

**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.

[REDACTED]

**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 [REDACTED] 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 [REDACTED] shortly for the series set up from his account.

[REDACTED]

[REDACTED] (from overseas)

[REDACTED]

[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]

15:00 - 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.

[REDACTED]

**6 November 2017 Continued**

[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]

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]

**7 November 2017**

08:30 - 09:00

Pre-Cabinet Informal -- Room 4ER, St Andrew's House

**Location updated to 4ER for pre-Cabinet informal.**

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**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, [REDACTED]

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

Thanks, [REDACTED]  
[REDACTED]

**Updated 8 March** -- to add [REDACTED]

Thanks, [REDACTED]  
-----

Hello

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

Many thanks, [REDACTED]  
[REDACTED]

7 November 2017 Continued

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, [REDACTED]

Updated 8 March -- to remove [REDACTED] and to add [REDACTED]

Thanks, [REDACTED]

Hi

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

Many thanks, [REDACTED]

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,

As [REDACTED] 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 [REDACTED] shortly for the series set up from his account.

[REDACTED]

Kind regards,

[REDACTED]  
Deputy Private Secretary to the Special Advisers' Office

13 November 2017 Continued

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

14:00 - 15:00

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

-----  
Slot for call on Monday ahead of FM Bonn visit. Updated programme  
will follow prior to call.  
[REDACTED]  
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Intercall - [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]
Conference code:	[REDACTED]
1. Provide participants the date and time of the call, your dial-in number and your conference code. [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	
Leader PIN:	[REDACTED]
Dial-In Numbers	[REDACTED]
Additional resources:	Go to [REDACTED] for more information, including a use list of phone commands and internat dial-in numbers.

13 November 2017 Continued

[REDACTED]  
[REDACTED]  
[REDACTED] (63.9KB)  
[REDACTED] (35.8KB)  
> [REDACTED]

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.

[REDACTED]

[REDACTED]

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

Thanks [REDACTED]  
[REDACTED]

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

Thanks,  
[REDACTED]

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, [REDACTED]

Updated 8 March -- to add [REDACTED]  
Thanks, [REDACTED]  
[REDACTED]

Hello

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

Many thanks, [REDACTED]  
[REDACTED]

14 November 2017 Continued

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, [REDACTED]

Updated 8 March -- to remove [REDACTED] and to add [REDACTED]

Thanks, [REDACTED]

Hi

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

Many thanks, [REDACTED]

24 February 2017

20 November 2017

10:00 - 11:00

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

Dear all,

As [REDACTED] 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 [REDACTED] shortly for the series set up from his account.

[REDACTED] (from overseas)

Kind regards,

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

**20 November 2017 Continued**

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 Continued

Many thanks, [REDACTED]  
[REDACTED]

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, [REDACTED]  
[REDACTED]

Updated 8 March -- to remove [REDACTED] and to add [REDACTED]  
[REDACTED]

Thanks, [REDACTED]  
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Hi

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

Many thanks, [REDACTED]  
[REDACTED]

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

10:00 - 11:00

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

Dear all,

As [REDACTED] 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 [REDACTED] shortly for the series set up from his account.

[REDACTED] (from overseas)  
[REDACTED] [REDACTED]



27 November 2017 Continued

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 - 12:00

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

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

**From:** [REDACTED]  
**Sent:** 30 October 2017 10:12  
**To:** [REDACTED]  
(Comms); [REDACTED]  
Communications Justice; [REDACTED] DJUST : Director of Justice; DSF : Director  
of Safer Communities; [REDACTED] Head of Justice Analytical  
Services; [REDACTED]  
[REDACTED]; PS/Court  
Service; [REDACTED]  
**Cc:** [REDACTED]  
**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:** [REDACTED]  
**Sent:** 17 November 2016 15:44  
**To:** [REDACTED]  
Communications Justice; [REDACTED] DJUST : Director of Justice; DSF : Director  
of Safer Communities; [REDACTED] Head of Justice Analytical  
Services; [REDACTED]  
[REDACTED] PS/Court  
Service; [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Portfolio Prep  
**When:** Occurs every Monday effective 21/11/2016 from 11:00 to 12:00 (UTC+00:00)

## 27 November 2017 Continued

Dublin, Edinburgh, Lisbon, London.  
**Where:** Room 1W.11C, SAH

Updating to replace [REDACTED] with [REDACTED]

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.

[REDACTED]

[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]

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]

## 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, [REDACTED]

**Updated 25 October** -- timings and room updated.

Thanks, [REDACTED]

**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, [REDACTED]

Updated 8 March – to add [REDACTED]  
Thanks, [REDACTED]  
-----

Hello

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

Many thanks, [REDACTED]  
[REDACTED]

24 February 2017

09:30 - 11:30

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

**Updated 14 November** – Cabinet will now start at the normal time of 9.30am on Thursday, 28 November. Please accept this update into diaries.

Many thanks, [REDACTED]  
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**Updated 25 October** – Cabinet will start slightly later due to pre-Cabinet presentation taking place until 10.00am.  
Thanks, [REDACTED]  
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**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, [REDACTED]  
-----

**Updated 8 March** – to remove [REDACTED] and to add [REDACTED]  
[REDACTED]  
Thanks, [REDACTED]  
-----

Hi

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

Many thanks, [REDACTED]  
[REDACTED]

24 February 2017

18:00 - 19:00

FMQ Discussion -- 5th Floor SAH

30 November 2017

12:45 - 13:15

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