

## Confirmation of Accommodation

**From:** Katherine White <Katherine.White@gov.scot>

**Sent:** 30 October 2025 17:55

**To:** [redacted - s.38(1)(b)]@gov.scot @gov.scot

**Cc:** [redacted - s.38(1)(b)]@gov.scot [redacted - s.38(1)(b)]@gov.scot [redacted - s.38(1)(b)]@gov.scot [redacted - s.38(1)(b)]@gov.scot

**Subject:** RE: Approval required: Belem accommodation

Thank you [redacted - s.38(1)(b)].

I am also content to approve.

Best wishes,

Kat

**Katherine White** (*she/her*)

**Deputy Director I International Development and Climate Change Division**

**Directorate for Culture and External Affairs I Scottish Government**

**Mobile:** [redacted - s.38(1)(b)]

**From:** [redacted - s.38(1)(b)]@gov.scot

**Sent:** 30 October 2025 16:57

**To:** Katherine White <[Katherine.White@gov.scot](mailto:Katherine.White@gov.scot)>

**Cc:** [redacted - s.38(1)(b)]@gov.scot [redacted - s.38(1)(b)]@gov.scot [redacted - s.38(1)(b)]@gov.scot [redacted - s.38(1)(b)]@gov.scot

**Subject:** RE: Approval required: Belem accommodation

Hi Kat,

Thanks for sharing this – that's great news that we've managed to bring the cost down slightly! John Webster has signed off on the initial costs so all good from a PO perspective for this to be progressed.

I intend to send Andy and John an update once we have the car confirmed so they remain sighted on the final cost we land on.

[redacted - s.38(1)(b)] – can you let me know what you need from Private Office in terms of transferring our portion of the costs and I can get BCLO involved.

Thanks again for all your work guys!

[redacted - s.38(1)(b)]

**[redacted - s.38(1)(b)]**

Scottish Government | St Andrews House Edinburgh EH1 3DG | [redacted - s.38(1)(b)] | [CabSecforCAE@gov.scot](mailto:CabSecforCAE@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](http://www.lobbying.scot)*

**From:** Katherine White <[Katherine.White@gov.scot](mailto:Katherine.White@gov.scot)>

**Sent:** 30 October 2025 16:47

**To:** [redacted - s.38(1)(b)]@gov.scot

**Cc:** [redacted - s.38(1)(b)]@gov.scot [redacted - s.38(1)(b)]@gov.scot [redacted - s.38(1)(b)]@gov.scot

**Subject:** FW: Approval required: Belem accommodation

Hi [redacted - s.38(1)(b)],

Sharing this info with you.

I understand you will get sign-off from SMT in Private Office in parallel to me signing off our share of the Accommodation – is that your understanding?

Thanks to [redacted - s.38(1)(b)] sterling work at negotiating 9 nights rather than 10, which saves £2k.

Kat

## Accommodation Booking



### ORÇAMENTO DE HOSPEDAGEM COP 30

**Razão Social / Nome:** BLASCO EMPREENDIMENTO LTDA

**CNPJ / CPF:** 38.059.466/0001-35

**Endereço:** AV. Romulo Maiorana, nº 700, Edifício Office, sala 712, bairro do Marco, CEP: 66.093-000, Belém-PA

**Telefone:** 91 – 98123-1282 / **E-mail:** [blascocop30@gmail.com](mailto:blascocop30@gmail.com)

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**Cliente:** ESCOCIA -REINO UNIDO

**Endereço:**

#### DESCRIÇÃO DO ORÇAMENTO

Hospedagem no condomínio MONTENEGRO BOULEVARD, casa de 500 m<sup>2</sup>, com 4 suites, sala para 2 ambientes, cozinha, área de serviço, lavabo, área gourmet privativa, piscina, garagem para 4 carros.

✓ 1 Casa para 4 pessoas:

**Período solicitado:**

Casa	Nº Diárias	Valor Total das Diárias	Nº hospede	Total de Diárias
Montenegro Boulevard	9	R\$ 19.000,00	4	171.000,00

Valor Total
R\$ 190.000,00

**Responsável pela Emissão:**

BLASCO EMPREENDIMENTOS LTDA

CNPJ:38.059.466/0001-35

## Slip Request – Cabinet

**From:** [redacted - s.38(1)(b)]@gov.scot > **On Behalf Of** First Minister  
**Sent:** 29 October 2025 10:54  
**To:** Cabinet Secretary for Climate Action and Energy <CabSecforCAE@gov.scot>;  
First Minister <FirstMinister@gov.scot>  
**Cc:** Cabinet Secretariat Inbox <CabinetSecretariat@gov.scot>  
**Subject:** RE: Cabinet Slip Request 11th November

Thanks [redacted - s.38(1)(b)]– content for Mr Robertson to cover.

[redacted - s.38(1)(b)]  
**Private Secretary**  
**Office of the First Minister**  
**Mobile:** [redacted - s.38(1)(b)]

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. Please note Scottish Ministers, Special advisers and the Permanent Secretary to the Scottish Government are covered by the terms of the Lobbying (Scotland) Act 2016. See [www.lobbying.scot](http://www.lobbying.scot) for information

**From:** [redacted - s.38(1)(b)]@gov.scot **Behalf Of** Cabinet Secretary for Climate Action and Energy  
**Sent:** 29 October 2025 09:17  
**To:** First Minister <[FirstMinister@gov.scot](mailto:FirstMinister@gov.scot)>  
**Cc:** Cabinet Secretariat Inbox <[CabinetSecretariat@gov.scot](mailto:CabinetSecretariat@gov.scot)>; Cabinet Secretary for Climate Action and Energy <[CabSecforCAE@gov.scot](mailto:CabSecforCAE@gov.scot)>  
**Subject:** Cabinet Slip Request 11th November

First Minister/PS,

Apologies, please disregard my previous email due to a typo.

We would be grateful if you could confirm that the First Minister is content for Ms Martin to be slipped from Cabinet on Tuesday 11<sup>th</sup> November.

This will enable Ms Martin to travel to Belem, to attend COP30. Please note, this is instead of Rio the week before, so Ms Martin will be attending Cabinet on 4<sup>th</sup> November.

Mr Robertson has agreed to cover for Ms Martin.

Many thanks

[redacted - s.38(1)(b)]

**Assistant Private Secretary to Cabinet Secretary for Climate Action and Energy  
– Gillian Martin MSP**  
**The Scottish Government**  
St Andrew's House | Regent Road | Edinburgh | EH1 3DG  
**Email:** [CabSecforCAE@gov.scot](mailto:CabSecforCAE@gov.scot)

**Slip Request – Parliament**

**From:** [redacted - s.38(1)(b)]@gov.scot **On Behalf Of** Minister for Parliamentary Business and Veterans  
**Sent:** 29 October 2025 12:18  
**To:** Cabinet Secretary for Climate Action and Energy <[CabSecforCAE@gov.scot](mailto:CabSecforCAE@gov.scot)>; Minister for Parliamentary Business and Veterans <[MinisterPBV@gov.scot](mailto:MinisterPBV@gov.scot)>  
**Subject:** RE: Ministerial Request for Absence from Parliament - 9th - 13th November 2025

Hi [redacted - s.38(1)(b)],

Mr Dey is content to slip Ms Martin from voting for this week.

Thanks,

[redacted - s.38(1)(b)]

[redacted - s.38(1)(b)]

**Assistant Private Secretary to Minister for Parliamentary Business and Veterans – Graeme Dey MSP**  
**The Scottish Government**  
St Andrew's House | Regent Road | Edinburgh | EH1 3DG  
**T:** [redacted - s.38(1)(b)] **Email:** [ministerpbv@gov.scot](mailto:ministerpbv@gov.scot)

*All e-mails and attachments sent by a Ministerial Private Office to another 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 primary recipient. Ministerial 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](http://www.lobbying.scot).*

**From:** [redacted - s.38(1)(b)]@gov.scot **On Behalf Of** Cabinet Secretary for Climate Action and Energy  
**Sent:** 29 October 2025 09:09  
**To:** Minister for Parliamentary Business and Veterans <[MinisterPBV@gov.scot](mailto:MinisterPBV@gov.scot)>  
**Cc:** Cabinet Secretary for Climate Action and Energy <[CabSecforCAE@gov.scot](mailto:CabSecforCAE@gov.scot)>  
**Subject:** Ministerial Request for Absence from Parliament - 9th - 13th November 2025  
**Importance:** High

Good morning,

Please see attached slip request for Ms Martin for Sunday 9th – Thursday 13<sup>th</sup> November 2025 inclusive.

This is to enable Ms Martin to attend COP30 in Belem, Brazil to represent Scotland's Climate Action interests at the request of the First Minister.

Please note this is a change and will be instead of the original dates requested for Rio (1<sup>st</sup> – 8<sup>th</sup> Nov).

I have requested full absence, as currently there is nothing scheduled for Ms Martin's portfolio within Parliament.

Mr Robertson has agreed to provide full cover for Ms Martin for the duration of this time, grateful for your consideration.

Many thanks,

[redacted - s.38(1)(b)]

**Assistant Private Secretary to Cabinet Secretary for Climate Action and Energy – Gillian Martin MSP**

**The Scottish Government**

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

**Email:** [CabSecforCAE@gov.scot](mailto:CabSecforCAE@gov.scot)

### **Slip Request – International Travel**

**From:** [redacted - s.38(1)(b)]@gov.scot **On Behalf Of** Cabinet Secretary for Constitution, External Affairs and Culture 2024

**Sent:** 28 October 2025 09:54

**To:** Cabinet Secretary for Climate Action and Energy <CabSecforCAE@gov.scot>; First Minister <FirstMinister@gov.scot>; Cabinet Secretary for Constitution, External Affairs and Culture 2024 <CabSecCEAC@gov.scot>; Minister for Parliamentary Business and Veterans <MinisterPBV@gov.scot>

**Cc:** Cabinet Secretary for Finance & Local Government <CabSecFLG@gov.scot>; Permanent Secretary <PermanentSecretary@gov.scot>; DG Strategy and External Affairs <DGSEA@gov.scot>; Kenneth Hogg <Kenneth.Hogg@gov.scot>; Katherine White <Katherine.White@gov.scot>; [redacted - s.38(1)(b)]@gov.scot; [redacted - s.38(1)(b)]@gov.scot; [redacted - s.38(1)(b)]@gov.scot; Cabinet Secretariat Inbox <CabinetSecretariat@gov.scot>; Leanne Dobson <Leanne.Dobson@gov.scot>; [redacted - s.38(1)(b)]@gov.scot; [redacted - s.38(1)(b)]@gov.scot;

**Subject:** RE: Overseas Travel Form - COP30 - Belem, Brazil

**This email is for the official record and confirms a Ministerial Decision. This email must be placed in the official record (eRDM) by your team [in line with SG records management policy](#).**

Good morning [redacted - s.38(1)(b)]

Mr Robertson is content to approve the travel for his interests.

Thanks

[redacted - s.38(1)(b)]

**From:** [redacted - s.38(1)(b)]@gov.scot **On Behalf Of** Cabinet Secretary for Climate Action and Energy

**Sent:** 27 October 2025 17:14

**To:** First Minister <[FirstMinister@gov.scot](mailto:FirstMinister@gov.scot)>; Cabinet Secretary for Constitution, External Affairs and Culture 2024 <[CabSecCEAC@gov.scot](mailto:CabSecCEAC@gov.scot)>; Minister for Parliamentary Business and Veterans <[MinisterPBV@gov.scot](mailto:MinisterPBV@gov.scot)>

**Cc:** Cabinet Secretary for Finance & Local Government <[CabSecFLG@gov.scot](mailto:CabSecFLG@gov.scot)>; Permanent Secretary <[PermanentSecretary@gov.scot](mailto:PermanentSecretary@gov.scot)>; DG Strategy and External Affairs <[DGSEA@gov.scot](mailto:DGSEA@gov.scot)>; Kenneth Hogg <[Kenneth.Hogg@gov.scot](mailto:Kenneth.Hogg@gov.scot)>; Katherine White <[Katherine.White@gov.scot](mailto:Katherine.White@gov.scot)>; [redacted - s.38(1)(b)]@gov.scot; [redacted - s.38(1)(b)]@gov.scot; [redacted - s.38(1)(b)]@gov.scot; Cabinet Secretariat Inbox <[CabinetSecretariat@gov.scot](mailto:CabinetSecretariat@gov.scot)>; Leanne Dobson <[Leanne.Dobson@gov.scot](mailto:Leanne.Dobson@gov.scot)>; [redacted - s.38(1)(b)]@gov.scot; [redacted - s.38(1)(b)]@gov.scot

**Subject:** Overseas Travel Form - COP30 - Belem, Brazil

PS/FM

PS/Cab Sec CEAC

PS/ MfPBV

Cab Sec would be grateful for your approval please for the attached travel form to lead the Scottish Government delegation to COP30 in Belem.

If there are any questions, please do let me know.

Thanks,

[redacted - s.38(1)(b)]

[redacted - s.38(1)(b)]

Deputy Private Secretary to the Cabinet Secretary for Climate Action and Energy – Gillian Martin MSP

Scottish Government | St Andrews House Edinburgh EH1 3DG | [redacted - s.38(1)(b)]| [CabSecforCAE@gov.scot](mailto:CabSecforCAE@gov.scot)



 Scottish Government  
Riaghaltas na h-Alba  
gov.scot

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# Flight Confirmation – Private Office



**DEPARTURE: THURSDAY 13 NOV** Please verify flight times prior to departure

<b>KLM ROYAL DUTCH AIRLINES</b> <b>KL 9363</b> Operated by: GOL LINHAS AEREAS Duration: 3hr(s) 35min(s) Cabin: Economy Status: Confirmed	<b>BEL</b> BELEM, BRAZIL	<b>GIG</b> RIO JANEIRO GIG, BRAZIL	Aircraft: BOEING 737 MAX Distance (in Miles): 1514 Est. emission: 143.64 kg CO2
	Departing At: <b>16:00</b> Terminal: Not Available	Arriving At: <b>19:35</b> Terminal: TERMINAL 2	

Checked Baggage: Adult, 2x32kg (70lbs)  
 Cabin Baggage: Adult, Information not available

Passenger Name: [redacted - s.38(1)(b)]	Seats: Check-In Required	eTicket Receipt(s): [redacted - s.38(1)(b)]
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**DEPARTURE: THURSDAY 13 NOV** ▶ **ARRIVAL: FRIDAY 14 NOV**  
 Please verify flight times prior to departure

<b>KLM ROYAL DUTCH AIRLINES</b> <b>KL 0706</b> Duration: 11hr(s) 25min(s) Cabin: Business Status: Confirmed	<b>GIG</b> RIO JANEIRO GIG, BRAZIL	<b>AMS</b> AMSTERDAM, NETHERLANDS	Aircraft: BOEING 777 JET Distance (in Miles): 5925 Meals: Meals Est. emission: 2053.48 kg CO2
	Departing At: <b>20:50</b> <b>(Thu, Nov 13)</b> Terminal: TERMINAL 2	Arriving At: <b>12:15</b> <b>(Fri, Nov 14)</b> Terminal: Not Available	

Checked Baggage: Adult, 2x32kg (70lbs)  
 Cabin Baggage: Adult, 2x9kg (20lbs)

Passenger Name: [redacted - s.38(1)(b)]	Seats: Check-In Required	eTicket Receipt(s): [redacted - s.38(1)(b)]
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**07 NOV 2025 ▶ 14 NOV 2025 TRIP TO SAO PAULO GUARULH, BRAZIL**

PREPARED FOR

[redacted - s.38(1)(b)]

Corporate travel Management (North) Ltd  
Shire House, Humboldt Street, Bradford, BD1 5HQ  
01274726424  
north.air@travelctm.com

RESERVATION CODE NKZWTJ

AIRLINE RESERVATION CODE [redacted - s.38(1)(b)]

 **DEPARTURE: FRIDAY 07 NOV** Please verify flight times prior to departure

<b>KLM ROYAL DUTCH AIRLINES</b> <b>KL 0922</b>  Duration: 1hr(s) 30min(s)  Cabin: Business  Status: Confirmed	<b>EDI</b> EDINBURGH, UNITED KINGDOM	<b>AMS</b> AMSTERDAM, NETHERLANDS	Aircraft: BOEING 737 800 JET
	Departing At: <b>05:50</b>  Terminal: Not Available	Arriving At: <b>08:20</b>  Terminal: Not Available	Distance (in Miles): 414 Meals: Meals Est. emission: 84.77 kg CO2

Checked Baggage: Adult, 2x32kg (70lbs)  
Cabin Baggage: Adult, 2x9kg (20lbs)

Passenger Name: [redacted - s.38(1)(b)]	Seats: Check-in Required	Ticket Receipt(s): [redacted - s.38(1)(b)]
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 **DEPARTURE: FRIDAY 07 NOV** Please verify flight times prior to departure

<b>KLM ROYAL DUTCH AIRLINES</b> <b>KL 0791</b>  Duration: 12hr(s) 0min(s)  Cabin: Business  Status: Confirmed	<b>AMS</b> AMSTERDAM, NETHERLANDS	<b>GRU</b> SAO PAULO GUARULH, BRAZIL	Aircraft: BOEING 777-300ER JET
	Departing At: <b>11:00</b>  Terminal: Not Available	Arriving At: <b>19:00</b>  Terminal: TERMINAL 3	Distance (in Miles): 6059 Meals: Meals Est. emission: 2232.99 kg CO2

Checked Baggage: Adult, 2x32kg (70lbs)  
Cabin Baggage: Adult, 2x9kg (20lbs)

Passenger Name: [redacted - s.38(1)(b)]	Seats: Check-in Required	Ticket Receipt(s): [redacted - s.38(1)(b)]
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**DEPARTURE: FRIDAY 14 NOV** Please verify flight times prior to departure

<b>KLM ROYAL DUTCH AIRLINES</b> <b>KL 0931</b> Duration: 1hr(s) 25min(s) Cabin: Business Status: Confirmed	<b>AMS</b> AMSTERDAM, NETHERLANDS	<b>EDI</b> EDINBURGH, UNITED KINGDOM	Aircraft: BOEING 737 800 JET Distance (in Miles): 414 Meals: Meals Est. emission: 82.91 kg CO2
	Departing At: <b>15:40</b> Terminal: Not Available	Arriving At: <b>16:05</b> Terminal: Not Available	

Checked Baggage: Adult, 2x32kg (70lbs)  
 Cabin Baggage: Adult, 2x9kg (20lbs)

Passenger Name: [redacted - s.38(1)(b)]	Seats: Check-In Required	eTicket Receipt(s): [redacted]
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**OTHER: SUNDAY 03 MAY**

<b>OTHER</b> Status: Confirmed	<b>LON</b> LONDON UK, UNITED KINGDOM	
	Information: OTHER LINE ABOVE, FOR TRAVEL AGENCY INFORMATION PURPOSES ONLY	

**Corporate travel Management (North) Ltd**  
 Shire House, Humboldt Street, Bradford, BD1 5HQ  
 01274726424  
 north.air@travelctm.com

**08 NOV 2025 ▶ 09 NOV 2025 TRIP TO BELEM, BRAZIL**

PREPARED FOR: **[redacted - s.38(1)(b)]** Corporate travel Management (North) Ltd  
 Shire House, Humboldt Street, Bradford, BD1 5HQ  
 01274726424  
 north.air@travelctm.com

RESERVATION CODE: **[redacted - s.38(1)(b)]**  
 AIRLINE RESERVATION CODE: **[redacted - s.38(1)(b)]**

**DEPARTURE: SATURDAY 08 NOV** Please verify flight times prior to departure

<b>AZUL LINHAS AEREAS S.A</b> <b>AD 2531</b> Duration: 3hr(s) 0min(s) Cabin: Economy Status: Confirmed	<b>VCP</b> SAO PAULO VIRACOP, BRAZIL	<b>REC</b> RECIFE, BRAZIL	Aircraft: AIRBUS A321NEO JET Distance (in Miles): 1305 Est. emission: 131.72 kg CO2
	Departing At: <b>18:00</b> Terminal: Not Available	Arriving At: <b>21:00</b> Terminal: Not Available	

Checked Baggage: Adult, 1x23kg (50lbs)  
 Cabin Baggage: Adult, 1 piece

Passenger Name: **[redacted - s.38(1)(b)]** Seats: Check-In Required eTicket Receipt(s): **[redacted - s.38(1)(b)]**

**DEPARTURE: SATURDAY 08 NOV ▶ ARRIVAL: SUNDAY 09 NOV**  
 Please verify flight times prior to departure

<b>AZUL LINHAS AEREAS S.A</b> <b>AD 4949</b> Duration: 2hr(s) 40min(s) Cabin: Economy Status: Confirmed	<b>REC</b> RECIFE, BRAZIL	<b>BEL</b> BELEM, BRAZIL	Aircraft: AIRBUS INDUSTRIE A320 JET Distance (in Miles): 1042 Est. emission: 132.04 kg CO2
	Departing At: <b>22:20 (Sat, Nov 8)</b> Terminal: Not Available	Arriving At: <b>01:00 (Sun, Nov 9)</b> Terminal: Not Available	

Checked Baggage: Adult, 1x23kg (50lbs)  
 Cabin Baggage: Adult, 1 piece

Passenger Name: **[redacted - s.38(1)(b)]** Seats: Check-In Required eTicket Receipt(s): **[redacted - s.38(1)(b)]**

**OTHER: MONDAY 27 APR**

<b>OTHER</b> Status: Confirmed	<b>LON</b> LONDON UK, UNITED KINGDOM	
	Information: OTHER LINE ABOVE, FOR TRAVEL AGENCY INFORMATION PURPOSES ONLY	

Corporate travel Management (North) Ltd  
 Shire House, Humboldt Street, Bradford, BD1


# Flight Confirmation – Cab Sec

**07 NOV 2025 ▶ 14 NOV 2025 TRIP TO SAO PAULO GUARULH, BRAZIL**

PREPARED FOR  
 (redacted - s.38(1)(b))

Corporate travel Management (North) Ltd  
 Shire House, Humboldt Street, Bradford, BD1 5HQ  
 01274726424  
 north.air@travelcmm.com

RESERVATION CODE (redacted - s.38(1)(b))  
 AIRLINE RESERVATION CODE (redacted - s.38(1)(b))

 **DEPARTURE: FRIDAY 07 NOV** Please verify flight times prior to departure

<b>KLM ROYAL DUTCH AIRLINES</b> <b>KL 0922</b>  Duration: 1hr(s) 30min(s)  Cabin: Business  Status: Confirmed	<b>EDI</b> EDINBURGH, UNITED KINGDOM	<b>AMS</b> AMSTERDAM, NETHERLANDS	Aircraft: BOEING 737 800 JET  Distance (in Miles): 414  Meals: Meals  Est. emission: 84.77 kg CO2
	Departing At: 05:50  Terminal: Not Available	Arriving At: 08:20  Terminal: Not Available	

Checked Baggage: Adult, 2x32kg (70lbs)  
 Cabin Baggage: Adult, 2x9kg (20lbs)

Passenger Name: (redacted - s.38(1)(b))	Seats: Check-In Required	eTicket Receipt(s): (redacted - s.38(1)(b))
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 **DEPARTURE: FRIDAY 07 NOV** Please verify flight times prior to departure

<b>KLM ROYAL DUTCH AIRLINES</b> <b>KL 0791</b>  Duration: 12hr(s) 0min(s)  Cabin: Business  Status: Confirmed	<b>AMS</b> AMSTERDAM, NETHERLANDS	<b>GRU</b> SAO PAULO GUARULH, BRAZIL	Aircraft: BOEING 777-300ER JET  Distance (in Miles): 6059  Meals: Meals  Est. emission: 2232.99 kg CO2
	Departing At: 11:00  Terminal: Not Available	Arriving At: 19:00  Terminal: TERMINAL 3	

Checked Baggage: Adult, 2x32kg (70lbs)  
 Cabin Baggage: Adult, 2x9kg (20lbs)

Passenger Name: (redacted - s.38(1)(b))	Seats: Check-In Required	eTicket Receipt(s): (redacted - s.38(1)(b))
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**DEPARTURE: THURSDAY 13 NOV** Please verify flight times prior to departure

<b>KLM ROYAL DUTCH AIRLINES</b> <b>KL 9363</b> Operated by: GOL LINHAS AEREAS Duration: 3hr(s) 35min(s) Cabin: Economy Status: Confirmed	<b>BEL</b> BELEM, BRAZIL	<b>GIG</b> RIO JANEIRO GIG, BRAZIL	Aircraft: BOEING 737 MAX Distance (in Miles): 1514 Est. emission: 143.64 kg CO2
	Departing At: <b>16:00</b> Terminal: Not Available	Arriving At: <b>19:35</b> Terminal: TERMINAL 2	

Checked Baggage: Adult, 2x32kg (70lbs)  
 Cabin Baggage: Adult, Information not available

Passenger Name: [redacted - s.38(1)(b)]	Seats: Check-In Required	eTicket Receipt(s): [redacted - s.38(1)(b)]
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**DEPARTURE: THURSDAY 13 NOV** ▶ **ARRIVAL: FRIDAY 14 NOV**  
 Please verify flight times prior to departure

<b>KLM ROYAL DUTCH AIRLINES</b> <b>KL 0706</b> Duration: 11hr(s) 25min(s) Cabin: Business Status: Confirmed	<b>GIG</b> RIO JANEIRO GIG, BRAZIL	<b>AMS</b> AMSTERDAM, NETHERLANDS	Aircraft: BOEING 777 JET Distance (in Miles): 5925 Meals: Est. emission: 2053.48 kg CO2
	Departing At: <b>20:50</b> <b>(Thu, Nov 13)</b> Terminal: TERMINAL 2	Arriving At: <b>12:15</b> <b>(Fri, Nov 14)</b> Terminal: Not Available	

Checked Baggage: Adult, 2x32kg (70lbs)  
 Cabin Baggage: Adult, 2x9kg (20lbs)

Passenger Name: [redacted - s.38(1)(b)]	Seats: Check-In Required	eTicket Receipt(s): [redacted - s.38(1)(b)]
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**DEPARTURE: FRIDAY 14 NOV** Please verify flight times prior to departure

<b>KLM ROYAL DUTCH AIRLINES</b> <b>KL 0931</b> Duration: 1hr(s) 25min(s) Cabin: Business Status: Confirmed	<b>AMS</b> AMSTERDAM, NETHERLANDS	<b>ED1</b> EDINBURGH, UNITED KINGDOM	Aircraft: BOEING 737 800 JET Distance (in Miles): 414 Meals: Meals Est. emission: 82.91 kg CO2
	Departing At: <b>15:40</b> Terminal: Not Available	Arriving At: <b>16:05</b> Terminal: Not Available	

Checked Baggage: Adult, 2x32kg (70lbs)  
 Cabin Baggage: Adult, 2x9kg (20lbs)

Passenger Name: (redacted - s. 58(1)(b))	Seats: Check-In Required	Ticket Receipt(s): (redacted)
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**OTHER: SUNDAY 03 MAY**

<b>OTHER</b> Status: Confirmed	<b>LON</b> LONDON UK, UNITED KINGDOM Information: OTHER LINE ABOVE, FOR TRAVEL AGENCY INFORMATION PURPOSES ONLY	
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**Corporate travel Management (North) Ltd**  
 Shire House, Humboldt Street, Bradford, BD1 5HQ  
 01274726424  
 north.air@travelctm.com

08 NOV 2025 ▶ 09 NOV

PREPARED FOR

(redacted - 4.38(1)(b))



RESERVATION CODE  
AIRLINE RESERVATION CODE

(redacted - 4.38(1)(b))

norm.air@gravelctm.com

DEPARTURE: **SATURDAY 08 NOV** Please verify flight times prior to departure

<b>AZUL LINHAS AEREAS</b> S.A <b>AD 2531</b> Duration: 3hr(s) 0min(s) Cabin: Economy Status: Confirmed	<b>VCP</b> SAO PAULO VIRACOP, BRAZIL	<b>REC</b> RECIFE, BRAZIL	Aircraft: AIRBUS A321NEO JET Distance (in Miles): 1305 Est. emission: 131.72 kg CO2
	Departing At: <b>18:00</b> Terminal: Not Available	Arriving At: <b>21:00</b> Terminal: Not Available	

Checked Baggage: Adult, 1x23kg (50lbs)  
Cabin Baggage: Adult, 1 piece

Passenger Name: (redacted - 4.38(1)(b))	Seats: Check-In Required	eTicket Receipt(s): (redacted - 4.38(1)(b))
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DEPARTURE: **SATURDAY 08 NOV** ▶ ARRIVAL: **SUNDAY 09 NOV**

Please verify flight times prior to departure

<b>AZUL LINHAS AEREAS</b> S.A <b>AD 4949</b> Duration: 2hr(s) 40min(s) Cabin: Economy Status: Confirmed	<b>REC</b> RECIFE, BRAZIL	<b>BEL</b> BELEM, BRAZIL	Aircraft: AIRBUS INDUSTRIE A320 JET Distance (in Miles): 1042 Est. emission: 132.04 kg CO2
	Departing At: <b>22:20</b> <b>(Sat, Nov 8)</b> Terminal: Not Available	Arriving At: <b>01:00</b> <b>(Sun, Nov 9)</b> Terminal: Not Available	

Checked Baggage: Adult, 1x23kg (50lbs)  
Cabin Baggage: Adult, 1 piece

Passenger Name: (redacted - 4.38(1)(b))	Seats: Check-In Required	eTicket Receipt(s): (redacted - 4.38(1)(b))
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OTHER: **MONDAY 27 APR**

<b>OTHER</b> Status: Confirmed	<b>LON</b> LONDON UK, UNITED KINGDOM	
	Information: OTHER LINE ABOVE, FOR TRAVEL AGENCY INFORMATION PURPOSES ONLY	

Corporate travel Management (North) Ltd  
Shire House, Humboldt Street, Bradford, BD1

## Hotel – Private Office



### Prepaid Voucher - [Redacted - s.38(1)(b)]

TRYP by Wyndham Sao Paulo Paraiso ★★★

**Address** Afonso de Freitas 148, Paraiso, Sao Paulo, Brazil, 04006-050  
**Phone**

**Guest Name(s)** [Redacted - s.38(1)(b)]  
**Check In** 07 Nov 2025 | **Check Out** 08 Nov 2025 | 1 night(s)  
**Room Type** Quarto standard, 2 camas de solteiro, para não fumantes  
**Board Type** Room only

**Note to Hotel:** The guest SHOULD NOT be charged for the services listed on this voucher. The guest is to be billed for their incidentals, resort fees or any tourist taxes, if applicable.

#### Essential Information

**No Show:** Should the guest fail to arrive on the check in date and we have not been notified of any cancellations or amendments in advance, they will be deemed a no show. For same day cancellation or no shows, 100% cancellation charges apply.

#### Special Instructions :

Front desk staff will greet guests on arrival at the property.

#### Fine Print :

- Parents or a legal guardian traveling with children under 18 years must present the child's birth certificate and an identity card with photo (passport, for example) at the check-in. For international travels to Brazil, if just one of the parents is traveling with the child, she/he must present – in addition to the child's certificate of birth and identity card with photo – a letter authorizing the trip signed by the other parent with a notarial certification of signature. In case the parents or the legal guardian, as applicable, cannot or are unwilling to give this authorization, a judicial authorization is required. People who intend to travel to Brazil with children must consult with the Brazilian consulate before traveling for more information.
- One child 6 years old or younger stays free when occupying the parent or guardian's room, using existing bedding.
- Only registered guests are allowed in the guestrooms.
- The property allows pets in specific rooms only and has other pet restrictions (surcharges apply and can be found in the Fees section). Guests can arrange to bring pets by contacting the property directly, using the contact information on the booking confirmation.
- Contactless check-in is available.

**Emergency Contact** +44 127 342 9007

In the event of any problems or difficulties, you must contact the hotel immediately, so they have the opportunity to rectify the situation from the outset. If you are unable to resolve matters to your

Corporate Travel Management (North)

# Hotel – Cab Sec



## Prepaid Voucher - [redacted - s, 38] (b)(7)(D)

### TRYP by Wyndham Sao Paulo Paraiso ★★★

**Address** Afonso de Freitas 148, Paraiso, Sao Paulo, Brazil, 04006-050  
**Phone**

**Guest Name(s)** [redacted - s, 38] (b)(7)(D)  
**Check In** 07 Nov 2025 | **Check Out** 08 Nov 2025 | 1 night(s)  
**Room Type** Quarto standard, 2 camas de solteiro, para não fumantes  
**Board Type** Room only

**Note to Hotel:** The guest SHOULD NOT be charged for the services listed on this voucher. The guest is to be billed for their incidentals, resort fees or any tourist taxes, if applicable.

#### Essential Information

**No Show:** Should the guest fail to arrive on the check in date and we have not been notified of any cancellations or amendments in advance, they will be deemed a no show. For same day cancellation or no shows, 100% cancellation charges apply.

#### Special Instructions:

Front desk staff will greet guests on arrival at the property.

#### Fine Print:

- Parents or a legal guardian traveling with children under 18 years must present the child's birth certificate and an identity card with photo (passport, for example) at the check-in. For international travels to Brazil, if just one of the parents is traveling with the child, she/he must present – in addition to the child's certificate of birth and identity card with photo – a letter authorizing the trip signed by the other parent with a notarial certification of signature. In case the parents or the legal guardian, as applicable, cannot or are unwilling to give this authorization, a judicial authorization is required. People who intend to travel to Brazil with children must consult with the Brazilian consulate before traveling for more information.
- One child 6 years old or younger stays free when occupying the parent or guardian's room, using existing bedding.
- Only registered guests are allowed in the guestrooms.
- The property allows pets in specific rooms only and has other pet restrictions (surcharges apply and can be found in the Fees section). Guests can arrange to bring pets by contacting the property directly, using the contact information on the booking confirmation.
- Contactless check-in is available.

**Emergency Contact** +44 127 342 9007

In the event of any problems or difficulties, you must contact the hotel immediately, so they have the opportunity to rectify the situation from the outset. If you are unable to resolve matters to your

Corporate Travel Management (North)

## Approval to Travel – Private Office

**From:** John Webster <John.Webster@gov.scot>

**Sent:** 28 October 2025 17:46

**To:** [redacted - s.38(1)(b)]@gov.scot

**Cc:** [redacted - s.38(1)(b)]@gov.scot ; [redacted - s.38(1)(b)]@gov.scot ; Andrew Bruce <Andrew.Bruce@gov.scot>; [redacted - s.38(1)(b)]@gov.scot

**Subject:** RE: Travel Approval - COP30 - Belem

[redacted - s.38(1)(b)],

Apologies for the tardy response.

Andy and I discussed earlier.

Happy to approve as set out in the attachment to your email.

Andy I understand that the apartment will be used by the travelling party, inc CabSec?

Best wishes,

### John Webster

Principal Private Secretary to the First Minister

5th Floor | St Andrew's House | Regent Road | Edinburgh | EH1 3DG

T: [redacted - s.38(1)(b)] | M: [redacted - s.38(1)(b)]



Office of the First Minister of Scotland

**FirstMinister.gov.scot**

Prìomh Mhinistear na h-Alba

**The First Minister's box closes at 2pm, Monday to Friday.** Further details, including preferences, can be found [here](#).

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**From:** [redacted - s.38(1)(b)]@gov.scot

**Sent:** 27 October 2025 17:22

**To:** John Webster <[John.Webster@gov.scot](mailto:John.Webster@gov.scot)>

**Cc:** [redacted - s.38(1)(b)]@gov.scot ; [redacted - s.38(1)(b)]@gov.scot ; Andrew Bruce <[Andrew.Bruce@gov.scot](mailto:Andrew.Bruce@gov.scot)>; [redacted - s.38(1)(b)]@gov.scot

**Subject:** Travel Approval - COP30 - Belem

**Importance:** High

[redacted – s.29(1)(d)]

Thanks,

[redacted - s.38(1)(b)]

[redacted - s.38(1)(b)]

Deputy Private Secretary to the Cabinet Secretary for Climate Action and Energy –  
Gillian Martin MSP

Scottish Government | St Andrews House Edinburgh EH1 3DG | [redacted -

s.38(1)(b)] | [CabSecforCAE@gov.scot](mailto:CabSecforCAE@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](http://www.lobbying.scot)*

# Expenses – Private Office



## Expense Report

Report Number [redacted - s.38(1)(b)]

### Confirmation

Expense report number [redacted - s.38(1)(b)] of £217.11 GBP was submitted for approval.

### AUTO\_APPROVED

#### Submission Instructions

Please ensure all necessary receipts are attached to the expenses claim and take a copy of this page and the receipts for your records. Your approver will be notified and requested to approve this expenses claim. Upon approval a notification will be sent to you. After approval the expenses claim will be paid.

If your expenses claim is selected for checking and errors are found or more information is required, your expenses claim will be returned to you with a description of what should be amended before resubmission.

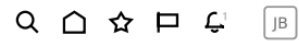
Person [redacted - s.38(1)(b)] Submission Date **25/11/25**  
 Expense Dates **05/11/25 - 14/11/25** Report Status **Paid**  
 Reimbursable Total **217.11 GBP** Purpose

Expense Items									
Expense Type	Expense Template	Date	Expense Class	Source	Prepaid	Description	Receipt Missing	Receipt Required	Reimbursable Amount (GBP)
Foreign Travel Other Expenses	Core Scottish Government Expenses T&S Report Template	09/11/25	Business	Personal Funds	<input type="checkbox"/>	Food shop at the Supermarket for Breakfast and Lunches through the course of the course of the stay. This totalled 293.37 Real which comes to £41.54	<input type="checkbox"/>	<input type="checkbox"/>	41.54
Public Transport Tram	Core Scottish Government Expenses T&S Report Template	14/11/25	Business	Personal Funds	<input type="checkbox"/>	Tram from Edinburgh Airport back to flat.	<input type="checkbox"/>	<input type="checkbox"/>	7.90
Foreign Travel - Subsistence	Core Scottish Government Expenses T&S Report Template	13/11/25	Business	Personal Funds	<input type="checkbox"/>	Dinner in Belem before flying home. Came to 79.50 Real which is £11.54	<input type="checkbox"/>	<input type="checkbox"/>	11.54

Foreign Travel Taxi	Core Scottish Government Expenses T&S Report Template	12/11/25	Business	Personal Funds	<input type="checkbox"/>	Uber back from Dinner on the Wednesday night.	<input type="checkbox"/>	<input type="checkbox"/>	5.30
Foreign Travel - Subsistence	Core Scottish Government Expenses T&S Report Template	12/11/25	Business	Personal Funds	<input type="checkbox"/>	Dinner with Cab Sec on the Wednesday night - capped at 88 Brazilian Reals which is £12.45	<input type="checkbox"/>	<input type="checkbox"/>	12.45
Foreign Travel Taxi	Core Scottish Government Expenses T&S Report Template	11/11/25	Business	Personal Funds	<input type="checkbox"/>	Taxi back from Dinner to the Accommodation after Dinner. Came to 66 Brazilian Reals which was £8.69	<input type="checkbox"/>	<input type="checkbox"/>	8.69
Foreign Travel - Subsistence	Core Scottish Government Expenses T&S Report Template	11/11/25	Business	Personal Funds	<input type="checkbox"/>	Dinner with policy team in Belem on Tuesday night. Capped at 88 Brazilian Real which is £12.45	<input type="checkbox"/>	<input type="checkbox"/>	12.45
Foreign Travel - Subsistence	Core Scottish Government Expenses T&S Report Template	10/11/25	Business	Personal Funds	<input type="checkbox"/>	Dinner in Belem on the way back to the Accommodation. 82.40 Brazilian Reals which is £11.83	<input type="checkbox"/>	<input type="checkbox"/>	11.83
Foreign Travel - Subsistence	Core Scottish Government Expenses T&S Report Template	09/11/25	Business	Personal Funds	<input type="checkbox"/>	Dinner in Belem coming to 63 Brazilian Reals which comes to £9.14.	<input type="checkbox"/>	<input type="checkbox"/>	9.14
Foreign Travel Taxi	Core Scottish Government Expenses T&S Report Template	09/11/25	Business	Personal Funds	<input type="checkbox"/>	Uber from Belem airport to accommodation. Coming to 30.78 Real which is £4.41	<input type="checkbox"/>	<input type="checkbox"/>	4.41
Foreign Travel Taxi	Core Scottish Government Expenses T&S Report Template	08/11/25	Business	Personal Funds	<input type="checkbox"/>	Taxi from Hotel to Internal Flight Airport at VCP	<input type="checkbox"/>	<input type="checkbox"/>	40.38
Foreign Travel - Subsistence	Core Scottish Government Expenses T&S Report Template	08/11/25	Business	Personal Funds	<input type="checkbox"/>	Dinner at the Airport in comes to 72.90 reals which is 10.56	<input type="checkbox"/>	<input type="checkbox"/>	10.56
Foreign Travel - Subsistence	Core Scottish Government Expenses T&S Report Template	08/11/25	Business	Personal Funds	<input type="checkbox"/>	Lunch in Sao Paulo - capped at 55 Brazilian Reals which converts to £7.78	<input type="checkbox"/>	<input type="checkbox"/>	7.78
Foreign Travel Taxi	Core Scottish Government Expenses	07/11/25	Business	Personal Funds	<input type="checkbox"/>	Uber from International Airport to Hotel in Sao Paulo. Credit Card	<input type="checkbox"/>	<input type="checkbox"/>	12.64

	T&S Report Template					Conversion is £12.64			
Public Transport Taxi	Core Scottish Government Expenses T&S Report Template	07/11/25	Business	Personal Funds	<input type="checkbox"/>	Taxi to the airport at 03:45 in the morning.	<input type="checkbox"/>	<input type="checkbox"/>	20.50

**Amount Due to You** 217.11 GBP



Expense Report: [redacted - s.38(1)]

Submit Receipts Done

Purpose

Attachments None +

Status Paid [View report history](#)

Report Total  
**75.00**

Expense Items (1)

Date ▼	Type ▼	Amount ▼	Merchant ▼	Location ▼	Description ▼	Attachments
24/10/25	Non Standard Subsistence	<b>75.00</b> GBP		Edinburgh, Midlothian	Yellow Fever Vaccination - ahead of g...	(1)