

6 June 2018

18:00 - 20:00 Copy: Gin Reception -- Garden Lobby

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18:00 - 19:30 FMQ Prep – [redacted]. Edinburgh

Hi all

New recurring invite for Wednesday FMQ Prep for your calendars.

Grateful if anyone no longer attending can let me know so I can remove you from future invites.

Thanks

[redacted]

Assistant Diary Secretary to the First Minister

5th Floor | St Andrew's House | Regent Road | Edinburgh | EH1 3DG|

[redacted]

7 June 2018

12:30 - 13:30 FW: Travelling Cabinets 2018: Project Board Meetings -- Room 4E.01, SAH

-----Original Appointment-----

From: Ministerial Meetings (Cabinet Secretariat)

Sent: 20 March 2018 17:37

To: Ministerial Meetings (Cabinet Secretariat); Hynd JS (James); [redacted]; DL SPADS Admin; [redacted]

Cc: [redacted]

Subject: Travelling Cabinets 2018: Project Board Meetings

When: Occurs every Thursday effective 12/04/2018 until 25/10/2018 from 12:00 to

13:00 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.

Where: Room 4E.01, SAH

Updated 17 July to remove [redacted]

and add [redacted].

Thanks, [redacted]

-----  
Updated 4 June – Hi [redacted]– I'm inviting you to the whole series as easier to send than separate invites. [redacted] thought it might be good for you to come along to the meetings in the run up to the Cumnock event on 18 June to see Comms involvement in the meetings. You can just then delete any invites following 27 August.

To remove: [redacted]

Thanks, [redacted]

-----  
To remove Mr FitzPatrick – somehow he has managed to attach to the series of meetings.

Thanks, [redacted]

-----  
Updated 12 April to add [redacted].

Thanks, [redacted]

-----  
Updated 12 April – to add [redacted].

Thanks, [redacted]

-----  
Updated 11 April – to add [redacted].

Thanks, [redacted]

-----  
Updated 21 March – to add [redacted].

Thanks, [redacted]

-----  
Good Afternoon

Please accept this series of weekly project board meetings for this year's Travelling Cabinets.

Depending on room availability these meetings may change weekly.

Any meetings not required will be deleted separately.

Many thanks, [redacted]

20 March 2018

12:45 - 13:15 FMQ de-brief – [redacted], Edinburgh

16:00 - 20:00 Go to Aberdeen

21:00 - 23:00 Conference dinner -- [redacted], Aberdeen

Pushed back given we're all still in Edinburgh!  
It's fine if we're a bit later than this too.

8 June 2018

00:00 - 00:00 SNP spring conference – Aberdeen

20:15 - 22:45 Dinner at [redacted]

[redacted] restaurant booked for you this eve! (In Liz's name) It's BYOB so enjoy ☐

P.s. They have another big table booked at 8.30 so wanted to stagger arrivals

–

please can the majority arrive as close to 8.15 as poss!

13 July 2018

All Day Summer Recess

15:00 - 15:30 [redacted]

14 July 2018

All Day Summer Recess

Please See Above

15 July 2018

All Day Summer Recess

Please See Above

17 July 2018

All Day Summer Recess

11:00 - 11:45 FM Comms catch-up -- 4R.02, SAH

To look ahead to FM comms activity.

[redacted]

Deputy Private Secretary to the Special Advisers' Office

4N.05

St. Andrew's House

[redacted]

All e-mails and attachments sent by the Special Advisers' Private Office to another

official on behalf of Special Advisers relating to a decision, request or comment

made by a Special Adviser, or a note of a meeting with Special Advisers must be

filed appropriately by the primary recipient. The Private Office does not keep official reports of such e-mails or attachments.

11:30 - 11:50 Liz Lloyd & Perm Sec (regular catch up) -- 1N.07, SAH

Liz,

Resending invites for your regular catch up with Perm Sec.

Let me know if you need to adjust the timings of any of the future meetings.

[redacted]

Moving back to Monday's original time. Hopefully this now appear in Liz's diary each week.

Thanks,

[redacted]

Putting 20 minutes in the diary on a weekly basis for now, the meeting only needs to take place when required.

Thanks,

[redacted]

13:00 - 13:15 Catch up with [redacted]-- Phone call

[redacted] to call Liz on [redacted]

15:00 - 15:30 1500-1530 Meeting between Liz and Christina McKelvie -- 1W.11, SAH

Liz

Grateful if this could be accepted into your calendar please.

Kind regards,

[redacted]

Assistant Private Secretary to the Minister for Older People and Equalities

The Scottish Government | St Andrews House | Regent Road | Edinburgh |

EH1 3DG

[redacted]

Please see the [Ministerial Preferences](#) which may be of assistance to you.



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16:00 - 18:00 Mobama prep

18:00 - 00:00 In conversation with Michelle Obama -- EICC

Arrival 6pm

Drinks

Seated by 7pm

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Black Tie

2 forms of ID (one photo)

-----  
[redacted]

18:00 - 23:00 Obama dinner – EICC

18 July 2018

All Day Summer Recess  
Please See Above

10:00 - 11:00 HQ - National Assemblies

12:30 - 14:00 [redacted]

14:00 - 14:45 BiFab meeting -- 2N.14 (Fiona Hyslop's office)

[redacted] Senior Media Manager  
Communications  
Scottish Government, St Andrew's House  
[redacted]@ScotGov | gov.scot

14:00 - 14:30 Bifab

16:00 - 16:40 [redacted] visit to Scotland & mtg with FM -- [redacted]to call Liz on  
landline [redacted]

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19 July 2018

All Day Summer Recess

Please See Above

11:00 - 11:30 Catch up with [redacted]-- 4E.01a

12:00 - 13:00 Canceled: Travelling Cabinets 2018: Project Board Meetings -- Room 4E.01, SAH

-----Original Appointment-----

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Thanks, [redacted]

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Updated 12 April – to add [redacted].

Thanks, [redacted]

-----  
Updated 11 April – to add [redacted].

Lloyd E (Elizabeth) 5 31/01/2019 16:48

19 July 2018 Continued

Thanks, [redacted]

-----  
Updated 21 March – to add [redacted].

Thanks, [redacted]

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Good Afternoon

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Many thanks, [redacted]

20 March 2018

13:00 - 13:40 Weekly call on FM's visit to [redacted]-- 2-H22

Agenda (grateful for any update or suggestions):

[redacted]

UK LocalCall Dial-In Number: [redacted]

UK LocalCall Dial-In Number: [redacted]

Toll-Free Dial-In Number: [redacted]

Std International Dial-In Number: [redacted]

16:00 - 17:00 Possible FM Visit to [redacted]-- VQ - 3E-95

Below are details of the room that this meeting will take place in and the dial in details.

3E-95 and conf line booked.

UK Local Call Dial-In Number: [redacted]

Std International Dial-In Number: [redacted]

) (To be used by all participants, and the leader, for an International Conference Call – e.g. for calls with our overseas offices.)

[redacted] (Victoria Quay

[redacted]

Sorry about this, but could I push this back by an hour to allow key [redacted] personnel to attend, otherwise we are into August before everyone is available again.

[redacted]

Dear all,

Could I ask you all to accept this initial meeting to discuss the above possible visit by the FM in October.

I shall confirm the room, and dial in details asap.

Thanks,

[redacted]

## **Minutes**

**Planning Meeting, 16:00-17:00 19 July 2018**

**First Minister's Visit [redacted]**

**[redacted]**

### **1. Roles and Responsibilities**

#### **FMPO (FM/PS x2/SpAd)**

FM Travel and Accommodation Arrangements  
[redacted]

#### **Comms (x1)**

Consider visit plans and draft Comms plan  
Drafting Press Releases/news pieces  
Social Media plan (before, during and after)  
Comms travel and accommodation

#### **Visits and Events (x2 in advance)**

Logistics for FM/PS/SLO  
Car Plans  
Operational Notes  
Gift plan  
V&E travel and accommodation

#### **[redacted]**

Plan visits and Events  
Policy support to FM  
Briefing for visit and individual events  
[redacted] travel and accommodation

### **2. Dates/Length of Visit**

[redacted]

### **3. Logistics [redacted]**

[redacted]

### **4. Size of First Minister's Party**

[redacted]

### **5. Itinerary**

[redacted]

### **6. IT Support Available**

[redacted]

**Comms support**

7. One Comms person will travel as part of the FM's delegation. Comms will draft Media plan and liaise with [redacted]. They will also draft PR's and News pieces before, during and after the visit. Will also draft Social Media plan.

### **Briefing Requirements**

[redacted]

### 9. **AOCB**

FMPO will provide information on FM's dietary requirements.

[redacted]

Comms and [redacted] to meet to discuss Comms for the visit.

Consideration to be given to setting up a Project Board for the visit.

### 10. **Next Meeting**

Decided to hold weekly meetings for updating.