Redacted]

Subject: FM Visit

Hi [Redacted],

Planning for the recce visit ahead of the First Minister's visit to Dublin is coming together.

I would look to fold together any recce discussion on the Women for Election engagement together with the Seanad - that is, if we are still working on the basis of your engagement taking place in Leinster House?

I am due to walk through the Seanad engagement with the recce team at 2pm on Thursday

Does this sound doable for you and team?

[Redacted]

On Tue, Nov 15, 2016 at 5:31 PM +0000, [Redacted] wrote:

Hi [Redacted],

Thanks for the chat earlier, and good luck ahead of the dinner this evening. I hope it goes well.

I wondered if you might do me a favour? I have been asked to get a first draft briefing pack up to the First Minister by Friday. Do you think you might be able to provide me with an outline for the event, setting out format, running order, timings etc..?

[Redacted]

From: [Redacted]

Sent: 14 November 2016 11:39

To: [Redacted]

Subject: RE: First Minister event

Grand. I'll call at about 4 – 430?

Conscious that Thursday was very rushed – but want to reinforce how positive the FM’s team are about the engagement. Also that there are no issues around protocol – I got further reassurance on that on Friday.

Look forward to catching up later.

[Redacted]

From: [Redacted]

Sent: Wednesday, November 16, 2016 5:52 PM

To: [Redacted]

Cc: [Redacted]

Subject: RE: FM Nicola Sturgeon event with Women for Election

Hi all

Shifting the start time would not be an issue for us given that the attendees will be coming from within Leinster House. We should check in with the Tánaiste’s time commitments on the other side of the event just to be sure though.

We’ll revert on this in the morning.

All the best

[Redacted]

On 16 Nov 2016, at 17:30 [Redacted] wrote:

Hi [Redacted],

It is really good to be in touch.

I’m copying my deputy [Redacted], and the visits officer at the British Embassy, [Redacted] – who is supporting us on this visit.

I know the Merrion Street entrance, and note the recommendation for a 1520 arrival time. However, the preceding engagement is with SSE in Red Oak (Sandyford), and I am worried we are leaving it too tight to get to you on time. We will shift timings to suit.

I will have details of the accompanying party by the end of this week, and will share that detail with you as soon as I have it confirmed. Might we arrange to have a chat on Friday?

[Redacted] – we may have to shift the start time by 15 minutes, to 1545 (and shift the end time to 1645). Can you confirm that is ok from your perspective?

Very best wishes,

[Redacted]

From: [Redacted]

Sent: 16 November 2016 17:17

To: [Redacted]

Cc: [Redacted]

Subject: Re: FM Nicola Sturgeon event with Women for Election

Hi [Redacted]

My role in this is to ensure that the visit to Leinster House on Monday 28th for this Women for Election event goes smoothly !

I would like to touch base with you about

- the Leinster House entrance she should arrive at - Merrion Street side - and get car reg if possible;
- anyone accompanying FM Sturgeon to ensure clearance; and
- make sure we are ready and waiting to greet her on arrival. I suggest arrival time of 1520 to allow the event to commence on time.

As she is addressing the Senate formally the following day, it is intended that there would be more formal arrangements that day, such as signing of visitors book etc.

Delighted to chat to you about this when you have a moment.

Kind regards

[Redacted]

From: [Redacted]

To: [Redacted]

Cc: [Redacted]

Date: 16/11/2016 17:04

Subject: FM Nicola Sturgeon event with Women for Election

Hi [Redacted], Hi [Redacted],

Sile you spoke with my colleague [Redacted] earlier today about the event the FM will be doing with Women for Election on Monday 28th November at 3.30pm.

[Redacted] is the Head of the Scottish Government Innovation and Investment Hub in Ireland and is thus best placed to discuss the protocol aspects with you.

If there is any need you can contact me on [Redacted].

We're really looking forward to the event!

All the best

[Redacted]

From: [Redacted]

Sent: 17 November 2016 15:37

To: [Redacted]

Cc: [Redacted]

Subject: Briefing Note WFE event Nov 28

Hi [Redacted]

Please find attached the brief note we discussed by phone (two formats depending on how you want to use).

We will send you a couple of questions that [Redacted] will use to kick start the conversation (if necessary!) next **Thursday 24th**, along with a list of confirmed participants.

[Redacted] was in touch to let me know that they would need to receive our draft press release by next Wednesday 23rd in order to get sign off so we will get that done by then.

Re the 3.45 start time, the Tánaiste has another event afterwards but her team will try and push out the start time. I think we should still ask TDs and Senators to arrive for 3.30 to ensure everyone is in the room when the FM and Tánaiste arrive.

One thing still pending is a photographer – we are going to check with the Tánaiste’s team as to whether an internal photographer can be used. If not we will bring in a photographer.

As ever, should there be any need, please don’t hesitate to call me on [Redacted],

All the best

[Redacted]

From: [Redacted]

Sent: 22 November 2016 14:32

To: [Redacted]

Cc: [Redacted]

Subject: RE: FM Event

Hi [Redacted],

Tomorrow by 2pm would be better. I have to get the First Minister’s final briefing pack complete and to her by 4pm tomorrow.

We wouldn’t expect a complete list at this stage, just a sense of what you have so far.

It would also be really useful to have a revised running order, that reflects arrival by FM at 345pm.

Hope that is ok?

[Redacted]

From: [Redacted]

Sent: 22 November 2016 12:18

To: [Redacted]

Cc: [Redacted]

Subject: RE: FM Event

Hi [Redacted],

Thanks for this. We will send the draft press release over to [Redacted] tomorrow and copy you.

In terms of draft list, we will send you over a list tomorrow afternoon if that’s ok?

We are currently in the middle of follow up calls.

In terms of manging the running order – could we do a call on Thursday to discuss?

All best

[Redacted]

From: [Redacted]
Sent: 22 November 2016 10:22
To: [Redacted]
Subject: FM Event

[Redacted],

Just to confirm that we are aiming for FM to arrive at your event at 345pm on 28th. Timing now nailed down with previous engagement at SSE.

I also wondered if you might be able yet to share an early invite / attendance list for the event.

Let me know if you need anything else from our end?

[Redacted]

From: [Redacted]
Sent: 23 November 2016 16:50
To: [Redacted]
Cc: [Redacted]
Subject: RE: FM Event

Hi [Redacted],

Further to your conversation with [Redacted], here is the revised running order for the event.

All the best,
[Redacted]

From: [Redacted]
Sent: Wednesday, 23 November, 15:00
Subject: RE: FM Event
To: [Redacted]
Cc: [Redacted]

Hi [Redacted],

How do you feel about attendance? About where you thought it would be at this stage, or lower? Can we be confident it will be a bigger number on Monday?

[Redacted]

From: [Redacted]
Sent: 23 November 2016 14:58
To: [Redacted]
Cc: [Redacted]
Subject: RE: FM Event

Hi [Redacted],

Just sending an updated version of the running order (revising a mistake in the previous one).

All the best,

[Redacted]

From: [Redacted]
Sent: 23 November 2016 14:49
To: [Redacted]
Cc: [Redacted]
Subject: FM Event

Hi [Redacted],

I've attached a draft list of attendees for the event, a draft of the press release (awaiting quotes from the First Minister and the Tánaiste) and the running order of the event.

All the best,

[Redacted]

[Attachment in email above]

**An Audience with The Right Honourable Nicola Sturgeon, MSP, First Minister of Scotland
Hosted by An Tánaiste Frances Fitzgerald, with Women for Election
Monday 28th November**

Technical Details:

15.45pm-16.45pm

Members' Dining Room Leinster House

Notes: Tea & Coffee, with light snacks will be provided

Participants: Female Members of the Oireachtas (TDs and Senators)

Purpose:

- To introduce the First Minister to the female Members of the Oireachtas
- To hear the FM's best practices in bolstering female representation and leadership in Scottish politics
- To discuss Scottish Irish relations in the aftermath of Brexit
- To build links between a cross party group of women in the Oireachtas

Running Order:

15.35 Arrival of TDs and Senators to room

15.45 Welcome by Women for Election Chair Michelle O'Donnell Keating

15.45	Arrival of FM at Merrion Street entrance of Leinster House Greeted by An Tánaiste Frances Fitzgerald
15.55	Arrival of An Tánaiste Frances Fitzgerald and FM Nicola Sturgeon to Dining Room
15.55-16.00	Remarks by An Tánaiste
16.00-16.10	Remarks by the First Minister
16.10 -16.40	Open the floor for facilitated Q & A with questions from TDs and Senators
16.40-16.45	Media & Networking
16.45	Close

Background on WFE:

Founded in 2012 by Michelle O'Donnell Keating and Niamh Gallagher, Women for Election was established to support and encourage women to become more politically active and help women to succeed in getting elected to public office.

The Local Election of 2014 saw a 33% increase in the number of women running for office and a 33% increase in the number of women elected. Across Ireland, 50% of all female councillors are now Women for Election Alumnae. The General Election of 2016 saw a 100% increase in the number of women running for office. This was the first time that gender quota legislation was in place for an election, with all major parties having to present at least 30% female candidates and 30% male candidates.

In February 2016, 35 women were elected to Dáil Éireann, an increase from 16% to 22% - the highest level ever, and the world average for female representation in parliaments. 40% of all newly elected female TD's are Women for Election Alumnae and Women for Election has worked closely with the incumbent women who were re-elected over the past number of years.

Our focus in the past 5 years has been:

3. **Getting selected:** Encouraging a greater number of women to pursue a political career and supporting those women with training and mentoring so they are the best candidate they can be.
4. **Getting elected:**
 - a. Providing training, mentoring and support to female candidates
 - b. Building a cross party network of women to support female candidates
 - c. Driving advocacy at a national level to ensure that the electorate is aware and informed of the benefits of diversity in our politics

It has become clear to us that supporting women to get selected and get elected is not sufficient. Women for Election are now also focused on ensuring that women remain in the political system. As such, we are keen to develop ways to support women who are already elected to stay elected and support women to get re-elected. The retention of women in the political system is critical to achieving long term and sustainable gender balance and diversity. This event would be a key part of that work.

From: [Redacted]

Sent: 25 November 2016 16:02

To: [Redacted]
Cc: [Redacted]
Subject: RE: Restaurant

Hi [Redacted],

Just to let you know – the chairs will not be behind the FM if we follow the seating outline we discussed earlier on, they will be on the other side of the room. Is that ok? The number available will depend on whether Deputies & Senators who haven't registered call in on Monday – so there should be enough space, however we may need to revise downwards on the day.
Is that ok?

All best
[Redacted]

From: [Redacted]
Sent: 25 November 2016 15:16
To: [Redacted]
Cc: [Redacted]
Subject: RE: Restaurant

Thanks [Redacted]. That all sounds great – thank you for all your hard work getting this ironed out.

Just to confirm that myself, [Redacted], would like a seat behind FM if possible. If that's too much – please do let me know, we can cut down on numbers.

Many thanks,

[Redacted]

From: [Redacted]
Sent: 25 November 2016 14:23
To: [Redacted]
Cc: [Redacted]
Subject: Restaurant

Hi

Great to see you all this morning and talk through the running order in detail. Just a quick email as I have spoken to [Redacted] in the restaurant now, and the Member's Private Dining Room is confirmed.
To follow up on then points we discussed:

- A long table will be set for 26 (our current confirmed number). They said it will be tight however (just to bear in mind).
- The lectern with mic will be in the room, and can be used if needed.
- There will be tea and coffee, water, sandwiches and biscuits on the table
- There will be extra chairs around the room along the walls.

- There is limited space for mingling but still some, the table is two tables in width (apparently it's this way when there is a long table so this would be the same as you have experienced in the past [Redacted]).

That's it for now

All best

[Redacted]

From: [Redacted]

Sent: 25 November 2016 18:23

To: [Redacted]

Cc: [Redacted]

Subject: Updated participants list Monday

Dear all

Please find attached an updated list of participants – there have been 2 additions. Should there be any need please don't hesitate to call me should there be any need [Redacted].

All the very best

[Redacted]

[Attachment in email above- list of attendees- final]

Attendees for event with the Right Honourable Nicola Sturgeon MSP, First Minister of Scotland Monday 28th of November 2016 - *List correct as of Friday 25th of November*

Name	Party/Organisation	Constituency
An Tánaiste Frances FitzGerald Minister for Justice & Equality	Fine Gael	Dublin Mid-West
Minister Regina Doherty Government Chief Whip	Fine Gael	Meath East
Minister Marcella Corcoran Kennedy Minister of State at Dept of Health with responsibility for Public Health Promotion	Fine Gael	Laois Offaly
Deputy Josepha Madigan	Fine Gael	Dublin Rathdown
Deputy Kate O'Connell	Fine Gael	Dublin Bay South
Cllr. Anne Feeney	Fine Gael	Dublin City Council

Senator Maura Hopkins	Fine Gael	Administrative Panel
Deputy Róisín Shortall	Social Democrats (Joint Leader)	Dublin North West
Deputy Catherine Martin	Green Party	Dublin Rathdown
Cllr. Karen Furlong	Green Party	Dublin Rathdown
Senator Grace O'Sullivan	Green Party	Agricultural Panel
Councillor Clare Byrne	Green Party	Dublin City Council
Senator Catherine Ardagh	Fianna Fáil	Industrial Panel
Councillor Claire O'Connor	Fianna Fáil	Dublin City Council
Senator Lorraine Clifford-Lee	Fianna Fáil	Cultural & Educational Panel
Cllr. Sinead Doorley	Fianna Fáil	Offaly County Council
Deputy Mary Lou McDonald	Sinn Féin (Deputy Leader)	Dublin Central
Senator Rose Conway Walsh	Sinn Féin	Agricultural Panel
Senator Máire Devine	Sinn Féin	Labour Panel
Councillor Críona Ní Dhálaigh	Sinn Féin Lord Mayor of Dublin June 2015-June 2016	Dublin City Council
Senator Ivana Bacik	Labour	University of Dublin
Councillor Mary Freehill	Labour	Dublin City Council

Senator Lynn Ruane	Independent	University of Dublin
Senator Joan Freeman	Independent	Nominated by the Taoiseach
Senator Alice Mary Higgins	Independent	National University of Ireland
Senator Collette Kelleher	Independent	Nominated by the Taoiseach
Niamh Gallagher	Co-Founder of Women for Election	
Michelle O'Donnell Keating	Chair and Co-Founder of Women for Election	

From: [Redacted]

Sent: 28 November 2016 19:08

To: [Redacted]

Cc: [Redacted]

Subject: Re: NO REPRO FEE LEINSTER HOUSE, DUBLIN – 28th of November – First Minister of Scotland , the Right Honourable Nicola Sturgeon MSP speaks with elected female representatives at a Women for Election event hosted by An Tánaiste Frances Fitzgerald.

Thanks [Redacted], that's great.

Glad the event was such a success.

[Redacted]

From: [Redacted]

Sent: Monday, 28 November 2016 19:06

To: [Redacted]

Cc: [Redacted]

Subject: FW: NO REPRO FEE LEINSTER HOUSE, DUBLIN – 28th of November – First Minister of Scotland , the Right Honourable Nicola Sturgeon MSP speaks with elected female representatives at a Women for Election event hosted by An Tánaiste Frances Fitzgerald.

Dear all,

Thanks again for all of your support organising today's wonderful event. Please find attached pool pictures with no repro fee which have been issued to all Irish national papers and also to pa/press association for syndication. Many thanks

All best

[Redacted]

From: [Redacted]

Sent: 30 November 2016 12:29

To: [Redacted]

Subject: Thank you

Hi [Redacted], Hi [Redacted]

A quick email to say thanks so much for facilitating our event on Monday with the First Minister.
It was a huge success, the participants really enjoyed it, and we were delighted.

[out of scope]

Hope you all have some down time lined up soon!
All the very best
[Redacted]

From: [Redacted]
Sent: 25 November 2016 12:56
To: [Redacted]
Cc: [Redacted]
Subject: RE: FM's preferences

Thanks [Redacted], I will let [Redacted] know.

[Redacted]

From: [Redacted]
Sent: 25 November 2016 12:42
To: [Redacted]
Cc: [Redacted]
Subject: FM's preferences

Hi [Redacted]

Not sure who was asking this but just confirming FM doesn't need any fancy tea, it's just normal with quite a lot of milk. Builder's tea ☺

[Redacted]

From: [Redacted]
Sent: 01 December 2016 09:29
To: [Redacted]
Cc: [Redacted]
Subject: Re: SCOTTISH WEEK: A REAL TEAM EFFORT

Thank you [Redacted],

This has been a fabulous week for Scotland in Ireland. But it has also been a week in which this wider Dublin team has demonstrated the value of collaboration.

My DG yesterday told me that the Dublin Hub is now seen as the model to follow, as SG rolls out in other locations. I believe this Embassy also serves as a model within the FCO network for effective cross Government teamwork.

Thank you all for making this week such a huge success.

[Redacted]

From: [Redacted]
Sent: Thursday, December 1, 2016 9:16 AM
To: [Redacted]
Cc: [Redacted]
Subject: SCOTTISH WEEK: A REAL TEAM EFFORT

All,

I just wanted to thank all of you for the great job done in supporting Nicola Sturgeon's visit programme and St Andrew's Day. Both went very smoothly thanks to a lot of hard work from many people. The Reception was certainly the liveliest event I have so far hosted at Glencairn!

Well done,

Best wishes,

[Redacted]
[out of scope]

From: [Redacted]
Sent: 22 November 2016 15:36
To: [Redacted]
Subject: Lunch at Aras

[Redacted], can you send me list of those attend lunch at Aras please?
[Redacted]

From: [Redacted]
Sent: 24 November 2016 14:56
To: [Redacted]
Cc: [Redacted]
Subject: RE: Dublin - President engagement

Thanks [Redacted]! Yes – it would make sense to have something in back pocket, but at least we know it's of book type level!

That's a shame on timing – I'm currently working on a book of poetry for FM, but it's not quite complete (at binders as we speak!).

Cheers
[Redacted]

From: [Redacted]
Sent: 24 November 2016 14:50
To: [Redacted]
Cc: [Redacted]
Subject: RE: Dublin - President engagement

Yes I did! They are not expecting a gift exchange. However they said that the President might want to give her a personal gift of his new poetry book – he might not, but he might just pull it out last minute. There would be no expectation of one back – so perhaps good if we can have a spare there just in case?

[Redacted]

From: [Redacted]
Sent: 24 November 2016 14:46
To: [Redacted]
Cc: [Redacted]
Subject: RE: Dublin - President engagement

Hi [Redacted] and [Redacted]

[Redacted] out of the office for most of today, and not blackberried (!) up yet, so quick question on his behalf – did you talk gifts at President's Residence!

Cheers
[Redacted]

[Redacted]

From: [Redacted]
Sent: 24 November 2016 14:08
To: [Redacted]
Cc: [Redacted]
Subject: RE: Dublin - President engagement

Thanks [Redacted], [Redacted] said she would send over the meet & greeters but I can request the running order too.

[Redacted]

-----Original Message-----

From: [Redacted]
Sent: 25 November 2016 14:30
To: [Redacted]
Cc: [Redacted]
Subject: RE: Lunch hosted by President Higgins

Hi [Redacted],

The Aide-de-camp (ADC) is [Redacted] [Redacted] is the Special Advisor to the President [Redacted] is the Deputy Secretary General to the President (for info only, the Secretary General to the President is [Redacted]).

Kind regards,
[Redacted]

-----Original Message-----

From: [Redacted]
Sent: 25 November 2016 14:19
To: [Redacted]
Cc: [Redacted]
Subject: FW: Lunch hosted by President Higgins

[Redacted], I can't help [Redacted] on this I'm afraid but thought you may know from [Redacted] credentials?

[Redacted]

-----Original Message-----

From: [Redacted]

Sent: 25 November 2016 14:12

To: [Redacted]

Subject: FW: Lunch hosted by President Higgins

Hi [Redacted] - do you know who the ACD is?

And who [Redacted] and [Redacted] are?

Thanks

[Redacted]

-----Original Message-----

From: [Redacted]

Sent: 25 November 2016 13:18

To: [Redacted]

Subject: Lunch hosted by President Higgins

Dear [Redacted] and [Redacted]

Please find attached Protocol Note.

Regards

[Redacted]

-----Original Message-----

From: [Redacted]

Sent: 25 November 2016 15:18

To: [Redacted]

Cc: [Redacted]

Subject: RE: Lunch hosted by President Higgins

Hi [Redacted],

Apologies - can I also get a copy of the finalised seating plan?

Many thanks,

[Redacted]

-----Original Message-----

From: [Redacted]

Sent: 25 November 2016 13:28

To: [Redacted]

Cc: [Redacted]

Subject: RE: Lunch hosted by President Higgins

Hi [Redacted],

Thanks very much for this . Sorry can you confirm if [Redacted] and [Redacted] are attending the lunch as well? Excuse my ignorance. And do you have biographies for them?

Many thanks,

[Redacted]

From: [Redacted]
Sent: 14 October 2016 15:00
To: [Redacted]
Subject: RE: Scottish Government - Visit to Dublin

[Redacted],

We've looked at a few possibilities and really the Galway Wind Park report seems like the clear winner, so I'll focus on it!

For a taster on the project: <http://ireland.sse.com/what-we-do/our-projects-and-assets/renewable/galway-wind-park/>

We have done an interim report (not released) which contains an expansion of the local investment figures and stories in the attached newsletter – this amounts to ~€20m so far spent with local suppliers and contractors (within 30km), you can see the employment stats in the newsletter. For the purposes of the visit, we propose to extend it to also include a forward looking analysis of the investment to come. That'll include a community fund of >€8million over the 25 year lifetime of the wind farm – the project is a €240m investment overall.

I've mentioned it to [Redacted], and they are also supportive of a launch with First Minister Sturgeon. I imagine they'll send CEO or other exec along too. Let's talk on Monday to see if representation from Irish Energy Minister is appropriate.

- We will also likely be announcing the go-ahead of another wind farm around the time of the visit, but it's much smaller than Galway. We could use it as a sideline.

Talk to you on Tuesday. If you've any problems getting here my contact details are below.

Regards,

[Redacted]

From: [Redacted]
Sent: 05 October 2016 17:53
To: [Redacted]
Subject: RE: Scottish Government - Visit to Dublin

[Redacted],

[out of scope]

The summary is we'd be delighted to host the First Minister, so it's more to talk through a few more details of what might work on the day.

Regards,

[Redacted]

From: [Redacted]
Sent: 30 September 2016 11:50
To: [Redacted]
Subject: Scottish Government - Visit to Dublin

Dear [Redacted],

I am now working with [Redacted] at Scottish Government's Dublin Hub, and he has suggested that you are a good person to make contact with.

In short, and whilst obviously still sensitive at this stage, it is looking likely that the First Minister Nicola Sturgeon will be visiting Dublin in late November to attend various events she has received invitations for. We are therefore currently putting together a draft programme for this visit, and are interested in understanding whether you thought there might be any worthwhile engagements possible with SSE/Eir during her time here?

As the biggest Scottish investor in the Irish economy, there could potentially be a nice story to be told. Of course, this may only work if there was a particular announcement/event/issue from your end, but I wondered if you had any initial thoughts?

[out of scope]

Kind Regards,
[Redacted]

From: [Redacted]
Sent: Wednesday, October 19, 2016 10:52 AM
To: [Redacted]
Cc: [Redacted]
Subject: SSE - First Minister Visit

Hi [Redacted],

Thanks for hosting us yesterday, was great to talk through the potential event in a little more detail and see the venue first-hand. From our perspective it all looks really positive. Just typed up a rough note of our discussions (as much for my benefit as anyone else's), but please let me know if there are things I've missed and you think should be added:

Rough Outline of Engagement

- Launch 'forward look' report on next stage of Galway Wind Park, a joint initiative between SSE and *Coillte*, ideally on afternoon of 28 November.
- Significant numbers around investment/local jobs/local development fund (Rough estimated figures to be provided by [Redacted]).

- Event would involve FM, Energy Minister Naughten ([Redacted] to invite, and let us know if there is anything we can do to help), and *Coillte* executive(s).
- Event would likely take place in SSE's Atrium Room, with a few short remarks, photo opportunity (along with press release), and mingling with SSE staff and attendees.

Positive Narrative

- Demonstrates strength of Scottish-Irish economic collaboration.
- Particularly in the energy sector.
- Shared experience and practice of living wage.

Possible Attendees:

- Energy Minister ([Redacted] to invite)
- *Coillte* CEO/Executive(s)
- Ambassador (We will invite)
- SSE Staff, particularly those exemplifying the Scottish-Irish link
- Locals from Galway (Contractors and/or local politicians)

[out of scope]

Kind Regards,
[Redacted]

From: [Redacted]
Sent: 27 October 2016 21:07
To: [Redacted]
Subject: RE: SSE - First Minister Visit

Hi [Redacted],

Apologies for delay on my side. We've had a few big pieces of work on in the last week or two.

I've established that Coillte don't need to invite Minister Creed so I have discussed the event with Minister Naughten's Advisor and his department. I'll follow up with them again next week and let you know the outcome of discussions.

Regards,

[Redacted]

From: [Redacted]
Sent: 09 November 2016 17:03
To: [Redacted]
Cc: [Redacted]
Subject: FM SSE Engagement

Hi [Redacted],

Was chatting with [Redacted] just now and we agreed that were Seán Kyne to be involved instead of Minister Naughten, it wouldn't be an issue at all from our perspective. The fact

that he has been a big supporter of the Wind Park, and is from the area itself, in many ways makes the event have an even nicer symmetry.

Look forward to seeing you tomorrow, and walking through the engagement.

Will also send over names/reg details for the party to you and [Redacted] just now.

Kind Regards,
[Redacted]

From: [Redacted]
Sent: 17 November 2016 16:20
To: [Redacted]
Subject: Draft invitation and invite list - GWP Sustainability Report Launch with FM Sturgeon and Min Naughten

[Redacted],

Please find attached draft invite list and invitation. I'd appreciate if you could review both and let me know if you have comments. I'd particularly appreciate if you could review the invite to check we've referred to the FM's title appropriately and that you agree with the wording on the purpose of the visit.

The first group is for the pre-launch lunch, the second being for the launch itself.

Regards,

[Redacted]

From: [Redacted]
Sent: 17 November 2016 20:49
To: [Redacted]
Subject: RE: Query - invitation

[Redacted],

Likely to be ~120 persons in the larger room. This will be staff and some invited guests, including local suppliers.

SSE Reps Attending the first part of the event are:

- [Redacted], Finance Director and Lead Executive Director for Ireland
- [Redacted], CBE, Chairman SSE Ireland
- [Redacted], Managing Director, SSE Ireland
- [Redacted], Director of Treasury, Corporate Finance and Tax

Some facts, if this isn't the type of info you're looking for please let me know.

SSE in Ireland

- Entered the market with purchase of Airtricity in 2008.
- Supply greener electricity and gas to around 800,000 homes and businesses in Ireland and Northern Ireland (through SSE Airtricity retail brand).

- Ireland's largest provider of wind power and third largest energy generator by capacity in All-Island Single Electricity Market (>1800MW in operation including ~550MW of wind).
- Opened Ireland's newest and one of cleanest thermal generating stations last year in County Wexford, Great Island Power Station.
- Since 2008, SSE has invested over €2bn, or around €1m a day growing our business in Ireland.
- Employ ~750 people in Ireland.
- Living Wage Employer in Northern Ireland (and rest of UK) since 2013, Became Living Wage employer in Ireland in January 2016, the first corporate to do so (Note there is no formal accreditation system in Ireland).
- Community Funds around windfarms disburse almost €1m per year to community groups around our wind farms. We favour energy efficiency projects to provide ongoing reductions to groups.
 - o Named third largest financial contributor by Business in the Community's Business Impact Map 2015
- Our staff volunteering programme donated 490 days to 51 charities last year.
- Sponsorships include SSE Airtricity Dublin Marathon, SSE Airtricity League (domestic soccer league).
- We supply 100% green electricity to Aviva Stadium (cue rugby joke!)
- Last week SSE Airtricity team won CCMA Contact Centre of the Year Award

Galway Wind Park Project

- Will be the largest windfarm in Ireland once completed, 69 turbines, 169 megawatts
- Will contribute to Ireland's 2020 target of achieving 40% renewable electricity. We're currently just over half of that.
- Phase I is owned by SSE, Phase II is Joint Venture between SSE and Coillte (State Forestry Company). SSE is delivering construction and will operate the site.
- Entered construction in February 2015, when finished in 2017 will power the equivalent of around 89,000 homes, or 80% of the homes in County Galway.
- Will save 190,000 tons of CO2 per year when constructed.
- We have encouraged local businesses to get involved in the project, with 'Meet the Buyer' events – so far over 100 local businesses have provided products and services to the project. (Some will be with us on the day.)
- We have appointed a local community liaison officer and issue regular newsletters.
- A multi-million Euro community fund will be introduced after the windfarm becomes operational. It is currently in design by SSE and Coillte and will favour sustainability initiatives.
- SSE and Coillte are keen to provide recreational facilities at the site. Coillte operate an open forest policy so there are regular walkers; we hope to improve amenities on offer.

I can provide more details on the Sustainability report in the next day or two. We might have a quick chat tomorrow about how best to split the content so that it doesn't end up repetitive, and the order in which remarks should happen.

Finally, would you like info on SSE in Scotland?

[Redacted]

From: [Redacted]
Sent: 17 November 2016 15:50
To: [Redacted]
Subject: RE: Query - invitation

Hi [Redacted],

Sorry, was actually in a call around the visit until just now.

If possible please, could we suggest in addition to [Redacted]:

- [Redacted], Director General of BICC [Redacted]
- [Redacted], Irish-based GlobalScot [Redacted]
-

Regarding timings etc, FM will be coming to SSE from the President's Residence in Phoenix Park where she will have had a substantial lunch engagement. Thus, barring unforeseeable traffic issues, a 2:30 start-time will be absolutely ideal. At the other end however, she will now really need to leave SSE by 3:15/3:20 at the latest, to get into town for her next engagement at Leinster House.

This obviously makes things quite tight, so we are therefore keen to think about absolutely maximising the time we do have. Am I right in general that the plan from your end is for:

1. Short engagement in a 'VIP Room' with invited guests, Minister Naughten, SSE Executives
2. Enter Conference Room
3. Short Remarks on Launch by FM, Minister Naughten, Executive(s)
4. Mingle with All-Staff Audience (What sort of number will this be?)
5. Comms element?

Thanks,
[Redacted]

From: [Redacted]
Sent: 17 November 2016 15:18
To: [Redacted]
Subject: RE: Query - invitation

Hi [Redacted],

Who should I invite from British Irish Chamber of Commerce? [Redacted]?

Thanks,

[Redacted]

From: [Redacted]

Sent: 17 November 2016 14:45
To: [Redacted]
Subject: RE: Query - invitation

[Redacted],
I'll have this with you this evening. Might be after COB but definitely by the morning. We should have a print ready soft copy of the report by then so it'll give you more context too.
[Redacted]

From: [Redacted]
Sent: 17 November 2016 11:53
To: [Redacted]
Subject: RE: Query - invitation

Hi [Redacted],

It's a good question, and thanks for raising. On this occasion however there is no need to reference the Ambassador in the invite.

If possible could you supply me with a little more concise information on the Wind Park Project that FM will be launching please; and an understanding of which SSE Executives/Representatives will be attending? This is just for some background briefing that we need to supply to FM's office by tomorrow morning.

Thanks,
[Redacted]

From: [Redacted]
Sent: 17 November 2016 09:49
To: [Redacted]
Subject: Query - invitation

Good morning,

I'm drafting up invite for our event on 28th. Minister Naughten has confirmed his attendance, subject to his travel plans working as he hopes. I propose to reference the First Minister and Minister Naughten as special guests on the invite, what I'm wondering is whether I should also reference the Ambassador. I'm hazy on the etiquette so if you could give me a steer that'd be great.

I should have draft invite list to you early afternoon, and hope to issue this evening or tomorrow morning.

Thanks,

[Redacted]

From: [Redacted]
Sent: 24 November 2016 13:52
To: [Redacted]
Cc: [Redacted]
Subject: RE: FM visit to SSE

Hi [Redacted]

That's absolutely fine, we'll re-work as per your suggestions and recirculate.

As promised, attached is a list of media and contact details.

Looking forward to catching up with [Redacted] at 2pm.

Regards,

[Redacted]

From: [Redacted]

Sent: 24 November 2016 12:15

To: [Redacted]

Cc: [Redacted]

Subject: RE: FM visit to SSE

Hi [Redacted]

Thanks for this. I am working on a quote and will send something over as soon as I can.

From our point of view the news release needs re-nosed so that facts and figures from the report are the top line, rather than the visit by the First Minister.

I have suggested a few alternative opening paragraphs.

Something like: First Minister Nicola Sturgeon today visited SSE's Irish headquarters to unveil a report which shows the company's Galway windfarm project has contributed €88.7m to Irish GDP.

The project, which will be the largest windfarm in Ireland once completed, will contribute to Ireland's 2020 target of producing 40 per cent of its electricity through renewables.

Since 2008, Scottish-based SSE has invested more than €2bn in growing its Irish business. It is now the second largest energy business in Ireland with more than 1,000 employees.

The First Minister joined Irish Minister for Communications to launch the report at the company's offices in Dublin.....

Let me know your thoughts.

Thanks

[Redacted]

From: [Redacted]

Sent: 23 November 2016 13:07
To: [Redacted]
Cc: [Redacted]
Subject: RE: FM visit to SSE

Hi [Redacted]

We will have the release draft to you before COP today.

In terms of media confirmation, you can use the following:

SSE Ireland Press Office: [Redacted]
[Redacted]

Re the other queries, we'll pull together the contact details for you. Obviously not all media will be facilitated (can be called out in the invite) but assuming the two shorts clips for broadcast are with BBC and STV, have you given any thought to how we can facilitate cameras from RTE, TV3 and UTV Ireland? Also, we missed it from our previous list but do you envisage inviting Sky News [Redacted] [Redacted] Ireland correspondent).

Hope this assists, and we'll be back to you later with the draft release.

Cheers

[Redacted]

From: [Redacted]
Sent: 23 November 2016 12:06
To: [Redacted]
Cc: [Redacted]
Subject: RE: FM visit to SSE

Hi all,

Just wanted to check to see if you had a draft news release available yet or confirmation as to who I can add to the media invite for journalists to confirm attendance?

Thanks,
[Redacted]

From: [Redacted]
Sent: 22 November 2016 12:34
To: [Redacted]
Cc: [Redacted]
Subject: RE: FM visit to SSE

Thanks both,

This is really helpful.

[Redacted]– great if you can send over the relevant contact details. Just to reiterate, given the tight timescales for the visit we will not be able to facilitate all the media that may attend. We envisage having time to do two short clips for broadcast, a radio huddle – meaning there would be no time for any press interviews.

[Redacted]- In terms of the media invite – I was planning on including your contact details so media can confirm attendance with you, given you will be organising access to the building etc. Is this ok with you? If so, let me know the best contact details to use.

Also – if we could have a draft version of the news release by tomorrow – this will give us some time to get a quote from the FM. Will this be possible?

Thanks,
[Redacted]

From: [Redacted]
Sent: 21 November 2016 18:49
To: [Redacted]
Cc: [Redacted]
Subject: RE: FM visit to SSE

All,

Please find attached:

- Briefing note, including information on SSE in Ireland, Galway Wind Park, Key messages from the Sustainability Impact Report and potential risks (we feel risks are low probability).
- Soft copy of the report we'll be launching on the day.

To do:

- I've contacted Minister Naughten's team to arrange a call with all parties. I'll keep in touch on that.
- I'll send along invite list with acceptances later in the week when we've got RSVPs.
- We will forward content of SSE remarks in the next day or two – these will be based on the Sustainability Impact Report.

If you require any further information please don't hesitate to contact me.

Regards,

[Redacted]

From: [Redacted]
Sent: 21 November 2016 17:46
To: [Redacted]
Cc: [Redacted]
Subject: RE: FM visit to SSE

[Redacted]

It was good to catch up earlier today. As promised, below is a list of media which we would typically

invite for an event of this type. I'm sure you have details of each of the media, but for the sake of sharing, I thought I'd send on the full list.

It's worth noting that the two named digital media outlets are very much part of the mainstream, and that The Times (Ireland Edition) is the Irish edition of the UK Times (it is a digital only title).

In terms of media that we would like to see attend, we would like to propose the following three names. Do let me know if you want me to forward on contact details for each:

- [Redacted], Irish Independent Business
- [Redacted], Irish Times Business
- [Redacted], Financial Times Dublin Correspondent

If there was capacity to extend invitations to two others, we would propose a journo from the renewables trade title reNews, and the lead energy correspondent of the Sunday Business Post, however we'll wait to hear back from you in that regard.

Hopefully this assists – let me know if you need anything more.

Regards

[Redacted]

National broadcasters:

- RTE News (TV and Radio)
- TV3 News (TV)
- UTV Ireland News (TV)
- Newstalk (Radio)
- Today FM (Radio)
- 4FM (Radio)

Digital media:

- TheJournal.ie
- The Times (Ireland Edition)

Dublin radio:

- FM104
- 98FM
- Q102

National Dailies (main for business):

- Irish Independent
- Irish Times
- Irish Examiner

Other media (news):

- Irish Daily Mail
- Irish Daily Star
- Irish Daily Mirror
- Irish Sun

- The Herald

[Redacted]

From: [Redacted]
Sent: 17 November 2016 17:05
To: [Redacted]
Cc: [Redacted]
Subject: RE: FM visit to SSE

[Redacted],

Would it be OK with you if we had conference call on Monday morning rather than tomorrow? We're currently finalising the report, invitations, draft schedule and briefing note (for yourselves and project partners) so we'll be able to have a more focussed discussion on Monday.

Please note that Minister for Communications, Climate Action and Environment Denis Naughten TD has now confirmed that **he will attend**, subject to no travel disruptions. Minister Seán Kyne has not yet responded.

[out of scope]

Thanks and regards,

[Redacted]

From: [Redacted]
Sent: 16 November 2016 17:38
To: [Redacted]
Cc: [Redacted]
Subject: FM visit to SSE

Hi [Redacted],

Good to speak to you just now.

As discussed on the phone – would be good to touch base with your comms team around plans for the First Ministers visit on Monday 28th. I've copied in my colleague [Redacted] who heads up the First Ministers comms team who will also be coming to Dublin. If we could arrange a call between us all that would be helpful. Let me know if tomorrow would work for this?

[Redacted]– for [Redacted]benefit I have summarised our conversation – feel free to correct me though!

[Redacted]outlined a provisional programme for the visit. This would include a quick introduction with key people in the energy sector. SSE are still awaiting confirmation whether the Irish Energy Minister, Denis Naughten or the Secretary of State Sean Kyne will be in attendance.

Then move to a larger conference room where the Report on the 'Galway Wind Park' project will be announced. This report will include facts and figures around

investment and jobs. [Redacted]– it would be helpful to get more detail on what you will be announcing? There is an opportunity for a photograph with the report and cardboard cut outs of the key stats. In the building there is also a training centre and call centre so it may be possible to do a photo there depending on timings and logistics.

There will be an opportunity for the FM to meet with Scottish people who work in Ireland and Irish people working in Scotland in SSE.

Given the FM has only 45 mins for the visit, timings will be tight to fit everything in. We have already had a large number of interview requests for the FM so we will need to manage media interest given the limited time available. This will also be the first media visit of the FM programme so interest will be high. We would welcome a discussion with you about key media in this sector who should be invited. Perhaps we can cover this in our call?

In terms of comms activity, SSE will issue a news release, we can provide a quote from the FM to include this. Our video team will be in attendance so we plan to take photos and video for social media.

[Redacted]– I mentioned that [Redacted]and I will arrive in Dublin on Sunday morning at 09:20. We would really appreciate if we could visit the premises at some point on Sunday ahead of the visit on Monday.

Hope this covers everything for now. Let me know when suits best for a catch up.

Thanks,
[Redacted]

[Attachment included to email above- Media contacts]

National TV					
RTE News	[Redacted]	newsdesk@rte.ie			
TV3	[Redacted]	news@tv3.ie			
UTV Ireland News	[Redacted]	news.desk@u.tv			
National Radio					
RTE News	[Redacted]	newsdesk@rte.ie			
Newstalk	[Redacted]	newsroom@newstalk.ie			
Today FM	[Redacted]	news@todayfm.com			
Dublin Radio					
FM104	[Redacted]	deirdref@fm104.ie			
98FM	[Redacted]	news@98fm.com			
Q102	[Redacted]	news@utvradio.ie			
Spin1038	[Redacted]	news@spin1038.co			

		m			
Digital media					
TheJournal .ie	[Redacted]	news@thejournal.ie			
The Times (Ireland Edition)	[Redacted]	news@the-times.ie			
National Print					
Irish Independent	[Redacted]	contact@independent.ie	[Redacted]	Business	[Redacted]
Irish Times	[Redacted]	newsdesk@irishtimes.com	[Redacted]	Business	[Redacted]
Irish Examiner	[Redacted]	news@examiner.ie			
Irish Daily Mail	[Redacted]	news@dailymail.ie			
Irish Daily Star	[Redacted]	news@thestar.ie			
Irish Daily Mirror	[Redacted]	news@irishmirror.ie			
Irish Sun	[Redacted]	irishsun@the-sun.ie			
The Herald	[Redacted]	hnews@independent.ie			
Financial Times	[Redacted]	[Redacted]	[Redacted]	Business	[Redacted]
Sunday Business Post	[Redacted]	info@sbpost.ie	[Redacted]	Energy	[Redacted]
Sunday Times	[Redacted]	ireland@sunday-times.ie			
Trade					
reNews	[Redacted]	Stephen@ReNews.biz	[Redacted]	Rewewable Energy	-

From: [Redacted]
Sent: 25 November 2016 18:50
To: [Redacted]
Cc: [Redacted]
Subject: Attendee list for Launch of GWP Sustainability Report 281116.docx

Please find attached up to date attendee list for Monday's event at SSE.
I will be on email over the weekend if there are any queries, and of course in Red Oak on Sunday at 4.30 to meet the FM's team.

Regards,
[Redacted]

From: [Redacted]
Sent: 27 November 2016 13:04
To: [Redacted]
Subject: RE: First Minister's visit tomorrow

Thanks for this [Redacted]– looking forward to meeting the team later.

[Redacted]

From: [Redacted]
Sent: 27 November 2016 12:27
To: [Redacted]
Subject: First Minister's visit tomorrow

Hi all,
Looking forward to meeting some of you at the site later today.
Please find a quote for the news release below.
Just to confirm that we will be carrying out one-to-one interviews between
broadcasters and the First Minister, rather than doing joint interviews with the TD.
Thanks

[Redacted]

First Minister Nicola Sturgeon said:

“Galway Wind Park project and SSE’s expansion in Ireland is a fantastic demonstration of the strong collaboration between Scottish and Irish enterprises.

“Today’s report shows the impact that this development is having, both in terms of creating jobs and generating sustainable energy. I’m delighted that a Scottish company is behind this.

“Through our innovation and investment hub which opened in Dublin last year, we aim to further develop initiatives like this. A number of new Scottish investment wins have been landed this year and through the strong network the hub continues to develop with Irish-based investors, further projects are in the pipeline.

“Ireland has always been and will continue to be a key economic partner for Scotland. It is even more important than ever that our two countries work together for the benefit of both our nations.”

[Redacted]

From: [Redacted]
Sent: 28 November 2016 00:00:57
To: [Redacted]
Subject: RE: SSE - Attending SG Officials

Hi [Redacted],

Most of the vehicles will be able to just drive around. Could we ask for 2-3 parking spaces though please?

Silver Merc MPV –[Redacted]
Blue Chrysler MPV – [Redacted]

Thanks for all your help!! Busy times but we are getting there 😊

[Redacted]

[Redacted]

From: [Redacted]
Sent: 25 October 2016 15:07
To: [Redacted]
Cc: [Redacted]
Subject: RE: FM Sturgeon Visit

Hi [Redacted],

Hope you're well. A further update.

We have had to firm up the timing of other engagements for the FM on the afternoon of 28th and morning of 29th. So options are now clear from our side.

On the afternoon of 28th the following times are still free. 1400 – 1500, and 1700 – 1830. I will hold both slots open for as long as possible.

On the morning of 29th the only time that is potentially free is 0900-1000. I will also hold that slot free for as long as possible.

Let me know if you've any updates.

Best wishes,

[Redacted]

From: [Redacted]
Sent: 26 October 2016 12:36
To: [Redacted]
Cc: [Redacted]
Subject: FM Meeting Request

Hi [Redacted],

Further to our quick telcon.

[Redacted]

As discussed, could I formally request a meeting with the Foreign Minister?

The FM's engagement at the Seanad begins at 1000 on the 29th. Prior to that, she will be at an engagement with IBEC from 0700 - 0900.

Ideally we would like to begin the visit by calling on a senior Government Minister. Would the Foreign Minister be available at 1400 on the 28th?

The alternative would be 1700 that day.

I will meet FM's Chief of staff tomorrow at 1400. Any indication you can offer before then would be a terrific help.

As always, thanks for your help.

Best,

[Redacted]

From: [Redacted]

Sent: 03 November 2016 13:00

To: [Redacted]

Cc: [Redacted]

Subject: FM Sturgeon Visit to Dublin - Options for Meeting with FM Flanagan

Importance: High

Hi [Redacted],

Thanks for the chat this morning, and for confirming you and [Redacted] are good for lunch with [Redacted] on 14 November. Let me know idc re time and venue.

On the FM visit.

As things stand, we have time to mould between arrival at 0940, and lunch with the President at Aras booked for 1230. I would like her to visit the offices and say hello to the Ambassador, but if an early slot was an option for FM Flanagan we would work around it.

I assume we will need to block out until 1430 for the lunch at Aras (and travel onwards). She then has a short engagement at SSE in Red Oak (Leopardstown) 1430 – 1515. We are then slightly more fluid between 1530 and 1830 (when she is due in Trinity – although we have some flex around the start time for that).

I have to schedule a meeting with Women for Election (we expect that engagement to be in Leinster House) and a media slot, somewhere in that 1530 – 1830 timeframe, and give her the chance to have some downtime to prepare for Trinity. The sooner we can pencil in a slot for a meeting with FM Flanagan the better - so any clarity you can give me on that before the end of the week greatly appreciated.

Best,

[Redacted]

From: [Redacted]
Sent: 23 November 2016 18:24
To: [Redacted]
Cc: [Redacted]
Subject: RE: FM Visit

Hi [Redacted],

Yes, I will travel over next week for the FM's visit. It seems like a very good programme – do you have a final version that you could share at this stage?

As of now, I'd plan (subject to confirmation) to attend the lunch with President Higgins, the bilateral with Minister Flanagan, the IBEC breakfast event (I understand an invitation is on the way from IBEC) and the address to the Seanad. The only event for which I have not yet arranged access is the Seanad address – have they set aside any seats in the gallery for the FM's delegation that I might be able to grab? Happy to get in touch with Leinster House directly to make arrangements if that's easier.

Hope the plans are coming together well.

Best regards,

[Redacted]

From: [Redacted]
Sent: 23 November 2016 08:52
To: [Redacted]
Cc: [Redacted]
Subject: FM Visit

Hi [Redacted],

I am aware that you will be in Dublin next week for the First Minister's visit – and I was glad to see that you will be able to attend our St Andrew's reception at Glencairn.

I just wanted to make sure that you have all of the detail you need, particularly on the FM's visit?

Please do let me know if there are particular elements of the visit that you want to be involved in, or attend – and might not yet have access to.

Any other problems, just call.

Best wishes, and looking forward to seeing you next week.

[Redacted]

From: [Redacted]
Sent: 25 November 2016 17:11
To: [Redacted]

Cc: [Redacted]
Subject: RE: FM Sturgeon / FM Flanagan Bilateral

Hi [Redacted],

Thanks for this.

In addition to Minister Flanagan, and his Special Advisor [Redacted], there will be Secretary General [Redacted] (Director, British Irish Relations) and [Redacted] (Consul General, Edinburgh).

All the best
[Redacted]

From: [Redacted]
Sent: 25 November 2016 16:32
To: [Redacted]
Cc: [Redacted]
Subject: RE: FM Sturgeon / FM Flanagan Bilateral

Thanks [Redacted],

[Redacted]

Can you confirm who will be in the room for the wider meeting with officials?

[Redacted]

From: [Redacted]
Sent: 25 November 2016 14:40
To: [Redacted]
Cc: [Redacted]
Subject: RE: FM Sturgeon / FM Flanagan Bilateral

Hi [Redacted],

Thanks again for this.

[Redacted]

We have suggested to Minister Flanagan that he might invite both yourself and [Redacted] to say a few words about ongoing practical bilateral work.

I still haven't received the programme so it would be great if you can pass that.

Thanks & all the best,
[Redacted]

From: [Redacted]
Sent: 25 November 2016 08:42
To: [Redacted]
Cc: [Redacted]
Subject: FM Sturgeon / FM Flanagan Bilateral

Hi [Redacted],

Many thanks to you and [Redacted] for confirming the offer of a bilateral between your Foreign Minister and the First Minister. It goes without saying that the FM is looking forward to the opportunity to renew her acquaintance with Mr Flanagan, and to a rich discussion on issues of shared concern.

[Redacted]

In terms of numbers. We are happy with Minister plus 1 SpAd for the private meeting, We envisage 5 from our side. FM, PS, SpAd, me and the British Ambassador for the wider meeting including officials. Do let me know if/how you will match up?

In terms of structure, my understanding from [Redacted] is that the private meeting will happen in Room 2 at Leinster House – and accompanying officials will wait in the main hall. When the private session is complete, officials will be invited to enter the room and join the full meeting.

In terms of the agenda for the meeting, I thought it would be worth making sure we have an agreed list (even if, as is often the case, we don't quite touch on every agreed item).

The private meeting will inevitably focus on Brexit related issues. The FM will be keen to brief Minister Flanagan on the JMC process, the current Scottish position, and on the work the government is doing to set out the options for a best deal for Scotland.

From our perspective, the following items would be worth inclusion in the wider meeting:

- Scottish / Irish bilateral relations – taking stock one year on from the opening of the HUB. Retrospective, President's visit etc.. Value of trading relationship, strength of the investment relationship. Key sectors of the economy, and scope for future collaboration.
- The international context – eg. the rise of populism and the far right, the future of the EU
- Government / Government links – an opportunity to discuss the way our governments have worked together in the last year on issues of shared interest (mutual practice exchange on social security, renewable energy, working as a minority government, overseas development cooperation)

Please do shout today if there is anything missing from this list – or any issues with the agenda above.

Best wishes,

[Redacted]

From: [Redacted]

Sent: 28 November 2016 16:17

To: [Redacted]

Cc: [Redacted]

Subject: FM Arrival - 5:20

[Redacted],

Can't get through on the phone – just confirming that a 5:20 arrival for FM at Iveagh House is absolutely ideal from our end!

Please just give us a bell or message to confirm.

Thanks,
[Redacted]

From: [Redacted]
Sent: Wednesday, September 28, 2016 12:08 PM
To: [Redacted]
Cc: [Redacted]**Subject:** Re: Follow up

Hi [Redacted]- I've just been talking to our logistics team and would like to show you the room tomorrow which won't be available until 1.30pm. [out of scope]. Thanks [Redacted]

From: [Redacted]
Sent: Monday, September 26, 2016 4:11 PM
To: [Redacted]
Subject: RE: Follow up

Hi [Redacted]

A breakfast meeting on 2 November would work well for us - equally we are flexible on the 1st and 2nd if the programme needs to remain fluid.

Would 12pm on Thursday suit to meet to discuss detail and I can show you the space which we would use for the event with the First Minister.

[Redacted]

From: [Redacted]
To: [Redacted]
Date: 26/09/2016 12:59
Subject: RE: Follow up

[Redacted],

We never confirmed a time for me to pop into IBEC on Thursday to talk through the First Minister's visit.

Important development. FM has had to slightly change plans. She will now arrive in Dublin early afternoon 1 November, and depart early afternoon 2 November.

As things stand, it looks like the best slot for the event at IBEC is breakfast 2 November. Would that work from your perspective?

Best,

[Redacted]

On 21 Sep 2016, at 09:02, [Redacted] wrote:
Hi [Redacted]

My 29th calendar is filling up. Can we nail down a date to meet and discuss FM visit and possible IBEC mission to Scotland?

Best wishes,

[Redacted]

.

From: [Redacted]
Sent: Monday, September 19, 2016 12:43 PM
To: [Redacted]
Subject: Re: Follow up

No worries [Redacted].

Afternoon 29th would work. Happy to come to IBEC.

What time suits best?

[Redacted]

From: [Redacted]

Sent: 10 October 2016 11:54
To: [Redacted]
Subject: IBEC Breakfast with Scotland's First Minister

Hi [Redacted],

As promised, below list of 12 target companies for the private element of the event on the morning of 29 November with FM Sturgeon.

ABP Food Group
Dawn Meats Group
Ardagh Group
Ulster Bank
SSE Ireland
Pathfinder Group
Medtronic
Ryan Air
Aer Lingus
William Grant
Asystec
Actavo

I have submitted details of the breakfast to the first Minister's office, and will come back to you promptly if there are any specific requests (or suggested changes).

As we agreed, we are talking about a running order that will look something like:

0715 – 0800 Private breakfast with target companies, hosted by [Redacted].

0800 – 0900 Main session in board room (configuration in round, as discussed) – FM to make some remarks about business environment in Scotland, her economic strategy, and the impact of Brexit, followed by Q&A.

0900 – 0930 closing networking and photo opp (time dependent?)

Does that look right from your perspective?

Best wishes,

[Redacted]

From: [Redacted]
Sent: 19 October 2016 13:48
To: [Redacted]
Cc: [Redacted]
Subject: Re: Title/Theme for Sturgeon address

Thanks [Redacted]- once I get contacts we will issue invites. [Redacted]

From: [Redacted]
To: [Redacted]
Cc: [Redacted]
Date: 19/10/2016 13:44
Subject: Re: Title/Theme for Sturgeon address

[Redacted]- I think I still owe you a response on this, right?

[Redacted]- could you call [Redacted] in SE for the top person in Ardagh?

[Redacted] can help with contacts in Asystec and Ryan Air.

Could you call [Redacted] and ask who in Pathfinder the invitation should go to?

[Redacted]

From: [Redacted]
Sent: Friday, October 14, 2016 4:53 PM
To: [Redacted]
Subject: Re: Title/Theme for Sturgeon address

Hi [Redacted],

The following companies are not members of Ibec but keen to extend the invite if you could let me know the appropriate contact -

Asytec
Ryanair
Pathfinder
Ardagh

Thanks

[Redacted]

From: [Redacted]
To: [Redacted]
Date: 14/10/2016 11:54
Subject: Re: Title/Theme for Sturgeon address

Hi [Redacted],

I want to make sure FM Advisers see the theme/title before we issue it.

[out of scope]

Sorry. Will push.

[Redacted]

From: [Redacted]
Sent: Friday, October 14, 2016 10:53 AM
To: [Redacted]
Subject: Title/Theme for Sturgeon address

[Redacted], I'm hoping to get invitations issued today for 29 November and thought you might be able to provide me with a title or theme for the event.

I'll drop you a line later about the regional dinners - there's a seat with your name on it.

Thanks

[Redacted]

From: [Redacted]
Sent: 19 October 2016 15:17
To: [Redacted]
Cc: [Redacted]
Subject: Re: Title/Theme for Sturgeon address

Great [Redacted],

Thanks for follow up. Will issue invites tomorrow morning.

Kind regards

[Redacted]

On 19 Oct 2016, at 15:13, [Redacted] wrote:

Hi [Redacted],

[Asystec](#)

[Redacted]

[Ryanair](#)

[Redacted]

[Pathfinder](#)

[Redacted]

[Ardagh](#)

[Redacted], our contact point back in Scotland with the details for Ardagh, is out of the office until tomorrow. Will chase her first thing to get those to you.

Kind Regards,

[Redacted]

From: [Redacted]

Sent: Tuesday, November 8, 2016 10:38 AM

To: [Redacted]

Subject: Re: 29 November

Hi [Redacted],

That should be fine. In fact it's probably a better time to start. Is it definite?

We had planned to pass the motion in the Seanad this Thursday to facilitate the whole event so if we agree this time it's set in stone from tomorrow when the motion will be circulated.

[Redacted]

On 8 Nov 2016, at 09:06, [Redacted] wrote:

Hi [Redacted],

I have a request that I hope I have lodged before the Seanad approves the FM's visit.

FM will take the later flight on the 29th. We would therefore if agreeable prefer to start an hour later - arrival at LH at 1100, with a view to the session in the Chamber beginning at 1130.

The idea is to give the FM a bit more down time to prepare between her early engagement at IBEC and her arrival at LH.

Let me know if this is possible from your perspective?

[Redacted]

From: [Redacted]
Sent: Wednesday, November 9, 2016 1:24 PM
To: [Redacted]
Cc: [Redacted]
Subject: Re: FM event at Ibec

Great thanks.

We will have approx 110 at the event - room will be full. I should be back by 12.30pm if you could delay until then but understand the tight schedule.

I'll have an update on attendance for the roundtable breakfast tomorrow.

[Redacted]

From: [Redacted]
To: [Redacted]
Cc: [Redacted]
Date: 09/11/2016 13:24
Subject: Re: FM event at Ibec

Don't worry about any of that [Redacted]- hope you can be there tomorrow, but if not we are in very capable hands.

The main thing is that the team get to walk through the order of the event and get a look at the main room

How are numbers looking?

From: [Redacted]
Sent: Wednesday, November 9, 2016 1:19 PM
To: [Redacted]
Subject: Re: FM event at Ibec

Hi [Redacted],

I'll do my best to be there at midday - otherwise [Redacted]and [Redacted] will meet with you and the team. It is unlikely that the room for breakfast will be available but we can walk through the building to get a sense of logistics.

The main room will be in set up mode may look a little chaotic - guarantee there will be lots of polish on the day.

Thanks

[Redacted]

From: [Redacted]
To: [Redacted]
Date: 09/11/2016 12:56
Subject: Re: FM event at Ibec

Hi [Redacted]

I'm afraid an afternoon slot won't be possible tomorrow with the order of the programme we have set up.

We are due at IBEC at midday - could you let me know who we will be meeting.

Give me a call if you need to.

[Redacted]

Hi [Redacted],

Yesterday was fine - some parts better than others. [Redacted] is available this afternoon to call you if you would like a quick brief from our perspective.

I am around next Tuesday but unfortunately the room is in use all day. These are the times that the room is available next week if any of them suited and I'll work around it.

Wednesday pm

Thursday

All day - it is being set up in roundtable format for a meeting the following day

Friday

9.00-9.30 - available for viewing in roundtable format just before national council meeting

Would be good to bring [Redacted] along and I'll have a someone from our team also - lets agree room format/ final running/photography etc. then.

We must have a quick catch up on potential engagement in Edinburgh following the FM visit. We spoke about [Redacted] flagging this initiative at the event. It's not crucial but would be a good addition.

Look forward to hearing from you.

From: [Redacted]
Sent: 02 November 2016 08:46
To: [Redacted]
Subject: Re: FM event at Ibec

That's no problem [Redacted]- we can work around requirements and aim to confirm all arrangements re venue by early next week. We are very flexible so you can take it that whatever works for the logistics and security team we can facilitate.

I'm at a meeting until mid morning, then at all island dialogue, will call you in between if that works?

Thanks

[Redacted]

On 2 Nov 2016, at 08:39, [Redacted] wrote:
Hi [Redacted],

Let me know when you might be free for a quick call this morning?

It would be very useful to pop into IBEC next week for a further talk through the detail. The First Minister's visits team and security lead will recce the programme late next week (timing tbc) so I'd like to get things clear in my head before that. The recce team will simply want to see the venue, and talk through arrangements. When I have confirmation of when the team is visiting I will let you know.

Best wishes,

[Redacted]

From: [Redacted]
Sent: 24 November 2016 12:16
To: [Redacted]
Cc: [Redacted]
Subject: Re: IBEC FM Event

Hi [Redacted],

Attaching attendance list and draft running order.

Both will be updated again today and will send revised versions. I will also forward attendees for private breakfast.

Many thanks

[Redacted]

From: [Redacted]
To: [Redacted]
Cc: [Redacted]
Date: 23/11/2016 14:19
Subject: IBEC FM Event

Hi [Redacted],

Great chatting earlier. Would really appreciate please if you can send over attendee lists for the breakfast, and main events; and the detailed running order?

As discussed, for the main event, could we please include the following names:

[Redacted], DIT Ireland
[Redacted], DIT Ireland

[Redacted], SDI Director
[Redacted], British Irish Chamber of Commerce

Can we also please include [Redacted] in the breakfast numbers. Please just let us know if numbers for that are getting out of hand.

Will revert back with numbers of FM party for main event as soon as I can. Again we don't want to be taking up too much unnecessary room.

Will get some background briefing to you by end of day as discussed, and we can arrange potential short chat with [Redacted] for Friday.

Kind Regards,
[Redacted]

From: [Redacted]
Sent: 24 November 2016 16:54
To: [Redacted]
Cc: [Redacted]
Subject: Ibec Event on 29 November

Good afternoon

Please find attached most up to date attendance lists for both the roundtable breakfast and the main event. Also attached please see the schedule of events.

[Redacted]

First Minister of Scotland, Nicola Sturgeon
Private breakfast roundtable
Tuesday November 29 2016 at 8am

Attendance List

[Redacted] Accenture
[Redacted] Trilogy Technologies
[Redacted] ARAMARK
[Redacted] Microsoft Ireland Operations
[Redacted] Cpl Resources
[Redacted] Aer Lingus plc
[Redacted] Diageo
[Redacted] Ulster Bank of Ireland
[Redacted] Ibec
[Redacted] Ibec

[Redacted] Dublin City University
[Redacted] Ibec
[Redacted] Standard Life
[Redacted] Farm Foods
[Redacted] Ibec
[Redacted] Ibec
[Redacted] Scottish Government
[Redacted] Dublin Airport Authority
[Redacted] Ibec
[Redacted] SSE Airtricity

From: [Redacted]
Sent: Thursday, November 24, 2016 8:08 PM
To: [Redacted]
Cc: [Redacted]
Subject: Re: IBEC FM Event

[Redacted], [Redacted]
Would it suit to brief [Redacted] tomorrow by phone at 10.30?

He will be contactable on the mobile. He has running order and attendance but would be useful to get your perspective on positioning of conversation with the First Minister.

Thanks

[Redacted]
On 24 Nov 2016, at 13:07, [Redacted] wrote:

That is great, thanks [Redacted]. All understood on the phone-call earlier as well.

If you could forward on the private breakfast details that would be greatly appreciated – can then get onto doing company bios this afternoon before deadline.

Kind Regards,
[Redacted]

From: [Redacted]
Sent: 24 November 2016 12:16
To: [Redacted]
Cc: [Redacted]
Subject: Re: IBEC FM Event

Hi [Redacted],

Attaching attendance list and draft running order.

Both will be updated again today and will send revised versions. I will also forward attendees for private breakfast.

Many thanks

[Redacted]

[Email: FW: Running order for Ibec event attached]

Time	Action
5.30	➤ 3 x parking spots reserved outside building
7.30	➤ Reception open for attendees
7.50	➤ First Minister arrives for a private meeting in [Redacted] in G2 ➤ Photography during welcome
8.00	➤ Guests arrive for private breakfast in Room G9 ➤ Nicola Sturgeon and [Redacted] join breakfast ➤ Main event attendees start arriving for registration and coffee. 2 people to register G13 booked for coats. [Redacted] to check in coats
8.30	➤ All attendees seated in council room ➤ Private breakfast guests join main event through front of building ➤ Photography ➤ First Minister and [Redacted] to be microphoned while breakfast guests are seated and when everyone seated will enter the council room through G9 door
8.30-8.40	➤ First Minister to speak at the podium with a podium microphone
8.40-9.15	➤ First Minister in conversation with [Redacted] and question and answer session with audience. Both using lapel microphones. 2 x Roving microphones to be used for attendees questions.
9.25	➤ Attendees asked to join [Redacted] and First Minister in G9 for coffee and a light breakfast networking
9.35	➤ First Minister departs
10.00	➤ Breakfast ends

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From: [Redacted]
Sent: 28 November 2016 13:03
To: [Redacted]
Cc: [Redacted]
Subject: Fw: Attendance for pre event breakfast attached

Good afternoon [Redacted]

[Redacted] asked me to reply to your email.

We have now got a sound technician in for the event so as a result both the First Minister and [Redacted] will wear a lapel microphone which the technician will control. This means they don't have to worry about turning the microphone on and off. The technician will wire them up as soon as breakfast is finished.

We will also have a podium microphone set up just in case we have a technical fault with the lapel microphone.

Hope this clarifies - please don't hesitate to call me if you have any other query.

Kind regards
[Redacted]

From: [Redacted]
To: [Redacted]
Date: 28/11/2016 12:10
Subject: Fw: Attendance for pre event breakfast attached

[Redacted], can you please let me know arrangements for mic set up. Thanks [Redacted]

----- Forwarded by [Redacted]/BEC_Notes on 28/11/2016 12:09 -----

From: [Redacted]
To: [Redacted]
Cc: [Redacted]
Date: 28/11/2016 11:38
Subject: RE: Attendance for pre event breakfast attached

Hi [Redacted],

That is great thanks. We will be in around 7:15 I expect, with FM expected at around 7:45.

Was speaking to [Redacted] from FM's office, and [Redacted] (in copy) who works with her and is out for the duration of the visit.

Can I just confirm what the mic situation will be tomorrow? I think during the recce you had intimated it would be a fixed mic at lectern and then one on the seat for the Q+A? Is that still the case, or have things changed slightly – I notice reference to it in your programme.

Nothing major, just want to get any last minute logistics ironed out.

Thanks,
[Redacted]

On 27 Nov 2016, at 16:36, [Redacted] wrote:
Thanks [Redacted],

Conscious that we don't want to cause you difficulties around invite lists - so whatever works best.

Yes, it would be very useful indeed if [Redacted] could mention potential trade mission, and that IBEC and Hub will continue to coordinate in that and other issues.

We should be fine now - but will let you know if anything crops up.

I think I'll aim to get there at 0700 on Tuesday, if that's ok?

[Redacted]

From: [Redacted]
Sent: 21 September 2016 15:49
To: [Redacted]
Subject: Re: Honorary Patron selection

Dear [Redacted],

Many thanks for getting back to me and no worries about the delay. I am delighted to hear that the First Minister is interested in accepting the award, should her schedule allow. Happy to answer your queries.

- The event can be arranged anytime during the day or evening.
- We can arrange a ceremony on any weekday during our two main academic terms, which run from 19th September to December 16th (2016) and 16th January to 24th March (2017).
- The ceremony takes approximately an hour, however this can be shortened depending on the First Minister's availability. It is worth noting that if the First Minister is on a tight schedule we could organise for her to be in and out of Trinity College in under an hour, as we have co-ordinated for a number of other guests in the past, including Chancellor Angela Merkel, Vice President Joe Biden, the late Sir Christopher Lee and Whoopi Goldberg. The university is at the very heart of Dublin so she would be able to reach any other commitment (or the airport) quickly.

Please find attached information about what the award ceremony entails in the 'Ceremony Particulars' document. Most details below are flexible and we are happy to work with your office to tailor the First Minister's time in Ireland to her needs and wishes. I have also attached a photograph of the building in which the ceremony would be taking place, as well as other photos of previous award ceremonies.

If you have any other questions, please do let me know. I am happy to discuss further details over the phone if that suits.

Warm regards,
[Redacted]

On 21 September 2016 at 12:14, [Redacted]> wrote:
Dear Mr [Redacted]

I am getting in contact following your kind letter of 28th June to the First Minister inviting her to accept the award of becoming an Honorary Patron. Please accept my sincere apologies for the delay in responding.

Whilst I am, at this moment in time, unable to confirm the First Ministers attendance, due to an extremely busy diary, I am contacting you to find out a little more about the ceremony.

I wonder if you can let me know:

- Is the ceremony a day or evening event?
- How flexible is the date and is there a preferred time frame?
- How long the ceremony takes

We are currently planning the next few months of the First Ministers diary and whilst there is not yet any plans to travel to Ireland, I know that if we do end up making a trip to Dublin the First Minister would be delighted to attend.

I look forward to hearing from you.

[Redacted]_____

From: [Redacted]
Sent: 25 November 2016 11:45
To: [Redacted]
Cc: [Redacted]
Subject: Re: First Minister Nicola Sturgeon - Honorary Patronage

Hi all,

Please see attached the final itinerary for the First Minister's visit to TCD on Monday. If you have any further queries, please let me know before end of day.

Best,
[Redacted]

On 21 November 2016 at 14:06, [Redacted]wrote:
Hi all,

Please see attached an updated itinerary with some changes to the version I sent last week, including the slightly later start. Have a read through and advise me if there are any issues.

Best,
[Redacted]

On 18 November 2016 at 18:51, [Redacted] wrote:

[Redacted], many thanks for picking up on this yesterday and confirming slight change to timings for [Redacted]. Also for looping in [Redacted] who will now be looking after logistics from our perspective.

[Redacted]– thank you so much for your time last week. A pleasure to meet you too, and best wishes for the visit – I know First Minister is very much looking forward to her time at Trinity College.

Best,

[Redacted]

From: [Redacted]
Sent: 17 November 2016 10:06
To: [Redacted]
Cc: [Redacted]
Subject: RE: First Minister Nicola Sturgeon - Honorary Patronage

Hi [Redacted],

Thanks for passing this on, hugely appreciated.

At present, with the way the programme is shaping up we would ideally look to start this half an hour later than you suggest if possible please? Unfortunately the engagement before has finally been shored up and is now immovable.

So this would mean an FM arrival to TCD campus at roughly 18:45, for a 19:00 start of the ceremony? Hope that isn't too much hassle – please just give me a phone if any issues.

Also copying [Redacted] into the copylist – [Redacted] works in [Redacted] team, and will accompany FM on her visit.

Thanks again for the help of you and colleagues,

[Redacted]

From: [Redacted]
Sent: 17 November 2016 07:27
To: [Redacted]
Cc: [Redacted]
Subject: First Minister Nicola Sturgeon - Honorary Patronage

Hi [Redacted],

It was lovely to meet you last week.

Please see attached an itinerary I have prepared for the First Minister, Nicola Sturgeon's visit to Trinity on Monday the 28th of November. It has more detail than what I presented to you last Thursday. Could you please confirm the time that she will be arriving at Trinity? We were hoping to start the ceremony at 6.30pm, however this can of course be altered if there have been changes to her schedule.

If you have any questions relating to the itinerary please let me know. I have copied in the relevant contacts in Trinity for the event. Further contact details are outlined on the third page of the itinerary.

Best,

[Redacted]

[Attachment included in email above]

ITINERARY

**Visit to Trinity College Dublin
First Minister of Scotland, Nicola Sturgeon**

Ceremony in the Graduates Memorial Building (visit to Old Library afterwards)

Monday 28 November 2016

18.45

**Arrive Graduates Memorial Building, Trinity College Dublin
Via Lincoln Place Gate**

**Greeted by:
Provost**

[Photo opportunity]

Walk to Phil Council Room on first floor of the building.

18.50

**First Minister Nicola Sturgeon and the Provost welcomed to Phil Council Room by Phil President [Redacted].
Society guest book signed by the First Minister.**

[Photo opportunity]

Photo taken with Council of twenty-two on chesterfield couch.

[Photo opportunity]

18.58

Phil Council Room is vacated as people take their seats in the Debating

Chamber. One photographer will be allowed on the balcony of the Chamber, accessed via the Phil Council Room. The First Minister waits with Phil Secretary [Redacted].

19.00

Phil President [Redacted] makes opening remarks at podium in the Debating Chamber. Invites audience to stand and clap as First Minister is escorted into the Debating Chamber by Phil Secretary [Redacted].

19.05

**Presentation of Gold Medal by the Provost.
[Photo opportunity]**

19.07

Phil President [Redacted] invites First Minister to speak at podium.

19.08

First Minister speaks at podium.

19.30

Once remarks finished, Phil President [Redacted] invites First Minister to seat for Question & Answer session.

20.00

Ceremony finishes. Phil President [Redacted] asks Phil Secretary [Redacted] to escort the First Minister back to Phil Council Room. Phil President invites Phil Treasurer [Redacted] to podium to make a few announcements. During these announcements, Phil President and Provost leave the Debating Chamber.

Page 1 of 3

20.05

**First Minister is escorted to the Old Library across Library Square. Accompanied by Phil President [Redacted] and the Provost.
Entry to Old Library via North Door**

20.08

**Escorted to view the Book of Kells Exhibition by:
[Redacted]**

Visitor Services Manager

[Redacted]

Librarian & Chief Archivist

[20.10]

**[Scottish students escorted to Old Library by Phil Steward [Redacted].
Wait in place in the Long Room]**

20.10

View the Book of Kells exhibition.

[Note: no photography/filming allowed of the Book of Kells]

Proceed upstairs to the Long Room. Pause to view the 1916 Proclamation of the Irish Republic and Brian Boru's harp (Ireland's Oldest Harp).

Greet Scottish students and members of Caledonian Society: [Redacted]

20.25

Sign the Visitors' Book.

20.27

Media interviews [RTE]

20.40

Exit Old Library

Via North Door

Farewelled by:

Provost and Phil President [Redacted]

Depart Trinity College Dublin

Via Lincoln Place Gate

[Photo opportunity]

[Photo opportunity]

Page 2 of 3

Maps:

Graduates

Memorial

Building:

<http://www.tcd.ie/Maps/map.php?q=graduates+memorial+building>

Library Square: <http://www.tcd.ie/Maps/map.php?b=5005>

The North Door to the Old Library is on Library Square. It is on the opposite side of the Old

Library building to the main entrance to the Book of Kells Exhibition & shop.

Old Library, main entrance: <http://www.tcd.ie/Maps/map.php?b=56>

[Email: FW: Dublin Visit - TCD Briefing]

From: [Redacted]

Sent: 12 December 2016 08:13

To: [Redacted]

Cc: [Redacted]

Subject: RE: Dublin Visit - TCD Briefing

Hi [Redacted]

Thank you for the feedback on the event. I would agree with [Redacted] that you and the Council made it easy for us on the evening with your arrangements and having the venue full.

[Redacted]

From: [Redacted]
Sent: 08 December 2016 14:52
To: [Redacted]
Cc: [Redacted]
Subject: RE: Dublin Visit - TCD Briefing

Hi [Redacted],

Thanks very much for the kind email.

I think we are all agreed at this end however that the thanks should be aimed towards you and the Council. The event was a genuine highlight of the First Minister's visit, and she commented afterwards on the high quality (and breadth) of engagement from the audience. None of it would have been possible without you steering us through the preparation, and making sure everything went well on the day. [out of scope]
[Redacted]

From: [Redacted]
Sent: 21 September 2016 16:16
To: [Redacted]
Cc: [Redacted]
Subject: RE: Letter re visit by Scottish First Minister

Hi [Redacted],

1200 on Tuesday 4th October would work well. If I may, I will bring along [Redacted]– recently appointed as my deputy, and who will be working on arrangements for this visit.

Thanks for the clarification below. I am afraid between sending you the message earlier today, and receiving yours, the First Minister's office have been in touch to inform me of a shift in her travel plans. She has now confirmed that she will visit Ireland 1-2 November. She plans to arrive at 1300 on 1 November, and will leave at 1430 on 2 November.

I am really sorry, as I realise this completely upsets the plan we had already agreed. I know you had originally said 1 November might be possible. Is that still the case, and could we simply move the engagement to the afternoon of the 1st, within a similar timeframe? The alternative would be to move the address to the morning of the 2nd?

I am sure we can discuss all of this on the 4th, but I wanted to let you know of the change as soon as I had heard - and would be grateful if you could let me know if afternoon 1st or morning 2nd are preferable (or a problem)?

Very best wishes,

[Redacted]
From: [Redacted]
Sent: 21 September 2016 13:03
To: [Redacted]
Subject: RE: Letter re visit by Scottish First Minister

Hi [Redacted]

How are you fixed on the 4th or 6th? The Leader will be here on those days and we could ask [Redacted] from the Cathaoirleach's office to sit in with us to discuss plans.

I would suggest perhaps 12pm or 2pm on Tuesday 4th. Alternatively 1pm or later next Thursday 29th or the 6th?

I think a 2:30pm address by the First Minister sounds ideal and we can of course explore an appropriate way for her to meet with Senators after the address. If we plan for a 2pm arrival that will give ample time for a meet and greet with Cathaoirleach and Leader, photos and to sign visitors book etc.

[Redacted]

From: [Redacted]
Sent: Wednesday, November 16, 2016 7:50 PM
To: [Redacted]
Subject: First Minister meeting Dáil leaders or representatives

Hi, [Redacted]

Just to let you know - the Dáil Committee on Procedure agreed at its meeting this evening to invite the First Minister to have a meeting for an exchange of views with the leaders or representatives of the parties and groups in the Dáil, after the First Minister's address to the Seanad, in accordance with the timetable attached below.

Hope that the timetable (as we discussed in draft) is suitable for yourselves - give me a shout if there are any issues.

Talk to you again.

[Redacted]

From: [Redacted]
Sent: 18 November 2016 10:32
To: [Redacted]
Subject: RE: First Minister meeting Dial leaders or representatives

Hi [Redacted],

Many thanks for confirming that the Committee has passed this. As you will no doubt have expected, there are some minor tweaks to timings.

The timing as billed for the Women for Election event is fine, but, it is likely that the First Minister will arrive slightly later than 3.30 (we anticipate slight slippage from the previous event). Women for Election are aware, and have been in touch with the Tanaiste's office on this – so everyone is in the picture. It is also likely that the First Minister will leave that event at 445 (rather than the billed 430) in order to talk to attendees and media. Again, Women for Election organisers are aware.

Can I also suggest a slight change to the timings for the elements with the Dail? I think it would be worth confirming the timings for lunch with [Redacted] as 1.30 – 2.15. This will allow plenty of time for the First Minister to exit the Seanad Chamber, and mingle with Senators in the anteroom

following her speech and closure of the formal session [out of scope]. She would then proceed directly to the informal meeting with the Dail political groups, starting at 2.15, and finishing at 3.15.

For your information, the First Minister's communications team is in touch with the Seanad communications people about securing a room for an interview with Scottish media at 3.15 (probably for half an hour) before she departs Leinster House for Dublin airport.

Would it be possible, in advance of the private meeting with the Dail political groups, to get a list of those attending – I would like to ensure that I can fully brief the First Minister on who she will meet.

Best wishes,

[Redacted]

From: [Redacted]
Sent: 25 November 2016 15:40
To: [Redacted]
Cc: [Redacted]
Subject: Fw: First Minister meeting Dail leaders or representatives

Hi, [Redacted]

Attached are pictures of [Redacted] and [Redacted], who are, respectively, the deputy head usher and the head usher here in Leinster House. After her address to the Seanad, when the First Minister is mingling with senators in the ante-room, [Redacted] says he will be there to escort her onto the next stage of the visit (which I understand is the Seanad speaker saying goodbye to the First Minister in Room 2). [Redacted] will then bring the First Minister to lunch with the Ceann Comhairle in the private dining room.

Thank you
[Redacted]

From: [Redacted]
Sent: 28 November 2016 14:00
To: [Redacted]
Subject: RE: Lunch menu for tomorrow (Tues)

Brilliant, thanks for that, [Redacted].

Thank you
[Redacted]

▼ ---28/11/2016 13:57:55---Regarding food, First Minister isn't a huge fan of seafood or mushrooms. Thus, for her could I pleas

From: [Redacted]
To: [Redacted]
Cc: [Redacted]
Date: 28/11/2016 13:57
Subject: RE: Lunch menu for tomorrow (Tues)

Regarding food,

First Minister isn't a huge fan of seafood or mushrooms. Thus, for her could I please order:

- Carrot and Orange Soup
- Grilled Chicken (no mushrooms in sauce if there were any)

For the remaining three, could I please just order:

- 2x Smoked Salmon, 1x Carrot and Orange Soup
- 1x Baked Salmon, 2x Grilled Chicken

Kind Regards,

[Redacted]

From: [Redacted]

Sent: 28 November 2016 12:21

To: [Redacted]

Cc: [Redacted]

Subject: Lunch menu for tomorrow (Tues)

Hi, [Redacted]

Further to my previous email - because time will be somewhat limited tomorrow (Tues) for the First Minister's lunch with the [Redacted], we took the liberty of obtaining the menu from the restaurant - so that the First Minister [Redacted] could make their choices in advance if they wished - and then the food will be ready as soon as the First Minister arrives in the restaurant. Can you let me know if you wish to proceed on this basis, please?

Thank you

[Redacted]

From: [Redacted]

Sent: 28 November 2016 16:26

To: [Redacted]

Cc: [Redacted]

Subject: Revised attendees for meeting with First Minister

Hi, folks

Apologies for the late notice on this. There have been two changes to the list of attendees for the meeting between the First Minister and the Dáil political parties/groups tomorrow, as follows:

- Deputy Mary Lou McDonald (deputy leader of Sinn Féin) will attend instead of Deputy Gerry Adams; and

- Deputy Brendan Howlin (leader of the Labour Party) will attend instead of Senator Ivana Bacik;

I have attached a revised list of the attendees, with the changes listed in red.

Thank you

[Redacted]

From: [Redacted]
Sent: 29 November 2016 11:14
To: [Redacted]
Subject: RE: FM lunch and meeting tomorrow (Tues) Leinster House

That's great, thanks for that, [Redacted].

Thank you
[Redacted]

From: [Redacted]
To: [Redacted]
Date: 29/11/2016 10:25
Subject: RE: FM lunch and meeting tomorrow (Tues) Leinster House

Hi [Redacted],

Could the First Minister have [Redacted] (her Spad) beside her in meeting. [Redacted]and [Redacted]can easily just sit behind as you set out – thanks for asking and confirming.

It may well be depending on circumstances that I replace [Redacted] in that meeting, but I will let you know beforehand.

Kind Regards,
[Redacted]

From: [Redacted]
Sent: 28 November 2016 16:37
To: [Redacted]
Subject: RE: FM lunch and meeting tomorrow (Tues) Leinster House

Hi, [Redacted]. Sorry to be on bugging you AGAIN. For the meeting with the Dáil political parties/groups in Room 2 tomorrow (Tues) - will [Redacted], [Redacted]and [Redacted] be sitting at the table with the First Minister, or do you want them to be sitting behind her? (Because of the way the room is, if they are sitting behind the First Minister, they will still be close to her, so she can confer with them at any point if she wishes to.) Or equally, the First Minister could have one person sitting with her, and the other two sitting behind her, whatever suits.

Thank you
[Redacted]

From: [Redacted]
Date: Wednesday 5 October 2016 12:38
To: [Redacted]
Subject: First Minister - IIEA Invite

Hi [Redacted],

Just saw that you've invited FM to speak when she is over before the end of the year. The FM's proposed programme is already looking pretty full for that visit, so unfortunately I

don't think it will be possible on this occasion. A formal letter from her private office should hopefully make its way to you in due course.

[Redacted]
See you soon.

Cheers,
[Redacted]

From: [Redacted]
Sent: 14 October 2016 15:42
To: [Redacted]
Subject: RE: Lunch / Catch up

Hi [Redacted],

The programme still in draft options form with FM's Office, and we won't have a clear sense of her preferences until she (and her team) emerge from the party conference in Glasgow this weekend.

What we do know is that the programme will be structured around three or four fixed set pieces that respond to invitations.

[Redacted] and I are due to meet on Tuesday afternoon, and we've agreed to discuss detail then, with a view to working out where best to situate our work with BICC and [Redacted] input to one of the events.

Is that ok for now?

[Redacted]

From: [Redacted]
Sent: 13 October 2016 15:34
To: [Redacted]
Subject: Re: Lunch / Catch up

Hi [Redacted],

Touching base to see, please, if the draft proposal for the FM's programme has been finalised? Keen to get the outline of an event into planning, Chamber voices engaged and venue options explored. It's a busy date.

Thanks.
Kind regards,
[Redacted]

From: [Redacted]
Sent: 19 October 2016 14:37
To: [Redacted]

Cc: [Redacted]
Subject: Scottish/Irish Collaboration

[Redacted],

Many thanks for the meeting earlier today. We have a busy and exciting shared agenda.

To recap and sum up:

[out of scope]

28/29 November - the First Minister will visit Dublin. I will make sure BICC is included in the list of orgs invited to the IBEC breakfast. We also discussed a possible dinner, hosted by the Provost of TCD, focusing on the theme of structured collaboration between our Universities and research institutes. [Redacted] and I would follow up on this and take stock before the end of the week. [out of scope].

[out of scope].

[Redacted]

From: [Redacted]
Sent: 17 November 2016 11:41
To: [Redacted]
Subject: RE: GlobalScot Request

[Redacted]

Thank you for the emails. I would be available on the 29th if there was an opportunity to attend the event.

Outside the First Minister visit I would be keen to meet anyway to see what assistance I can provide your initiative.

[out of scope]

Regards

[Redacted]

From: [Redacted]
Sent: 17 November 2016 10:33
To: [Redacted]
Cc: [Redacted]
Subject: Re: GlobalScot Request

Hello [Redacted],

I am sorry it had taken a few days to respond. As you can imagine, my small team here is now immersed in preparation for the visit of the First Minister. [out of scope].

On the visit, there is perhaps one event during her programme that would be particularly interesting. The FM will address an event at IBEC on the morning of 29 November - start time 0745. The event will comprise a private breakfast with some 12-15 invited guests, and a bigger event with the IBEC member organisations, where the FM will address up to 120 CEOs on her vision for the Scottish economy, and the environment for business.

Beyond the visit, I would greatly value the opportunity to meet, and brief you on what my office is working on. As you say below, I would be very interested in exploring how we might work with you - as a GlobalScot - in the future.

Please do let me know if you think you might be able to attend the event on the 29th at the IBEC offices in Dublin, and I will talk to our hosts about your inclusion.

[Redacted]

From: [Redacted]
Sent: 28 November 2016 08:05
To: [Redacted]
Cc: [Redacted]
Subject: Media in Embassy - 29 November

Hi [Redacted] et al,

Tomorrow afternoon, the First Minister will be undertaking some short media interviews in the downstairs conference room.

Could I therefore add these names to the guest list for tomorrow afternoon please (From 2:30) – they have all been told to bring ID, and I will escort them throughout. With the exception of the BBC guys they will all be arriving on foot.

STV: [Redacted]
BBC: [Redacted] (Mercedes Vito, [Redacted])
ITV Border: [Redacted]

Thanks,
[Redacted]

From: [Redacted]
Sent: 20 October 2016 11:26
To: [Redacted]

Cc: [Redacted]

Subject: Departure times for airport

Hi [Redacted],

Thinking through timings for my First Minister.

If she was catching a 2.25pm flight from Dublin back to Scotland on 29 Jan, could she leave central Dublin (Leinster House) at 1300 and get to the airport in good time? We will book VIP facilities for her.

Ta ☺

[Redacted]

From: [Redacted]

Sent: 08 November 2016 12:36

To: [Redacted]

Cc: [Redacted]

Subject: RE: First Minister Visit - Recce and Programme

No worries [Redacted]. I will contact VIP and the AGS this afternoon. I am available any time to chat through.

I should be ok to do the whole recce on Thursday but good to have you or [Redacted] along too so there is at least one other person who knows what's what in case I'm pulled elsewhere prior to the visit itself ☺

[Redacted]

From: [Redacted]

Sent: 08 November 2016 12:13

To: [Redacted]

Cc: [Redacted]

Subject: RE: First Minister Visit - Recce and Programme

Hi [Redacted],

That is all great, thank you!

Could we give you a call slightly later this afternoon please? We have just had an urgent briefing request in for an event in Scotland taking place tonight...

Put a few further comments to your comments – be great to chat over the phone later though.

Thanks,

[Redacted]

From: [Redacted]
Sent: 08 November 2016 10:47
To: [Redacted]
Cc: [Redacted]
Subject: RE: First Minister Visit - Recce and Programme

Hi [Redacted], thanks for this. Yes, happy to chat whenever suits you. I have put some comments in the body of your text. I have amended the timings a bit. I have over compensated travel times in the city centre which allows a bit of a buffer if the (now shorter looking meetings) run over. This is a good tactic to help keep to time!

I can arrange (or get!) sandwiches for the car as there will be no time for a 'proper' lunch! Numbers and dietary requirements needed. **I will have an answer on this for you by our chat this afternoon.**

For the recce I will drive up and meet the delegation at the airport. If you are able to join we could meet you at the Embassy and you can stay until we depart for the airport. I will see them off.

[Redacted]

From: [Redacted]
Sent: 08 November 2016 18:39
To: [Redacted]
Cc: [Redacted]
Subject: RE: Transport - 28/29 November

Thanks [Redacted],

[Redacted]– just to emphasise that this is for a high level visitor, so unless there is a competing senior/VIP in town on those days I think we have a reasonable case for priority use of both vehicles.

[Redacted]– does this sound reasonable?

Best wishes,

[Redacted]

From: [Redacted]
Sent: 08 November 2016 18:29
To: [Redacted]
Subject: Transport - 28/29 November

Hi [Redacted],

As discussed, could I confirm/check please whether the two embassy MPVs are still available on 28/29 November?

If they are, could I get proposed costs for:
2 x Driver(s) for the Embassy MPVs for 2 days – Think you mentioned it was an hourly cost.

As an alternative, and appreciating that one of the MPVs may well be unavailable, could we also have quotes for hire of an additional car and driver please?

Thanks, and have a good evening,
[Redacted]

From: [Redacted]
Sent: 09 November 2016 11:05
To: [Redacted]
Cc: [Redacted]
Subject: RE: Scottish FM Recce Visit Thursday 10th November

Thanks [Redacted], that's fine.

[Redacted]

From: [Redacted]
Sent: 08 November 2016 16:41
To: [Redacted]
Cc: [Redacted]
Subject: Scottish FM Recce Visit Thursday 10th November

[Redacted], please find attached the draft programme for the SFM recce on Thursday. I understand that you had confirmed the Merc MPV with [Redacted]– could you advise who will be driving please.

The MPV will go to the airport empty. I will meet up at the airport and from there be with the recce throughout.

Thanks

[Redacted]

From: [Redacted]
Sent: 09 November 2016 17:16
To: [Redacted]
Cc: [Redacted]
Subject: RE: Recce Visit Programme - Dublin - 10 November

Thanks [Redacted]. Update on AGS – the Liaison Office is flat out tomorrow (something to do with the 70+ delegation using the VIP suite I think! [Redacted]. I should have further details later this eve/tomorrow morning.

[Redacted]

From: [Redacted]
Sent: 14 November 2016 16:39
To: [Redacted]
Cc: [Redacted]
Subject: RE: Dublin Hotels

Thanks [Redacted]and will do.

If you could remind me of names & titles in the delegation when known so that I can start work on the transport plan that would be great.

[Redacted]

From: [Redacted]
Sent: 14 November 2016 15:16
To: [Redacted]
Cc: [Redacted]
Subject: RE: Dublin Hotels

Spook! Just also sent you a note.....

Many thanks for this – given low availability, do you think it would be possible to get a hold on a few rooms at the [Redacted]just while it's run past FM?

Best,
[Redacted]

From: [Redacted]
Sent: 08 November 2016 12:58
To: [Redacted]
Cc: [Redacted]
Subject: VIP Visit 28 - 29 November

Hi, I would like to advise that we are expecting a VIP visit 28-29 November and request AGS support. The programme for the Visit is outlined below:

MONDAY 28th NOVEMBER

09:40 Arrive at Dublin Airport.

10:30 – 11:15 British Embassy, Ballsbridge

- **11:15 – 12:00** Comms Slot (RTE tbc)

12:30 – 14:00 Áras an Uachtaráin, Phoenix Park

14:30 – 15:15 SSE Ireland Headquarters, Sandyford

15:30 – 16:30 Leinster House

16:30 – 17:30 Hotel, Central Dublin

17:30 – 18:30 Iveagh House, St Stephen's Green

18.45 – 20:15 Honorary Patronage Ceremony, Trinity College Dublin

20:15 – Close Dinner Options

TUESDAY 29th NOVEMBER

07.15 – 07:45 IBEC Head Office, Lowe Baggot Street

08:00 – 08:45 IBEC Business Event

09:00 – 09:45 British Embassy

10:00 – 12:00 Address to the Seanad

12:00 Depart Central Dublin for airport

We are planning a recce visit this Thursday, 10th November and would welcome a representative to join if possible. The draft Recce programme is below. Due to time constraints we have not included the Aras. If a representative is not available for the whole recce we could meet to discuss the visit at the Embassy around 1115.

09:45 ETA Dublin Airport

10:10 Dublin Airport VIP Suite

11:00 British Embassy

12:00 IBEC Head Office, 84-86 Lower Baggot Street

12:45 Trinity College Dublin

13:30 Westbury and/or Westin Hotels

14:30 Leinster House

15:45 SSE Offices, Sandyford

18:00 ETD Dublin Airport

Happy to discuss further on the phone.

Kind regards,

[Redacted]

From: [Redacted]
Sent: Monday, November 14, 2016 3:12 PM
To: [Redacted]
Cc: [Redacted]
Subject: FW: Recce Visit Programme - Dublin - 10 November

Hello [Redacted]

It was a pleasure to meet you last week in Dublin, for our whirlwind tour of proposed venues. Thank you for looking after us, and keeping us all in check!!!

Looping [Redacted] into this note. [Redacted] arrived in the team today to add some resource through to next Summer, and will be picking up the logistical aspects of the visit.

I promised to come back to you asap in relation to some of the points we discussed:

[out of scope]

VIP – also discussed the airport experience and agree that it would be beneficial to use the VIP procures to ease the potential impact on programme timings, and to generally smooth the arrival/departure processes. Again, I think 3 or 4 in the direct travelling party. [Redacted] this would need to be added to submission in terms of costs.

Dietaries – FM tends not to eat fish, shellfish, courgettes, mushrooms and peppers so it would be helpful if dietaries could be shared with the relevant organisations and, of course, the President's staff.

I'm sure there will be many more things to discuss, but just wanted to get these off to you first.

Best wishes

[Redacted]

From: [Redacted]
Sent: 17 November 2016 17:47
To: [Redacted]
Cc: [Redacted]
Subject: RE: Submission - FM Proposed Visit to Dublin - 28/29 November 2016

I will take a closer look at this tomorrow and discuss with our drivers. Based on our experience during the recce re SSE I agree. Will get back to you tomorrow.

[Redacted]

From: [Redacted]
Sent: 17 November 2016 17:04
To: [Redacted]
Cc: [Redacted]
Subject: Fw: Submission - FM Proposed Visit to Dublin - 28/29 November 2016

[Redacted],

I've just come from a walk through of the programme with DFA protocol.

They (I think with some justification) have pointed out that the transit times in the middle part of Day1 (RTE Studios - Aras - SSE - Leinster House) is very tight. They estimate that the 20 - 30 minute transit between SSE and Leinster House is not possible.

Any thoughts on that? My instinct is that our transfers between RTE - Aras - SSE are ok (granted no slippage at Aras. But I tend to agree with them on SSE - Leinster House.

[Redacted]

From: [Redacted]

Sent: 17 November 2016 17:58

To: [Redacted]

Cc: [Redacted]

Subject: RE: Westin Dublin Visit

Thanks [Redacted].

[out of scope]

It would be helpful if you could provide me with a full list of names/titles for the delegation and where they plan to overnight? I know there have been a few email exchanges but it would be good to have a consolidated list so that no one slips off the radar.

Also, as mentioned in today's telecon – a list of who goes where will help me in compiling the transport plan. We also need to decide if a 7 seater MPV is required as the VIP vehicle.

Many thanks

[Redacted]

From: [Redacted]

Sent: 17 November 2016 16:54

To: [Redacted]

Cc: [Redacted]

Subject: FW: Westin Dublin Visit

Hi [Redacted]

[out of scope]

Could you make the necessary bookings? And once you have a reference number, I can get our SG travel agent to take them over and make payment direct – hope that works for you?

Best,

[Redacted]

From: [Redacted]

Sent: 22 November 2016 15:42

To: [Redacted]

Cc: [Redacted]

Subject: RE: SFM 28 November - room and catering request

Thanks [Redacted], everyone in the delegation will be coming to BE and I will include them all in the meeting with HMA (unless advised otherwise ([Redacted]?). Due to numbers I suggest we use the Conference room (also easier for access/leaving phones etc). I will book now and arrange catering.

First Minister

[Redacted] Private Secretary
[Redacted], Security Liaison Officer
[Redacted], Special Advisor
[Redacted], Senior Visits and Events Manager
[Redacted], Comms First Minister
[Redacted], Comms Officer
[Redacted], Scottish Government Officer
[Redacted], First Secretary, Scottish Affairs Dublin
[Redacted], Scottish Affairs Dublin

[Redacted]

From: [Redacted]
Sent: 22 November 2016 15:28
To: [Redacted]
Cc: [Redacted]
Subject: SFM 28 November - room and catering request

[Redacted],

HMA is going to meet SFM (and delegation?) in the downstairs conference room on Monday 28 Nov at 10.30am, or shortly thereafter) Please advise the numbers sitting in on this meeting (PS/SPADS etc) and include this requests (room/tea/coffee) to Interserve along with your other requests for this visit.

If there is preference to hold the meeting in HMA Office then this is fine but we would still need catering from Interserve.

Kind regards,
[Redacted]

From: [Redacted]
Sent: 25 November 2016 10:41
To: [Redacted]
Cc: [Redacted]
Subject: Car 3 - Monday 28 November

[Redacted],

These are the movements that require Car 3 for on Monday. The address of the SSE is South County Business Park, Red Oak South, Carmanhall and Leopardstown, Dublin 18. I am aware there is a max of 2 passengers however, I still think we should have an MPV 'just in case'.

1430	Car 3	SSE HQ	Leinster House	SL
------	-------	--------	----------------	----

			(Merrion Street)	
1700	Car 3	[Redacted]	Leinster House (Merrion Street)	RD, SL
1800	Car 3	Leinster House (Merrion Street)	Trinity	RD, SL

[Redacted]

From: [Redacted]
Sent: 27 November 2016 19:55
To: [Redacted]
Cc: [Redacted]
Subject: RE: Slightly Updated Car Plan

Thanks [Redacted], difficult for me to say as I am unsure what has been changed but safe to say, cars will be going from A to B and plenty of seats so the onus is on the delegation to make sure they get in the car they need to!

I can send this to print (this evening) in the booklet format – if you can collect from [Redacted] printer in Chancery in the morning and make sure the drivers etc have the latest version and if [Redacted] can bring up copies to bring to the airport - if no time I can pick up when we come the Embassy at 1030.

Can you print off the interlocutors contact numbers please so you/I can call ahead when on the move.

Best of luck – lot of hard work but it will be fab 😊

[Redacted]

From: [Redacted]
Sent: 27 November 2016 17:37
To: [Redacted]
Cc: [Redacted]
Subject: Slightly Updated Car Plan

Hi [Redacted],

We spoke through the car plan today with [Redacted]– he has tried to reflect changes in below document. Does this all look ok still to you?

Thanks,

[Redacted]

From: [Redacted]
Sent: 08 December 2016 15:28
To: [Redacted]
Cc: [Redacted]
Subject: RE: Charging instructions

Hi [Redacted]

Attached please find the invoice/payment request we received in relation to transport costs.

When we receive your PO, we will process the payments and charge back to Scottish Government using the PO reference provided.

Many thanks

[Redacted]
Finance Manager

From: [Redacted]
Sent: 02 December 2016 15:24
To: [Redacted]
Cc: [Redacted]
Subject: RE: Charging instructions

Hi [Redacted],

Copying in [Redacted] and [Redacted] – The costs of the First Minister's visit will stem from their budget. They won't be in the office until start of next week (today is a privilege holiday in SG unfortunately), but I'll phone them up to confirm details then.

Kind Regards,
[Redacted]

From: [Redacted]
Sent: 02 December 2016 15:20
To: [Redacted]
Subject: Charging instructions
Importance: High

Hi [Redacted]

I have two invoices for transport costs for Scottish First Minister's visit this week. Do you have charging instructions for same?

Rt Hon Nicola Sturgeon MSP
First Minister of Scotland



Scottish Government
Riaghaltas na h-Alba
gov.scot

St Andrew's House, Regent Road, Edinburgh EH1 3DG
T: 0300 244 4000

Mr Enda Kenny TD
An Taoiseach
Irish Government
Government Buildings
Merrion Street
Dublin, Ireland

6 November 2016

Dear Enda

I am very much looking forward to the next British-Irish Council Summit in Cardiff later this month, and to visiting Dublin the following week.

Both occasions offer the opportunity for open and frank discussion about how we can continue to build on the very positive relations that exist between the peoples of these islands. I know that the relationship between our own two countries will continue to grow in the coming years, no matter the challenges we face.

I would welcome the opportunity to meet again during the forthcoming BIC Summit in Cardiff. Should your diary permit, I would also be delighted to meet you while I am in Dublin on 28 – 29 November.

My officials would be happy to explore with your office whether a suitable time can be found for us to meet. The appropriate contact is [REDACTED] Diary Secretary to the First Minister, by email on Firstminister@gov.scot.

I look forward to visiting Ireland and hope that we have the opportunity to meet.

Nicola Sturgeon

NICOLA STURGEON