

20 August 2018

All Day Summer Recess

09:00 - 10:00 Review -- 3W.01 or by telephone (details in main body of calendar invite)

At this morning's meeting it was agreed to move these meetings to first thing in the morning.

Kind regards

[redacted]

PA – Director of Communications, Ministerial Support & Facilities

Scottish Government

3W

St Andrew's House

Regent Road

Edinburgh EH1 3DG

Tel: [redacted]

Email: [redacted]

My working pattern is Monday to Thursday

Do you really need to print this email?

10:00 - 11:00 Special Advisers' Strategy Meeting -- Conference Room A, St. Andrew's House

Dear all,

As David is moving offices, I'm sending this meeting request for the weekly strategy

meeting from our admin account. Please accept this into calendars and a cancellation will come from David shortly for the series set up from his account.

DIAL-IN [redacted]

CONFERENCE PASSCODE: [redacted]

Kind regards,

[redacted]

Deputy Private Secretary to the Special Advisers' Office

Scottish Government

St Andrew's House, 4N.05

Regent Road

Edinburgh

EH1 3DG

[redacted]

15:30 - 16:00 Canceled: Catch up - Liz and [redacted]-- 4E.01a

Deleting this series of meetings – a new one will be set up in due course

[redacted]

17:00 - 18:00 Ali Smith

18:00 - 22:30 Hold - Hosting Book Festival guests at [redacted], Edinburgh

21 August 2018

All Day Summer Recess
Please See Above

09:00 - 10:00 Review -- 3W.01 or by telephone (details in main body of calendar invite)

At this morning's meeting it was agreed to move these meetings to first thing in the morning.

Kind regards

[redacted]

PA – Director of Communications, Ministerial Support & Facilities

Scottish Government

3W

St Andrew's House

Regent Road

Edinburgh EH1 3DG

Tel: [redacted]

Email: [redacted]

My working pattern is Monday to Thursday

Do you really need to print this email?

18:00 - 19:30 Edinburgh's Festivals Reception - Briefing requested COP 14 Aug -- [redacted], Edinburgh

22 August 2018

All Day Summer Recess
Please See Above

09:00 - 10:00 Review -- 3W.01 or by telephone (details in main body of calendar invite)

At this morning's meeting it was agreed to move these meetings to first thing in the morning.

Kind regards

[redacted]

PA – Director of Communications, Ministerial Support & Facilities

Scottish Government

3W

St Andrew's House

Regent Road

Edinburgh EH1 3DG

Tel: [redacted]

Email: [redacted]

My working pattern is Monday to Thursday

Do you really need to print this email?

20:00 - 22:00 Midsummer x2

23 August 2018

All Day Summer Recess
Please See Above

09:00 - 10:00 Review -- 3W.01 or by telephone (details in main body of calendar invite)

At this morning's meeting it was agreed to move these meetings to first thing in the morning.

Kind regards

[redacted]

PA – Director of Communications, Ministerial Support & Facilities

Scottish Government

3W

St Andrew's House

Regent Road

Edinburgh EH1 3DG

Tel: [redacted]

Email: [redacted]

My working pattern is Monday to Thursday

Do you really need to print this email?

09:00 - 09:30 Travel Clinic – [redacted]

11:00 - 12:00 FW: Meeting with Liz Lloyd -- 2N.12, SAH

[redacted]

Just been made aware that Liz is unable to attend the meeting today.

Could you let me know if Liz is available on the 28th Aug, could do 12pm or 1pm?

Many Thanks,

[redacted] Assistant Private Secretary to Minister for Energy, Connectivity and

Islands

The Scottish Government | Web: www.gov.scot

Tel: [redacted] | Email: MinisterECI@gov.scot

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

From: [redacted] On Behalf Of Minister for Energy, Connectivity and the Islands

Sent: 30 July 2018 11:11

To: Minister for Energy, Connectivity and the Islands;

[redacted]

Cc: Lloyd E (Elizabeth)

Subject: Meeting with Liz Lloyd

When: 23 August 2018 11:00-12:00 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.

Where: 2N.12, SAH

[redacted]

Confirmed in the diary, if there are any particular talking points that Liz wants to cover,

please send through a quick briefing by 16th August.
Regards,
[redacted]

12:00 - 13:00 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 Canceled: FMQ de-brief – [redacted], Edinburgh

13:15 - 13:55 Weekly call on FM's visit to [redacted] -- VQ 2H-22
Slightly postponed call today (13:15)!

[redacted]

24 August 2018

All Day Summer Recess
Please See Above

All Day Liz using room

09:00 - 10:00 Review -- 3W.01 or by telephone (details in main body of calendar invite)

At this morning's meeting it was agreed to move these meetings to first thing in the morning.

Kind regards

[redacted]

PA – Director of Communications, Ministerial Support & Facilities

Scottish Government

3W

St Andrew's House

Regent Road

Edinburgh EH1 3DG

Tel: [redacted]

Email: [redacted]

My working pattern is Monday to Thursday

Do you really need to print this email?

14:00 - 15:00 FW: Drinking Water Shortage SGoRR (O) 14:00 24th of August -- SGoRR or dial in

Forwarding to Liz Lloyd & Colin McAllister in David's absence.

[redacted] DPS/SpAds

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

From: SGoRR Information

Sent: 20 August 2018 14:42

To: SGoRR Information; [redacted]; NoS

RRP; EoS RRP; WoS RRP; [redacted]

[redacted]; Critical Infrastructure Resilience

Unit; [redacted]; Ditchburn L (Liz); [redacted]'; Wilson F (Fiona) (Resilience);

[redacted]; Miller D (David); Higgins K (Kate); [redacted];

Scottish Government Health Resilience Unit; [redacted]

Cc: Director for Children and Families

Subject: Drinking Water Shortage SGoRR (O) 14:00 24th of August

When: 24 August 2018 14:00-15:00 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.

Where: SGoRR or dial in

Dear All

DRINKING WATER SHORTAGE

A drinking water shortages SGoRR(O) chaired by [redacted] has been scheduled for Friday at 14:00 to consider the impacts and update.

Date and time: 14:00 Friday 24 August

Location: SGoRR (Edinburgh) or dial in

[redacted]

Important:

Please confirm by return email whether your organisation and/or Scottish Government policy area will be attending. If so – please also confirm name of the person attending and whether attendance will be in person or via teleconference.

The teleconference details are:

Telephone: [redacted]

Participants Code: [redacted]

Teleconference protocol:

For those dialling in please ensure you are on the line at least 10 minutes before the conference begins. At the start of the meeting the Chair will do a 'Teleconference Roll Call' to confirm the names of the participants who have joined the call. The Chair will also ask participants in the room to introduce themselves.

Key etiquette:

- Introduce yourself when speaking so everyone knows who it is
- Please mute your handset when you are not speaking.

If your microphone is not muted, please take care not to rustle paper, type or make a noise that might disturb the call

14:15 - 15:00 Comms meeting -- 3W.01 or dial in

Change of time to accommodate SCS call at 2pm

Hi All

Could we meet/dial in to discuss the media queries received and agree responses and next steps?

Barbara

25 August 2018

All Day Summer Recess
Please See Above

09:30 - 10:00 National Assembly

11:00 - 12:00 FW: Comms Call -- 3W.01

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

From: Director Communications, Ministerial Support & Facilities

Sent: 24 August 2018 17:44

To: Director Communications, Ministerial Support & Facilities; [redacted];

Cackette PH (Paul); Richards N (Nicola); Nicolson S

(Stuart) Special Adviser; [redacted];

Permanent Secretary

Cc: [redacted]

Subject: Comms Call

When: 25 August 2018 11:00-12:00 (UTC+00:00) Dublin, Edinburgh,
Lisbon, London.

Where: 3W.01

Sensitivity: Private

Dial in details [redacted]

Participant Code [redacted]

SAH attendees will chair on [redacted]

Barbara

15:30 - 16:30 Anna Nicholson: Woman of the YEar

Just The Tonic at the Caves (Just The Spare Room)

16:30 - 17:30 Comms Meeting -- 3W.01

20:30 - 21:30 Brett Anderson -- Book Fest

26 August 2018

All Day Summer Recess
Please See Above

11:00 - 12:00 Comms Meeting -- 3W.01

13:00 - 14:30 1pm The Guilty Feminist - Udderbelly, Mcewan Hall
180:2155862
Transaction Ref:
[redacted]
See GMAIL - Bookings

16:30 - 17:30 Comms Meeting -- 3W.01

27 August 2018

All Day Summer Recess
Please See Above

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Kind regards

[redacted]

PA – Director of Communications, Ministerial Support & Facilities

Scottish Government

3W

St Andrew's House

Regent Road

Edinburgh EH1 3DG

Tel: [redacted]

Email: [redacted]

My working pattern is Monday to Thursday

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10:00 - 11:00 Special Advisers' Strategy Meeting -- Conference Room A, St. Andrew's House

Dear all,

Dear all,

As David is moving offices, I'm sending this meeting request for the weekly strategy

meeting from our admin account. Please accept this into calendars and a cancellation will come from David shortly for the series set up from his account.

DIAL-IN [redacted]

CONFERENCE PASSCODE: [redacted]

Kind regards,

[redacted]

Deputy Private Secretary to the Special Advisers' Office

Scottish Government

St Andrew's House, 4N.05

Regent Road

Edinburgh

EH1 3DG

[redacted]

11:00 - 11:30 Comms Call -- 3W.01 or dial in

15:30 - 16:00 Canceled: Catch up - Liz and [redacted]-- 4E.01a

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[redacted]

16:30 - 17:00 Comms Call -- 3W.01 or dial in