

can you arrange a PO please

Thanks

From:
Sent: 15 November 2017 14:19
To: Subject: RE: Vietnam TM

Hi

Please see the details below for payment:

Supplier Name:
CT GROUP TRAVEL
NORTH FARM ROAD
8-9 ORCHARD BUSINESS PARK
TUNBRIDGE WELLS
Kent
TN2 3XF

Supplier number: 50007780

The total cost per person:
Hotel Nikko Saigon - £206.56 per night x 2: £413.12
Movenpick Hotel Hanoi - £166.42 per night x 3: £499.26
CT Delegate Fee: £60.00
VAT: £12.00
Total (including VAT): £984.38 per person

Total cost for 4 rooms for the duration of the vist: £3,937.52

Any problems, please let me know.

Regards

From:
Sent: 15 November 2017 13:23
To: PS Cabinet Secretary for Education
Cc:
Subject: RE: Vietnam TM

Hi – sorting with xx will keep you cc'd

Cheers

From: PS Cabinet Secretary for Education

Sent: 15 November 2017 13:16
To: PS Cabinet Secretary for Education;
Cc: DS Cabinet Secretary for Education
Subject: RE: Vietnam TM

Can we give xxx a PO number please?

Senior Private Secretary to Kirsty Williams AM
Prif Ysgrifennydd Preifat I Kirsty Williams AC
Cabinet Secretary for Education / Ysgrifennydd y Cabinet dros Addysg
Cabinet Division / Is-adran y Cabinet Welsh Government / Llywodraeth Cymru

 **Tel / Ffôn:**

 **E-mail / Ebost:** PS.CabSecEducation@gov.wales

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From:
Sent: 15 November 2017 13:15
To: PS Cabinet Secretary for Education;
Cc: DS Cabinet Secretary for Education;
Subject: RE: Vietnam TM

Hi

Thanks for confirming you would like me to go ahead and reserve the rooms with CT our travel management company on your behalf. I forgot to note that there will be an additional charge of £60 per person payable to CT for the bookings. With this in mind, can you confirm you would still like me to book the rooms please.

Payment can be made by supplying CT (through myself) with a PO number or by calling CT direct and making a payment with a corporate credit. Maybe a PO is the better option?

Thanks

From: PS Cabinet Secretary for Education
Sent: 15 November 2017 13:09
To:
Cc: PS Cabinet Secretary for Education; DS Cabinet Secretary for Education;
Subject: RE: Vietnam TM

Hi

I've looked online and cannot get the hotels any cheaper. Please can you go ahead and reserve the room for all four of us.

Is it possible to pay for the rooms by any other method than PO credit card? Don't want to get caught short with any unexpected expenditure whilst overseas. The four rooms are for

1 Kirsty Williams

2

3

4

thanks

Senior Private Secretary to Kirsty Williams AM
Prif Ysgrifennydd Preifat I Kirsty Williams AC
Cabinet Secretary for Education / Ysgrifennydd y Cabinet dros Addysg
Cabinet Division / Is-adran y Cabinet Welsh Government / Llywodraeth Cymru

📞 Tel / Ffôn:

✉ E-mail / Eboist: PS.CabSecEducation@gov.wales

From:

Sent: 15 November 2017 11:35

To: PS Cabinet Secretary for Education; ; DS Cabinet Secretary for Education;

Cc:

Subject: RE: Vietnam TM

Hi

Please see details and quotes below for the hotels in Vietnam. The hotels do have high occupancy levels during this period and have requested that we confirm as soon as possible as the rooms are subject to availability:

Hotel Nikko Saigon

Arrive: 26th November

Depart: 28th November

Executive room is Nikko Club Executive Suite King. Price is **£206.56 per room, per night** inclusive of club lounge access as below:

- A welcome drink service
- Complimentary club breakfast at the Nikko Club Lounge from 06:00 -10:00am
- Complimentary tea/coffee, soft drinks served all day
- Complimentary use of boardroom in the 23rd floor up to one hour per visit (subject to availability)
- Evening cocktails & snack from 5:00pm to 8:00pm
- Free use of broadband in room, free PC with internet access at Nikko Club Lounge
- Pre-registration and personalized escorted check-in & express check out
- Dedicated concierge service at Nikko Club Lounge

Movenpick Hotel Hanoi

Arrive: 28th November

Depart: 1st December

Deluxe Room: **£166.42 per room per night**, inclusive of:

Breakfast in the all day dining Restaurant; "Mangosteen" located on the 2nd floor of the hotel.

- Complimentary non-alcoholic drinks (including soft drinks and hot beverages) available 24 hours per day in Lounge 83, located on the ground floor.
- Complimentary "In-Residence À-la-carte Snack Menu" available from 11:00 am until 7:00 pm in the Lounge 83.
- Complimentary soft drinks, beer, house wine or cocktails on the snack menu in the Lounge 83 from 5:00 pm to 7:00 pm daily.
- Complimentary mini bar in your guest room, replenished daily.
- Complimentary 01 voucher massage (booking consecutive 03 nights)
- Complimentary local telephone calls.
- Laundry service, up to three pieces per day.
- Packing and unpacking services.
- Complimentary power drinks in the Kinetic Gym.
- Private in-room check-in, upon request.
- Late check-out until 4pm

Can you let me know as soon as possible if you would like me to go ahead and reserve the rooms on your behalf and confirm if the payment will be done with a PO number/invoice or a corporate credit card?

Thanks

From: PS Cabinet Secretary for Education

Sent: 14 November 2017 10:53

To: PS Cabinet Secretary for Education; DS Cabinet Secretary for Education;

Cc:

Subject: RE: Vietnam TM

Ho Chi Minh – flight arrives at 19.35 on 26 Nov

Internal flight to Hanoi hasn't been booked as we'll need more detail on venue and timings for the proposed lunch on the 28 November. I would expect to get to Hanoi for 18.30/19.00 if possible.

thanks

Senior Private Secretary to Kirsty Williams AM

Prif Ysgrifennydd Preifat I Kirsty Williams AC

Cabinet Secretary for Education / Ysgrifennydd y Cabinet dros Addysg

Cabinet Division / Is-adran y Cabinet Welsh Government / Llywodraeth Cymru

📞 **Tel / Ffôn:**

✉ **E-mail / Ebst:** PS.CabSecEducation@gov.wales

From:

Sent: 14 November 2017 10:47
To: PS Cabinet Secretary for Education; DS Cabinet Secretary for Education;
Cc:
Subject: RE: Vietnam TM

Thanks

Can you confirm what the flight details are please so that the hotel can be notified of the estimated arrival time of the Cabinet Secretary and the accompanying officials.

Thanks

From: PS Cabinet Secretary for Education
Sent: 14 November 2017 10:37
To: DS Cabinet Secretary for Education;
Cc: PS Cabinet Secretary for Education
Subject: RE: Vietnam TM

We'll need 2 nights in Ho Chi Minh (26 and 27 November) and 3 nights Hanoi (28,29 and 30 November). No need for early check in/late check out.

Happy to pick up costs on PO credit card.

thanks

Senior Private Secretary to Kirsty Williams AM
Prif Ysgrifennydd Preifat I Kirsty Williams AC
Cabinet Secretary for Education / Ysgrifennydd y Cabinet dros Addysg
Cabinet Division / Is-adran y Cabinet Welsh Government / Llywodraeth Cymru

📞 **Tel / Ffôn:**

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From:
Sent: 14 November 2017 10:15
To: DS Cabinet Secretary for Education;
Cc: PS Cabinet Secretary for Education
Subject: RE: Vietnam TM

Thanks

I'll liaise with CT our travel management company who will check availability at both hotels and provide quotes. For you to be aware this may take a couple of days.

As xxxx has noted I will request access to the executive lounge if there is availability and if there are suitable facilities at the hotel.

Can you confirm how many nights at each hotel is required please and if early-check in/check-out is required at any point?

Additionally, will the costs be paid to CT by corporate card or PO please?

Thanks

Rheolwr Teithiau Masnach Rhyngwladol ac Arddangosfeydd / International Trade Missions and Exhibitions Manager
Llywodraeth Cymru / Welsh Government
Canolfan QED / QED Centre
Ystâd Ddiwydiannol Trefforest / Trefforest Industrial Estate
Llywodraeth Cymru / Welsh Government
CF37 5YR

Ffon / Tel
Symudol / Mobile
E-bost / E-mail

Hapus i gyfathrebu'n Saesneg neu yn y Gymraeg/Happy to communicate in English or Welsh

From:
Sent: 14 November 2017 10:11
To: DS Cabinet Secretary for Education;
Cc: PS Cabinet Secretary for Education;
Subject: RE: Vietnam TM

Hi

is out of the office this week. Contrary to previous advice about private office booking accommodation themselves - I'm copying this email to xxxx who will do this for you.

the Cabinet Secretary's delegation comprises of;

Kirsty Williams AM, Cabinet Secretary for Education
PS to Cabinet Secretary for Education
Special Advisor to Cabinet Secretary for Education
Director for Education

We discussed requirements regarding – separate floor and access to exec. Lounge etc.

Thanks

Swyddog Polisi Ymgysylltu Rhyngwladol | International Engagement Policy 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
Ffôn | Tel: 0300 0251149
e-bost | e-mail:

www.Wales.com

From: DS Cabinet Secretary for Education
Sent: 14 November 2017 09:19
To:
Cc:
DS Cabinet Secretary for Education; PS Cabinet Secretary for Education
Subject: RE: Vietnam TM

Hi

We haven't booked hotels yet for the Vietnam trip, could we have the details as soon as possible please?

Kind regards,

Ysgrifenyddes Dyddiadur i'r Ysgrifennydd y Cabinet dros Addysg
Diary Secretary to the Cabinet Secretary for Education

yd.cabysgaddysg@llyw.cymru / DS.CabSecEducation@gov.wales