1 November 2017

17:30 - 19:00

FMQ Prep -- Parliament

Dear All,

FM has asked for Wednesday FMQ meetings to be earlier and in Parliament from now on.



2 November 2017

12:45 - 13:15

FMQ de-brief -- First Minister's Office, Parliament

6 November 2017

10:00 - 11:00

Special Advisers' Strategy Meeting -- Conference Room A, St. Andrew's House Dear all,

As 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 shortly for the series set up from his account.



from overseas)



Kind regards,

Deputy Private Secretary to the Special Advisers' Office Scottish Government St Andrew's House, 4N.05 Regent Road Edinburgh EH1 3DG

15:00 - 15:20

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

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.





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

Thanks,



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

Thanks,



15:30 - 16:00

Canceled: Catch up - Liz and 4E.01a Deleting this series of meetings - a new one will be set up in due course



7 November 2017

08:30 - 09:00

Pre-Cabinet Informal -- Room 4ER, St Andrew's House Location updated to 4ER for pre-Cabinet informal.

Updated 18 October - to change the location of pre-Cabinet informal (just for this week) to 4ER, St Andrew's House given that this is where the pre-Cabinet presentation will take place between 9:00-9:30. The Cabinet meeting itself will take place in 4E.01, St Andrew's House.

Thanks,

Updated 5 October - timing changed - teas and coffees will be available ahead of the pre-Cabinet presentation.

Thanks,

Updated 8 March - to add Thanks,

Hello

Please accept this series of weekly pre-Cabinet informal meetings from October to December 2017.

Many thanks,

24 February 2017

09:30 - 11:30

Cabinet Meeting -- 4E.01, St Andrew's House

Updated 18 October - to move location the location of Cabinet to St Andrew's House until February 2018 recess due to repairs being carried out at Bute House.

Thanks,

Updated 8 March – to remove and to add

Thanks,

Hi

Please accept this series of weekly Cabinet meetings from October to December 2017.

Many thanks,

24 February 2017

9 November 2017

12:45 - 13:15

FMQ de-brief -- First Minister's Office, Parliament

13 November 2017

10:00 - 11:00

Special Advisers' Strategy Meeting -- Conference Room A, St. Andrew's House Dear all,

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 shortly for the series set up from his account.

Kind regards

Deputy Private Secretary to the Special Advisers' Office

Scottish Government St Andrew's House, 4N.05 Regent Road Edinburgh EH1 3DG

14:00 - 15:00

FM Bonn Project Call -- Tele Conf Updated draft programme attached ahead of call.

Slot for call on Monday ahead of FM Bonn visit. Updated programme will follow prior to call.

| Int | ercall - |
|--|--|
| UK LocalCall Dial-In Number: | |
| UK LocalCall Dial-In Number: | |
| Toll-Free Dial-In Number: | |
| Std International Dial-In Number: | |
| Conference code: | C. T. C. |
| 1. Provide participants the date and time conference code. | e of the call, your dial-in number and your |
| Leader PIN: | |
| Dial-in Numbers | |
| Additional resources: | for more information, including a use list of phone commands and internat dial-in numbers. |



15:00 - 15:20

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.





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

Thanks

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

Thanks,

14 November 2017

09:00 - 09:30

Pre-Cabinet Informal -- 4E.01, St Andrew's House

Updated 18 October – to update the location of pre-Cabinet informal to 4E.01, St Andrew's House until February 2018 recess due to repairs being carried out to Bute House.

Thanks,

Updated 8 March – to add Thanks,

Hello

Please accept this series of weekly pre-Cabinet informal meetings from October to December 2017.

Many thanks,

24 February 2017

09:30 - 11:30

Cabinet Meeting -- 4E.01, St Andrew's House

Updated 18 October - to move location the location of Cabinet to St Andrew's House until February 2018 recess due to repairs being carried out at Bute House.

Thanks,

Updated 8 March - to remove and to add

Thanks,

Please accept this series of weekly Cabinet meetings from October to December 2017.

Many thanks,

24 February 2017

20 November 2017

10:00 - 11:00

Special Advisers' Strategy Meeting -- Conference Room A, St. Andrew's House Dear all,

As 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 shortly for the series set up from his account.

Kind regards,

Deputy Private Secretary to the Special Advisers' Office Scottish Government St Andrew's House, 4N.05 Regent Road Edinburgh EH1 3DG

15:00 - 15:20

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.





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

Thanks,



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

Thanks,



16:00 - 17:00

FM PU catch up

21 November 2017

09:00 - 09:30

Pre-Cabinet Informal -- 4E.01, St Andrew's House

Updated 18 October – to update the location of pre-Cabinet informal to 4E.01, St Andrew's House until February 2018 recess due to repairs being carried out to Bute House.

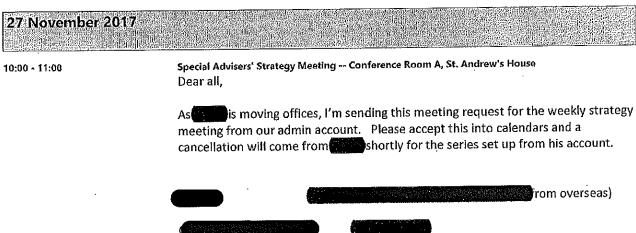
Thanks,

Updated 8 March – to add Thanks,

Hello

Please accept this series of weekly pre-Cabinet informal meetings from October to December 2017.

| 21 November 2017 Com | tinued |
|--|--|
| Bankers (Archantes) (Carres 11-15 Access 2011) Salverant Access 2011 | Many thanks, |
| | 24 February 2017 |
| 09:30 - 11:30 | Cabinet Meeting 4E.01, St Andrew's House Updated 18 October to move location the location of Cabinet to St Andrew's House until February 2018 recess due to repairs being carried out at Bute House. Thanks, |
| • | Updated 8 March – to remove and to add Thanks, |
| | Hi |
| | Please accept this series of weekly Cabinet meetings from October to December 2017. |
| | Many thanks, |
| | 24 February 2017 |
| 17:15 - 18:10 | FMQ Discussion Please note updated times for tonight's prep. |
| 23 November 2017 | |
| 12:45 - 13:15 | FMQ de-brief First Minister's Office, Parliament |
| 27 November 2017 | |



Kind regards,

Deputy Private Secretary to the Special Advisers' Office Scottish Government St Andrew's House, 4N.05 Regent Road Edinburgh EH1 3DG

11:00 - 12:00

FW: Portfolio Prep -- Room 1W.11C, SAH Liz – details for tomorrow's Justice portfolio prep.

----Original Appointment----From: Sent: 30 October 2017 10:12 To: (Comms); Communications Justice; DJUST: Director of Justice; DSF: Director of Safer Communities; Head of Justice Analytical Services; ; PS/Court Service; Subject: FW: Portfolio Prep When: 27 November 2017 11:00-12:00 (UTC+00:00) Dublin, Edinburgh, Lisbon,

London.

Where: Room 1W.11C, SAH

----Original Appointment----From: Sent: 17 November 2016 15:44 To: Communications Justice; DJUST: Director of Justice; DSF: Director of Safer Communities; Head of Justice Analytical Services: PS/Court Service; Cc: Subject: Portfolio Prep

When: Occurs every Monday effective 21/11/2016 from 11:00 to 12:00 (UTC+00:00)

Dublin, Edinburgh, Lisbon, London. Where: Room 1W.11C, SAH Updating to replace Liz Lloyd & Perm Sec (regular catch up) -- 1N.07, SAH 15:00 - 15:20 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. Moving back to Monday's original time, Hopefully this now appear in Liz's diary each week. Thanks, Putting 20 minutes in the diary on a weekly basis for now, the meeting only needs to take place when required. Thanks, Canceled: Catch up - Liz and 15:30 - 16:00 Deleting this series of meetings - a new one will be set up in due course

28 November 2017

09:00 - 09:30

Pre-Cabinet Informal -- Room 4E.01, St Andrew's House

Updated 14 November – timing adjusted and the pre-Cabinet informal will take place in Room 4E.01.

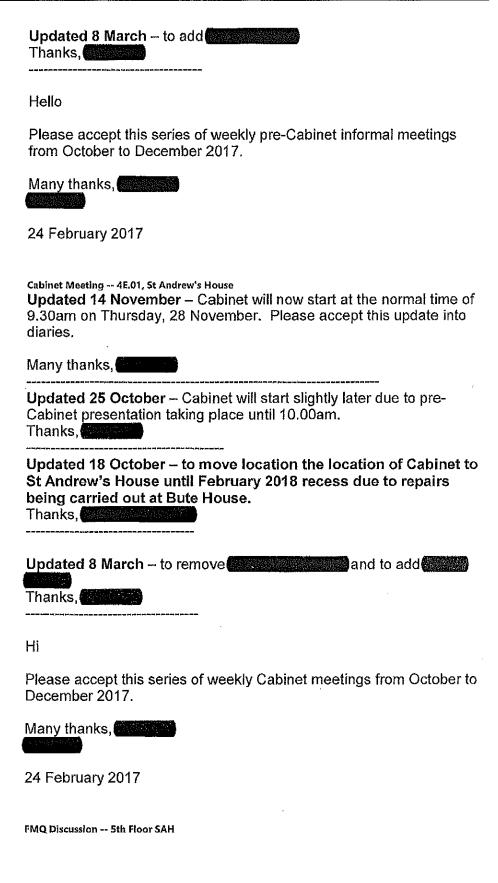
Thanks,

Updated 25 October - timings and room updated.

Thanks,

Updated 18 October – to update the location of pre-Cabinet informal to 4E.01, St Andrew's House until February 2018 recess due to repairs being carried out to Bute House.

Thanks,



Lloyd E (Elizabeth)

18:00 - 19:00

09:30 - 11:30

12:45 - 13:15

FMQ do-brief -- First Minister's Office, Parlisment