

Thank you,

I will ask the design team to make the changes, and I will send another proof over. I'm not sure how the Welsh address was slotted in and I think it must have been a copy and paste error for the email address.

Many thanks

Chris

**From:** PS Cabinet Secretary for Education  
**Sent:** 09 November 2017 15:15  
**To:**  
**Cc:** PS Cabinet Secretary for Education;  
**Subject:** RE: Business Card Order - International Relations

Hi

The email address is incorrect on both sides of the business card. It should be: [PS.CabSecEducation@gov.wales](mailto:PS.CabSecEducation@gov.wales) Grateful if this can be changed. Also part of the Welsh postal address remains on the Vietnamese side of the card it says "Bae Caerdydd, Caerdydd," could this be changed to English please as I am presuming there is no translation into Vietnamese.

Thanks

*Ysgrifennydd Preifat i Kirsty Williams AC* / Private Secretary to Kirsty Williams AM.  
*Ysgrifennydd y Cabinet dros Addysg* / Cabinet Secretary for Education.  
*Is-adran y Cabinet* / Cabinet Division.  
*Llywodraeth Cymru* / Welsh Government  
*Ffon* / Tel:

*E -bost:* [YP.cabysgaddysg@llyw.cymru](mailto:YP.cabysgaddysg@llyw.cymru)

E-mail: [PS.CabSecEducation@gov.wales](mailto:PS.CabSecEducation@gov.wales)



**From:**  
**Sent:** 09 November 2017 14:54  
**To:** PS Cabinet Secretary for Education  
**Subject:** FW: Business Card Order - International Relations

Dear Colleague,

Please can you confirm if you are content with the proposed business card attached for the Cab Sec's visit to Vietnam. If you provide clearance tomorrow we would hope to get them printed by Friday 17<sup>th</sup> November.

Many thanks

**Wales.com**

Swyddog Gwybodaeth a Chyfathrebu / Information and Communications Officer  
Cysylltiadau Rhyngwladol / International Relations  
Swyddfa'r Prif Weinidog a Swyddfa'r Cabinet / Office of the First Minister and Cabinet  
Office  
Llywodraeth Cymru / Welsh Government

Situated: B07, Third Floor, South Core,  
Cathays Park2, Cardiff. CF10 3NQ

☎ Tel / Ffôn:

✉ E-mail: E-bost:

**From:**

**Sent:** 09 November 2017 14:00

**To:**

**Subject:** FW: Business Card Order - International Relations

Hi

As requested please find attached the amended Business Card proofs. As before, if you just let me know if there are any further amendments or if they are okay to print?

Thanks very much

**From:**

**Sent:** 09 November 2017 13:17

**To:**

**Subject:** FW: Business Card Order - International Relations

Amended proofs attached. Because of the accents I've had to use an arial font.

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Senior Typesetter / Uwch Cysodydd  
Adobe Certified Associate  
Print & Digital Media Publication - Indesign

Design Team / Y Tîm Dylunio  
Office of the First Minister and Cabinet Office / Swyddfa'r Prif Weinidog a Swyddfa'r Cabinet  
Welsh Government / Llywodraeth Cymru

Ffôn / Tel:

To request any new design work please follow this link to the Communications and Marketing Approval system:  
Comms and Marketing Approval Form: <http://cmaprint/cmaprintunit/index.asp>

**From:** of Business Card Request Mailbox

**Date:** Thursday, 9 November 2017 at 11:54

**To:**

**Subject:** FW: Business Card Order - International Relations

Hi

Please see amendments below for Kirsty Williams, and

Thanks

**From:**  
**Sent:** 09 November 2017 11:19  
**To:** Business Card Request Mailbox  
**Subject:** RE: Business Card Order - International Relations

Hi  
A few alterations please!

- Please can the font size/ style be the same on both the English and Vietnamese versions. The English side font looks the best I think.
- Please can Sở Giáo Dục (Education Directorate) be moved to where it is on the English version as well please, just above the address.
- And can phone number be changed to. It looks like the current business card he is using has the wrong number.

Thanks

**Wales.com**

**Swyddog Gwybodaeth a Chyfathrebu / Information and Communications Officer**  
**Cysylltiadau Rhyngwladol /International Relations**  
**Swyddfa'r Prif Weinidog a Swyddfa'r Cabinet / Office of the First Minister and Cabinet Office**  
**Llywodraeth Cymru / Welsh Government**

**Situated: B07, Third Floor, South Core,**  
**Cathays Park2, Cardiff. CF10 3NQ**  
**☎Tel /Ffôn:**  
**✉ E-mail: E-bost:**

**From:** Business Card Request Mailbox  
**Sent:** 08 November 2017 15:44  
**To:**  
**Subject:** FW: Business Card Order - International Relations

Hi  
As requested please find attached the Business Card proofs (Eng/Vietnam). If the details can be checked and just let me know if they are okay to print or if any require amendments?

Thanks very much

**From:**  
**Sent:** 08 November 2017 15:07  
**To:** Business Card Request Mailbox  
**Subject:** Re: Business Card Order - International Relations

Proofs attached

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Senior Typesetter / Uwch Cysodydd  
Adobe Certified Associate  
Print & Digital Media Publication - Indesign

Design Team / Y Tîm Dylunio  
Office of the First Minister and Cabinet Office / Swyddfa'r Prif Weinidog a Swyddfa'r Cabinet  
Welsh Government / Llywodraeth Cymru

Ffôn / Tel:

To request any new design work please follow this link to the Communications and Marketing Approval system:  
Comms and Marketing Approval Form: <http://cmaprint/cmaprintunit/index.asp>

**From:** Business Card Request Mailbox  
**Date:** Wednesday, 8 November 2017 at 11:34  
**To:**  
**Subject:** FW: Business Card Order - International Relations

Hi

Vietnamese version of the cards attached below.

Thanks

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**From:**  
**Sent:** 08 November 2017 11:01  
**To:** Business Card Request Mailbox  
**Cc:**  
**Subject:** FW: Business Card Order - International Relations

Dear Colleagues,

As noted below, please now find the translated business cards attached. Grateful if these can be added to the English version (flip side) and created into a proof version for clearance on Friday, if that's doable?

Business Cards - Vietnamese translation.docx  
Many thanks

**Wales.com**

**Swyddog Gwybodaeth a Chyfathrebu / Information and Communications Officer**  
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**☎ Tel / Ffôn:**

**✉ E-mail: E-bost:**

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**From:**

**Sent:** 06 November 2017 11:54  
**To:** '[BusinessCardRequestMailbox@wales.gsi.gov.uk](mailto:BusinessCardRequestMailbox@wales.gsi.gov.uk)'  
**Cc:**  
**Subject:** Business Card Order - International Relations

Dear Colleagues

Please find attached 3 business card order forms for the Cab Sec for Education, Kirsty Williams, her specialist advisor and the Director of Education, There is quite a tight turnaround required, and apologies in advance, as they are required for an upcoming trip to Vietnam in a few weeks time. We will therefore need the **business cards by 17<sup>th</sup> November and a proof by Friday if that's possible?**

The business cards will need to be in English on one side and Vietnamese on the other and we are [expecting](#) the translation back with us tomorrow. As soon as we have it we will send it over!

The style for and should be as attached please – style 1

And the Cabinet Secretary will require a slightly different version with the foiled Welsh Government logo – HerEnglish version attached:

**Many thanks**

[Wales.com](http://Wales.com)

**Swyddog Gwybodaeth a Chyfathrebu / Information and Communications Officer**  
**Cysylltiadau Rhyngwladol / International Relations**  
**Swyddfa'r Prif Weinidog a Swyddfa'r Cabinet / Office of the First Minister and Cabinet Office**  
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