

From: [Redacted] on behalf of [Minister for Green Skills, Circular Economy and Biodiversity](#)
To: [Redacted]

Subject: RE: FOR APPROVAL - COP26 Ministerial Programme - Ms Slater
Date: 13 October 2021 11:06:22
Attachments: [image001.png](#)

[Redacted]

Thank you – Ms Slater has reviewed the draft programme – thanks to all for their input. The Minister doesn’t want to do any more than two things in a day given there will be other work to do in and around that and considers things need to be streamlined as to where they are as well – it may be feasible to do 3 things in a day if they are all nearby one another and don’t require much preparation. Consideration should also be given to any evening events in Glasgow where the Minister may be very late (post 10 pm) getting home in which case there should be a later start the following day.

The Minister commented that she can’t be working 14 days straight – she needs two full days completely off, they don’t need to be consecutive.

In addition:

- [Redacted]
- [Redacted]

The Minister would be grateful if the draft programme can be reviewed and updated to reflect these comments (and ensure it factors in meal and preparation time) for other work and would welcome sight of the updated draft by 16:00 on Friday please.

[Redacted] - Private Secretary to Lorna Slater MSP, Minister for Green Skills, Circular Economy and Biodiversity
Scottish Government | St Andrew’s House, Regent Road, Edinburgh EH1 3DG | Mob: [Redacted]
[Redacted] | Email: MinisterGSCEB@gov.scot

All e-mails and attachments sent by a Ministerial Private Office to any other official on behalf of a Minister relating to a decision, request or comment made by a Minister, or a note of a Ministerial meeting, must be filed appropriately by the recipient. Private Offices do not keep official records of such e-mails or attachments.

Scottish Ministers, Special advisers and the Permanent Secretary are covered by the terms of the Lobbying (Scotland) Act 2016. See www.lobbying.scot

[Redacted]