

Thanks – just editing it at the moment, but essentially a list of attendees with a space for signature at the top with the text below.

Thanks

**[REDACTED]**

I/We declare and vouch that the visitors listed below have conducted a COVID-19 self-test within 24 hours prior to visiting Valneva's site in Livingston at 09.30am on 28/03/22 and that the result was negative and all listed visitors are asymptomatic.

**From:** **[REDACTED]**@gov.scot <**[REDACTED]**@gov.scot>

**Sent:** 25 March 2022 15:03

**To:** **[REDACTED]** <**[REDACTED]**@valneva.com>

**Cc:** VisitsandEvents@gov.scot; **[REDACTED]**@gov.scot

**Subject:** RE: FM and Mr McKee Visit - Valneva - 28 March 2022 (09.30-10.30)

Hi **[REDACTED]**

Thank you for the info and yes we will sign the declaration on their behalf. Is there a specific document for this or do we need to create a declaration?

Best,

**[REDACTED]**

**[REDACTED]**

**Visits & Events Manager**

Office of the First Minister of Scotland | Scottish Government

5<sup>th</sup> Floor - St Andrew's House | Regent Road | Edinburgh | EH1 3DG

07**[REDACTED]** | **[REDACTED]**@gov.scot

**From:** **[REDACTED]**@valneva.com>

**Sent:** 25 March 2022 15:00

**To:** **[REDACTED]**@gov.scot>

**Subject:** RE: FM and Mr McKee Visit - Valneva - 28 March 2022 (09.30-10.30)

Quick follow on – will you be signing the declaration on behalf of **[REDACTED]** and **[REDACTED]** from the SG policy team and the three attendees from Scottish Enterprise too?

**From:** **[REDACTED]**

**Sent:** 25 March 2022 13:34

**To:** **[REDACTED]**@gov.scot; VisitsandEvents@gov.scot

**Cc:** **[REDACTED]**@gov.scot

**Subject:** RE: FM and Mr McKee Visit - Valneva - 28 March 2022 (09.30-10.30)

Hi **[REDACTED]**

- Only Hi-Vis vests will be required for the new facility.
- Masks should be worn when moving around both buildings.

- In the boardroom session, masks can be removed when seated. Likewise, masks can be removed when speaking at the lectern in the marquee.
- All attendees should take an LFT within 24 hours prior to arrival and you can sign a declaration on behalf of the SG delegation on arrival at reception to state that they have done so, recorded a negative result and present no symptoms.
- I have spoken with Jack this morning and we explain the same requirements to media attending. They can obviously complete their own declaration. We also agreed that the press briefing should take place (weather permitting) outside the marquee where we will have Valneva pop ups.

Let me know if any further questions.

Thanks

[REDACTED]

**From:** [REDACTED]@gov.scot [REDACTED]@gov.scot>

**Sent:** 25 March 2022 13:26

**To:** [REDACTED]@valneva.com>; VisitsandEvents@gov.scot

**Cc:** [REDACTED]@gov.scot

**Subject:** RE: FM and Mr McKee Visit - Valneva - 28 March 2022 (09.30-10.30)

Good afternoon [REDACTED]

Thank you for your e-mail.

Could we get confirmation of the required PPE and the testing document? I will liaise with the SG attendees to ensure we get evidence of a negative LTF ahead of the visit.

Many thanks,

[REDACTED]

[REDACTED]

**Visits & Events Manager**

Office of the First Minister of Scotland | Scottish Government

5<sup>th</sup> Floor - St Andrew's House | Regent Road | Edinburgh | EH1 3DG

07[REDACTED] | [REDACTED]@gov.scot

**From:** [REDACTED]@valneva.com>

**Sent:** 24 March 2022 18:42

**To:** Visits and Events <VisitsandEvents@gov.scot>; [REDACTED]@gov.scot>

**Subject:** RE: FM and Mr McKee Visit - Valneva - 28 March 2022 (09.30-10.30)

Thanks, [REDACTED] Regarding PPE for the new facility, we now expect this to only be a Hi-Viz vest. I will be in touch tomorrow afternoon to confirm final arrangements and share the COVID testing form.

Best

[REDACTED]

**From:** [REDACTED]@gov.scot [REDACTED]@gov.scot> **On Behalf Of** VisitsandEvents@gov.scot  
**Sent:** 24 March 2022 14:53  
**To:** [REDACTED]@valneva.com>  
**Cc:** VisitsandEvents@gov.scot  
**Subject:** RE: FM and Mr McKee Visit - Valneva - 28 March 2022 (09.30-10.30)

Hi [REDACTED]

Of course you may contact him on [REDACTED]@gov.scot

Best,  
[REDACTED]

**From:** [REDACTED]@valneva.com>  
**Sent:** 24 March 2022 14:49  
**To:** [REDACTED]@gov.scot>  
**Subject:** RE: FM and Mr McKee Visit - Valneva - 28 March 2022 (09.30-10.30)

Thanks – do you have his contact details – was about to contact [REDACTED] to ask about media attendees.

**From:** [REDACTED]@gov.scot [REDACTED]@gov.scot>  
**Sent:** 24 March 2022 14:47  
**To:** [REDACTED]@valneva.com>  
**Cc:** [VisitsandEvents@gov.scot](mailto:VisitsandEvents@gov.scot)  
**Subject:** RE: FM and Mr McKee Visit - Valneva - 28 March 2022 (09.30-10.30)

Hi [REDACTED]

Following on this,

[REDACTED] will cover the even on the comms side, in [REDACTED] absence.

Best,  
[REDACTED]

[REDACTED]  
**Visits & Events Manager**  
Office of the First Minister of Scotland | Scottish Government  
5<sup>th</sup> Floor - St Andrew's House | Regent Road | Edinburgh | EH1 3DG  
07[REDACTED] | [REDACTED]@gov.scot

**From:** [REDACTED]  
**Sent:** 24 March 2022 14:20  
**To:** [REDACTED]@valneva.com>; [REDACTED]@gov.scot>  
**Cc:** Visits and Events <VisitsandEvents@gov.scot>  
**Subject:** RE: FM and Mr McKee Visit - Valneva - 28 March 2022 (09.30-10.30)

Good afternoon [REDACTED]

Thank you for your e-mail.

We have drafted the programme with the timings as follows :

*Manson Building*

**09:30**

**First Minister** arrives and is met by Thomas Lingelbach, CEO of Valneva, Vincent Dequenne and Greig Rooney.

**First Minister** will be escorted to the boardroom via stairs.

**09:35**

**First Minister** will be introduced to four members of staff for discussion of their role in Valneva and their contribution to developing the Covid 19 vaccine.

**09:50**

**First Minister** is escorted back to the car to be driven to the new manufacturing site across the road – *Almeida Building*. **PPE will need to be worn in this site** -Hard hat, Hi-vis Vest and shoes covers (low heel shoes advised).

*Almeida Building*

**09:55**

**First Minister** is met by [REDACTED] and is escorted to the facility. The team will run a practical demonstration of the machinery.

**10:10**

**First Minister** is escorted back to the car and driven back to the main building.

*Manson Building*

**10:15**

**First Minister** is escorted to the marquee –set up in the building's car park- where a lectern with fixed mic will be set.

**10: 17**

Thomas Lingelbach introduces the **First Minister** to an assembled group of up to 200 staff.

**10:20**

**First Minister** walks to the lectern to deliver an address to the staff (10 minutes).

**10:30**

On conclusion of the address, **First Minister** will be escorted to TBC for media bids. **(15 minutes) - TBC**

**10:45**

**First Minister** departs.

I can also confirm that the attendee list will be:

**Arrival at 8:30:**

[REDACTED] (First Minister Visits and Events)

[REDACTED] (First Minister Visits and Events)

[REDACTED] (Police Scotland)

**Arrival at 09:00:**

[REDACTED] (Life Sciences Policy Team)

[REDACTED] (Life Sciences Policy)

Neil Francis (Scottish Enterprise Managing Director, International Development)

[REDACTED] (Scottish Enterprise Account Manager)

[REDACTED] (Scottish Enterprise grant specialist)

[REDACTED] ( PS to Mr. McKee)

**Arrival at 09:20:**

Mr McKee

**Arrival at 09:30:**

First Minister

[REDACTED] (PS)

[REDACTED] (Police Scotland)

As discussed, we will coordinate with the LTFs of all this people and ensure we have evidence of negative results ahead of the visit.

Could you also please confirm the job titles for Vincent Dequenne, Greig Rooney and [REDACTED]? Many thanks in advance.

Best,

[REDACTED]

[REDACTED]

**Visits & Events Manager**

Office of the First Minister of Scotland | Scottish Government

5<sup>th</sup> Floor - St Andrew's House | Regent Road | Edinburgh | EH1 3DG

07[REDACTED] | [REDACTED]@gov.scot

**From:** [REDACTED]@valneva.com>  
**Sent:** 24 March 2022 13:07  
**To:** [REDACTED]@gov.scot>; [REDACTED]@gov.scot>  
**Subject:** RE: FM and Mr McKee Visit - Valneva - 28 March 2022 (09.30-10.30)

Hi both

Are you able to share your thoughts on timings and the confirmed attendee list as we need to send a briefing note to our CEO?

Thanks  
[REDACTED]

**From:** [REDACTED]  
**Sent:** 22 March 2022 14:34  
**To:** [REDACTED]@gov.scot; [REDACTED]@gov.scot  
**Subject:** RE: FM and Mr McKee Visit - Valneva - 28 March 2022 (09.30-10.30)

Hi [REDACTED] and [REDACTED]

Thanks for visiting yesterday – was good to meet you. I'm following up with [REDACTED] on the media side, but wanted to ask when you'd be able to share a confirmed list of attendees as well as an agenda with timings (you'd mentioned altering these)?

Best  
[REDACTED]

**From:** [REDACTED]@gov.scot [REDACTED]@gov.scot>  
**Sent:** 18 March 2022 09:09  
**To:** [REDACTED]@valneva.com>  
**Cc:** [REDACTED]@gov.scot; VisitsandEvents@gov.scot; [REDACTED]@scotland.pnn.police.uk; [REDACTED]@scotland.police.uk; [REDACTED]@gov.scot; VisitsandEvents@gov.scot  
**Subject:** RE: FM and Mr McKee Visit - Valneva - 28 March 2022 (09.30-10.30)

Morning [REDACTED]

Many thanks for this.

[REDACTED] – can you please provide your shoe size ahead of the visit on Monday?

Copying in [REDACTED] – for awareness.

Please see details below:  
[REDACTED] – size 10  
[REDACTED] – size 9  
[REDACTED] – size 7  
[REDACTED] – size 6

Let me know if you need anything else.

We look forward to meeting you on Monday.

Kind regards,  
[REDACTED]

[REDACTED] / Senior Visits & Events Manager / Office of the First Minister of Scotland / Scottish Government / 5<sup>th</sup> Floor, St Andrew's House, Regent Road, Edinburgh EH1 3DG  
+44 (0)7[REDACTED] / [REDACTED]@gov.scot

**From:** [REDACTED]@valneva.com>  
**Sent:** 17 March 2022 17:47  
**To:** [REDACTED]@gov.scot>  
**Cc:** [REDACTED]@gov.scot>; Visits and Events <VisitsandEvents@gov.scot>  
**Subject:** RE: FM and Mr McKee Visit - Valneva - 28 March 2022 (09.30-10.30)

Hi [REDACTED]

Further to yesterday's email, all visitors must undertake a lateral flow test with our on-site clinician. Your group is booked to be tested at 1.30pm on Monday at Unit 13a, Oakbank Parkway, EH53 0TH - instructions are attached. I will collect you from Unit13a and bring you to the site once testing is complete. Regarding the visit on 28<sup>th</sup>, we can work with our clinician and your team to find an alternative to in-person on-the-day testing.

On Monday we will visit the new facility which will require some PPE (such as hard hat, vest, steel capped boots). Please could you send me the shoe sizes of those visiting so that we can arrange this? The team is currently conducting a risk assessment to determine what PPE may be required for the First Minister's visit.

Do let me know if any questions – and look forward to your replies and welcoming you on Monday.

Best  
[REDACTED]

**From:** [REDACTED]  
**Sent:** 16 March 2022 16:53  
**To:** [REDACTED]@gov.scot  
**Cc:** [REDACTED]@gov.scot; VisitsandEvents@gov.scot  
**Subject:** RE: FM and Mr McKee Visit - Valneva - 28 March 2022 (09.30-10.30)

Hi [REDACTED]

Thank you for your email. 2pm on Monday works. I will be back in contact tomorrow once I have confirmed COVID-19 testing requirements and PPE arrangements with the team.

Best  
[REDACTED]

**From:** [REDACTED]@gov.scot <[REDACTED]@gov.scot>  
**Sent:** 16 March 2022 14:18

To: [REDACTED]@valneva.com>  
Cc: [REDACTED]@gov.scot; VisitsandEvents@gov.scot  
Subject: FM and Mr McKee Visit - Valneva - 28 March 2022 (09.30-10.30)

Good afternoon [REDACTED]

I will be leading on logistics for the First Minister's visit to your site on Monday 28<sup>th</sup> March.

It would be helpful if we could carry out a recce on Monday 21<sup>st</sup> March to talk through timings and logistics – would 2pm suit?

[REDACTED] & [REDACTED] (Police Scotland) and [REDACTED] (SG Comms) will also be joining us.

I look forward to hearing from you.

Many thanks,

[REDACTED]

[REDACTED] / Senior Visits & Events Manager / Office of the First Minister of Scotland / Scottish Government / 5<sup>th</sup> Floor, St Andrew's House, Regent Road, Edinburgh EH1 3DG  
+44 (0)7[REDACTED] / [REDACTED]@gov.scot

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