

**From:** [redacted] On Behalf Of [redacted]

**Sent:** 19 April 2023 15:56

**To:** [redacted]

**Subject:** Coronation Information Update

Dear Guest

We have been asked by the UK government to share the following information with you:

*Please note that your invitation to the Coronation, with detailed joining instructions, if not already received, will be sent to you in the next two weeks.*

*Dress code for Westminster Abbey.*

- *Day Dress (hats or fascinators are optional)*
- *Morning Coat/Lounge Suit*
- *Celebratory National Dress may be worn*
- *Serving Armed Forces Personnel: Full Ceremonial Day Dress less swords*
- *Decorations may be worn*

*Please note you should be in central London for around **7am on 6 May** .*

*If you have any urgent questions, then please do contact [redacted]*

**From:** [redacted] [redacted] <[redacted]\_[redacted] >  
**Sent:** 18 April 2023 14:24  
**To:** [redacted] [redacted]  
**Cc:** [redacted]\_[redacted] <[redacted]\_[redacted] >; [redacted]\_[redacted]; [redacted] [redacted]  
**Subject:** Re: Details of the Coronation Service and Associated Timings

The OOS is not finalised yet. I doubt you will get that in advance.

[redacted]

[redacted] [redacted]  
[redacted] [redacted]  
Lord Chamberlain's Office

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**From:** [redacted] [redacted]  
**Sent:** Tuesday, April 18, 2023 2:15:59 PM  
**To:** [redacted] [redacted] <[redacted]\_[redacted] >  
**Cc:** [redacted]\_[redacted] [redacted]\_[redacted] >; [redacted]\_[redacted] [redacted] [redacted] >; [redacted]\_[redacted]  
**Subject:** RE: Details of the Coronation Service and Associated Timings

Thank you [redacted].

[redacted] can you supply an order of service too please? It would be helpful to have that soonest.

With thanks

[redacted] [redacted]  
[redacted] [redacted]  
Scottish Government  
0131 244 [redacted]/[redacted] [redacted]

Please note I work from home.

**Know someone who deserves an Honour? Please contact [Scottishhonours@gov.scot](mailto:Scottishhonours@gov.scot) for more information.**

**From:** [redacted] [redacted] <[redacted]\_[redacted] >  
**Sent:** 18 April 2023 14:10  
**To:** [redacted] [redacted]  
**Cc:** [redacted]\_[redacted] <[redacted]\_[redacted] >; [redacted]\_[redacted] [redacted] [redacted]; [redacted]\_[redacted] [redacted]\_[redacted] [redacted]  
**Subject:** Re: Details of the Coronation Service and Associated Timings

Dear [redacted],

We will shortly we sending out the invites and tickets.

Your best POC for now is [redacted]\_[redacted] in DCMS.

There will be separate joining instructions for those arriving with protection - the FM has a timed slot to arrive at WA. I'm not aware of this having been done yet.

Best wishes,

[redacted]

[redacted]\_[redacted]  
[redacted]\_[redacted]  
Lord Chamberlain's Office

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**From:** [redacted]\_[redacted]  
**Sent:** Tuesday, April 18, 2023 2:00 pm  
**To:** [redacted]\_[redacted]  
**Cc:** [redacted]\_[redacted]  
**Subject:** Details of the Coronation Service and Associated Timings

Good Afternoon [redacted]

No doubt you are super busy so I will be brief.

Our First Minister's team are pulling together the operational note for his attendance at the Coronation and require details of the entry etc. and also an outline of the service. Can you advise who I need to speak with to secure this please?

As ever with thanks

[redacted]

[redacted]\_[redacted],  
[redacted]\_[redacted]  
Scottish Government  
0131 [redacted]\_[redacted], [redacted]\_[redacted]

Please note I work from home.

**Know someone who deserves an Honour? Please contact [Scottishhonours@gov.scot](mailto:Scottishhonours@gov.scot) for more information.**

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**From:** [redacted] [redacted] <[redacted]\_[redacted] >  
**Sent:** 28 March 2023 18:19  
**To:** Mackie C (Christopher) <Christopher.Mackie@gov.scot>; [redacted]\_[redacted]<[redacted] [redacted] >  
**Cc:** [redacted]\_[redacted] <[redacted]\_[redacted] >  
**Subject:** new FM's attendance at the Coronation  
**Importance:** High

Hi Chris, [redacted],

Hope this finds you well and no doubt crazy busy with all that is going on. I am sorry to add to that workload but the palace have just emailed me to ask for the full name of the new FM and his wife to allow them to be invited to the Coronation. They need to send their information to the printers at the start of next week so have asked if they could have the details by Thursday. I appreciate there are a lot of things going on and wouldn't trouble you unless I thought it was necessary.

I appreciate your help and understanding as always

Kind regards

[redacted]

[redacted]\_[redacted]

[redacted]\_[redacted]

Cabinet, Parliament & Governance Division

The Scottish Government

[redacted]\_[redacted], St. Andrew's House, Edinburgh EH1 3DG

Office [redacted]\_[redacted]: Mobile [redacted]\_[redacted] or [redacted]\_[redacted]

Email: [redacted] [redacted] or [redacted]\_[redacted]

Save a tree... ..don't print this e-mail unless you really need to

**From:** John-Paul Marks <John-Paul.Marks@gov.scot>  
**Sent:** 15 March 2023 17:06  
**To:** [redacted] [redacted]>; Mackie C (Christopher) <Christopher.Mackie@gov.scot>; zzzFirst Minister 2021 to 2023 <zzzfirstminister@gov.scot>  
**Cc:** Hynd JS (James) <James.Hynd@gov.scot>; Permanent Secretary <PermanentSecretary@gov.scot>; Bruce A (Andrew) <Andrew.Bruce@gov.scot>; Thomson KAL (Ken) (Director-General) <Ken.Thomson@gov.scot>  
**Subject:** RE: King's Coronation and wider Royal matters

Brilliant thank you

**From:** [redacted] [redacted]>  
**Sent:** 15 March 2023 15:14  
**To:** John-Paul Marks <John-Paul.Marks@gov.scot>; Christopher Mackie <Christopher.Mackie@gov.scot>; First Minister <firstminister@gov.scot>  
**Cc:** James Hynd <James.Hynd@gov.scot>; Permanent Secretary <PermanentSecretary@gov.scot>; Andrew Bruce <Andrew.Bruce@gov.scot>; Ken Thomson <Ken.Thomson@gov.scot>  
**Subject:** RE: King's Coronation and wider Royal matters

Thanks Perm Sec,

Just to flag that we have this all marked in the FM diary and will ensure that these appointments take precedence over everything else.

Best wishes  
[redacted]

[redacted] [redacted]  
Senior Private Secretary to the First Minister  
[redacted] | St Andrew's House | Regent Road | Edinburgh | EH1 3DG | T: 0131 [redacted]  
[redacted] | M: [redacted] [redacted]



Office of the First Minister of Scotland

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**From:** John-Paul Marks <John-Paul.Marks@gov.scot>  
**Sent:** 15 March 2023 13:11  
**To:** Christopher Mackie <Christopher.Mackie@gov.scot>; First Minister <firstminister@gov.scot>; [redacted] [redacted]>  
**Cc:** James Hynd <James.Hynd@gov.scot>; Permanent Secretary <PermanentSecretary@gov.scot>;

Andrew Bruce <[Andrew.Bruce@gov.scot](mailto:Andrew.Bruce@gov.scot)>; Ken Thomson <[Ken.Thomson@gov.scot](mailto:Ken.Thomson@gov.scot)>

**Subject:** King's Coronation and wider Royal matters

Chris, **[redacted]**,

I recently met with James Hynd, copied, who updated me on plans for the King's Coronation and wider royal matters.

As you know, the holder of the office of First Minister is also the Keeper of the Great Seal of Scotland and one of the Commissioners for the Safeguarding of the Regalia. These additional roles carry with them particular ceremonial duties which the First Minister needs to undertake.

In the period from now until the summer recess there will be some specific events that will involve the First Minister either as Keeper of the Seal or as a Commissioner. These are:

- PM Thursday 27 April - Attending a ceremony at Edinburgh Castle to mark the departure of the Stone of Destiny to Westminster Abbey for use in The King's Coronation
- Saturday 6 May – Attend The King's Coronation at Westminster Abbey. FM's partner will be invited too
- **[redacted]****[redacted]**
- **[redacted]****[redacted]**
- **[redacted]****[redacted]**

Please ensure all of these events are noted in the FM's diary and protected please so the FM can attend all of them (if you have any clashes, I suggest you agree early on for the DFM to deputise for the FM so they can attend these important national ceremonial events).

James and I would of course be happy to provide more detail/discuss in due course to explain the details and role of the FM in these important public ceremonial events.

Many thanks, best wishes,

JP

**John-Paul Marks (he/him)**

Permanent Secretary

1N-07, St Andrew's House, Regent Road, Edinburgh, EH1 3DG

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See **[redacted]**



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**In the service  
of Scotland**



Integrity



Inclusion



Collaboration



Innovation



Kindness

**From:** [redacted] [redacted] [redacted] [redacted]  
**Sent:** 15 March 2023 12:44  
**To:** John-Paul Marks <John-Paul.Marks@gov.scot>; Permanent Secretary <PermanentSecretary@gov.scot>  
**Cc:** McGuinness L (Lisa) <Lisa.Mcguinness@gov.scot>  
**Subject:** Note to PPS FM - royal matters

JP,

You agreed with James helpful to send a note to Chris shortly to capture key points for incoming FM in relations to royal matters/role.

Grateful for thoughts on the following which James is content with.

Many thanks,  
[redacted] [redacted]

[Draft note for JP to send to Chris Mackie]

Chris,

I recently met with James Hynd who updated me on plans for the King's Coronation and wider royal matters.

As you know, the holder of the office of First Minister is also the Keeper of the Great Seal of Scotland and one of the Commissioners for the Safeguarding of the Regalia. These additional roles carry with them particular ceremonial duties. In the period from now until the summer recess there will be some specific events that will involve the First Minister either as Keeper of the Seal or as a Commissioner. These are:

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- Saturday 6 May - Attend The King's Coronation at Westminster Abbey. FM's partner will be invited too.
- [redacted] [redacted]
- [redacted] [redacted]
- [redacted] [redacted]

You will wish to ensure these events are noted within the incoming First Minister's diary and James and I would of course be happy to provide more detail/discuss in due course.

Best wishes, etc

[redacted] [redacted]  
[redacted] [redacted] – Permanent Secretary & Executive Team

[redacted] [redacted]



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