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**From:** Website (gov.scot) <WEBSITE@gov.scot>  
**Sent:** 01 March 2023 12:17  
**To:** [Redacted]<[Redacted]>  
**Cc:** [Redacted]<[Redacted] [Redacted]<[Redacted]>; [Redacted] <[Redacted]>; [Redacted]  
<[Redacted]>; [Redacted]<[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] | Digital Communications  
Scottish Government | [Redacted] St Andrew's House | Regent Road | Edinburgh EH1 3DG  
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**From:** Website (gov.scot)  
**Sent:** 28 February 2023 16:25  
**To:** [Redacted] <[Redacted]>  
**Cc:** [Redacted]<[Redacted]>; [Redacted] <[Redacted]>; [Redacted] <[Redacted]>; [Redacted]  
[Redacted]>; [Redacted]<[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] | Digital Communications  
Scottish Government | [Redacted] St Andrew's House | Regent Road | Edinburgh EH1 3DG  
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**From:** [Redacted] <[Redacted]>  
**Sent:** 28 February 2023 10:09  
**To:** Website (gov.scot) <WEBSITE@gov.scot>  
**Cc:** [Redacted] <[Redacted]>; [Redacted]<[Redacted]>; [Redacted] <[Redacted]scot>; [Redacted] <[Redacted]>; [Redacted] <[Redacted]>  
**Subject:** RE: Proactive Release reports - updated - Seeking publication

Hello [Redacted],

Please see below the spreadsheets that will need reuploaded in place of the current publications (14 in total). For awareness, the most recent changes (2021 – 2022) are due to a series of recurring meetings with the green party being missed out as offices mistook these for **internal rather than external**. 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 6<sup>th</sup> 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.

COMMS – For awareness, the changes have been seen by our DD and PPS to the First Minister Christopher Mackie who is content, this has also been cleared by our C2 [Redacted] who leads on Open Government within our division. The changes are mainly ad-hoc ones e.g. FM has bought the book that was previously On Display. Regarding the green meetings, this was a small oversight from Private Offices who assumed the meeting with Greens was internal due to the BHA, however it is a regular meeting with MSPs in the Green Party that are not members of the government and therefore external, thus they need to be published and this has been rectified going forward.

## 2016

<b>Ministerial engagements, travel and gifts: November 2016</b> <u>Ministerial engagements, travel and gifts: November 2016 - gov.scot (www.gov.scot)</u>	<< File: November 2016 Engagements.xlsx >>
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## 2017

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

<u>Ministerial engagements, travel and gifts:</u> <u>October 2017 - gov.scot (www.gov.scot)</u>	
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## **2021**

<b>Ministerial engagements, travel and gifts: September 2021</b> <u>Ministerial engagements, travel and gifts:</u> <u>September 2021 - gov.scot (www.gov.scot)</u>	<< File: September 2021 Engagements.xlsx >>
<b>Ministerial engagements, travel and gifts: October 2021</b> <u>Ministerial engagements, travel and gifts:</u> <u>October 2021 - gov.scot (www.gov.scot)</u>	<< File: October 2021 Engagements.xlsx >>
<b>Ministerial engagements, travel and gifts: November 2021</b> <u>Ministerial engagements, travel and gifts:</u> <u>November 2021 - gov.scot (www.gov.scot)</u>	<< File: November 2021 Engagements.xlsx >>
<b>Ministerial engagements, travel and gifts: December 2021</b> <u>Ministerial engagements, travel and gifts:</u> <u>December 2021 - gov.scot (www.gov.scot)</u>	<< File: December 2021 Engagements.xlsx >>

## **2022**

<b>Ministerial engagements travel and gifts: January 2022</b> <u>Ministerial engagements, travel and gifts:</u> <u>January 2022 - gov.scot (www.gov.scot)</u>	<< File: January 2022 Engagements.xlsx >>
<b>Ministerial engagements, travel and gifts: February 2022</b> <u>Ministerial engagements, travel and gifts:</u> <u>February 2022 - gov.scot (www.gov.scot)</u>	<< File: February 2022 Engagements.xlsx >>
<b>Ministerial engagements, travel and gifts: March 2022</b> <u>Ministerial engagements, travel and gifts: March</u> <u>2022 - gov.scot (www.gov.scot)</u>	<< File: March 2022 Engagements.xlsx >>
<b>Ministerial engagements, travel and gifts: April 2022</b> <u>Ministerial engagements, travel and gifts: April</u> <u>2022 - gov.scot (www.gov.scot)</u>	<< File: April 2022 Engagements.xlsx >>
<b>Ministerial engagements, travel and gifts: May 2022</b> <u>Ministerial engagements, travel and gifts: May</u> <u>2022 - gov.scot (www.gov.scot)</u>	<< File: May 2022 Engagements.xlsx >>
<b>Ministerial engagements, travel and gifts: June 2022</b> <u>Ministerial engagements, travel and gifts: June</u> <u>2022 - gov.scot (www.gov.scot)</u>	<< File: June 2022 Engagements.xlsx >>
<b>Ministerial engagements, travel and gifts: October 2022</b> <u>Ministerial engagements, travel and gifts:</u> <u>October 2022 - gov.scot (www.gov.scot)</u>	<< File: October 2022 Engagements (2).xlsx >>

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]

People and Logistics

Ministerial Private Offices

[Redacted]

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