

FOI 202300349924 – ANNEX A

From: Website (gov.scot) <WEBSITE@gov.scot>
Sent: 01 March 2023 12:17
To: [redacted]
Cc: [redacted]
Subject: RE: Proactive Release reports - updated - Seeking publication

Hi [redacted]

Just to confirm the changes to all of these have been scheduled in for Monday 6 March at 9am. Please let me know if this doesn't work.

Thanks,

[Redacted] | Content Manager | Digital Communications
Scottish Government | 3W St Andrew's House | Regent Road | Edinburgh EH1 3DG
www.gov.scot

Join the [gov.scot community on yammer](#) for insight on our publishing process.

From: Website (gov.scot)
Sent: 28 February 2023 16:25
To: [redacted]
Cc: [redacted]
Subject: RE: Proactive Release reports - updated - Seeking publication

Hi [redacted],

Thanks for sending over, all makes sense. We can co-ordinate republishing with the new publication. There isn't any need to submit a pre-publication checklist for these as it's amendments to existing content, but thanks for checking. I'll reply to your other email separately.

Thanks,

[redacted] | Content Manager | Digital Communications
Scottish Government | 3W St Andrew's House | Regent Road | Edinburgh EH1 3DG
www.gov.scot

Join the [gov.scot community on yammer](#) for insight on our publishing process.

From: [redacted]
Sent: 28 February 2023 10:09
To: [redacted]

Cc: [redacted]

Subject: RE: Proactive Release reports - updated - Seeking publication

Hello [redacted],

[Redacted out of scope]

The changes that date back (2016 – 2017) are **small changes to change the status of ministerial gifts from “On Display” to “Purchased by Minister”** due to the changes in administration. If you need a specific description of these it would be most appreciated if you could note something along the lines of “minor amendment made to spreadsheet”

I have provided a list below alongside the updated spreadsheet that is to be uploaded. If ok timewise we would like to undertake republication on **Monday 6th March** if this would be possible? If you need anything further can you please let us know, I have included the URL links for all of these also.

[redacted – out of scope]

2017

Ministerial engagements, travel and gifts: March 2017 <u>Ministerial engagements, travel and gifts: March 2017 - gov.scot (www.gov.scot)</u>	<< File: March 2017 Engagements.xlsx >>
Ministerial engagements, travel and gifts: October 2017 <u>Ministerial engagements, travel and gifts: October 2017 - gov.scot (www.gov.scot)</u>	<< File: October 2017 Engagements.xlsx >>

[redacted – out of scope]

Hope this is everything you need but please do let me know if you require any further information. I wondered do I need to submit a pre-publication checklist for each of these replacements?

With best wishes and most appreciation for your help with this,

[redacted] (redacted)

Ministerial Private Offices

[redacted]

Scottish Government | St Andrew's House | 2 Regent Road | Edinburgh | EH1 3DG