

I have advised FCO and British Council by telephone. XXXX will advise the trade mission.

the trade mission and education mission are going ahead as planned, but we are still establishing the impact on the education programme.

When you speak to Uni's Wales, you may want to communicate XXXX offer at the same time?

Thanks

From:

Sent: 24 November 2017 12:56

To: DS Cabinet Secretary for Education;

Subject: RE: Vietnam - Cancelled - Handling Plan

Thanks xxxx. This seems a sensible approach to me but have copied in XXXX because I think he needs to be sighted on this too.

On a stakeholder comms/media side, we were going to lead on proactive press messages and activity for the visit rather than the attending unis/colleges. This is no longer appropriate but if the mission proceeds and delegates need some assistance pulling together something to promote the trip and Wales' presence abroad, as a good will gesture given the short notice I am happy to work with them behind the scenes as we already have some press and social media materials drafted that they can use as templates to save them pulling something together from scratch.

As for timings on this, I can come in on the back of xxxxx emails to them to simply highlight that if they need any help or advice with comms and media for the trip to get in touch with me and I will do what I can to help.

Swyddog Wasg / **Press Officer**
Llywodraeth Cymru / **Welsh Government**
Bae Caerdydd / **Cardiff Bay**
CF99 1NA
Ffon / **Tel:**
Ebost / **Email:**



Gwasanaeth Cyfathrebu
Llywodraeth Cymru
Welsh Government
Communications Service

From:

Sent: 24 November 2017 12:30

To: PS Cabinet Secretary for Education;

Cc: DS Cabinet Secretary for Education; Official Car Bookings;

Subject: RE: Vietnam - Cancelled - Handling Plan

Just to confirm upfront that nobody from the Cab Sec's delegation will be going out to Vietnam.

Handling Plan

Friday (in this order)

- XXXX to phone FCO and British Council Wales
- XXXX to phone Uni's Wales and XXXX to advise trade mission delegates
- Xxxxx to follow up in writing to all partners. I will include in that email any known impacts on the trade and education programmes.
- Comms/Press teams to work up lines in preparation for media enquiries (see agreed line below)

Monday

Head of IR to follow up with a call to FCO/ Ambassador in Hanoi.

Agreed Press line

A Welsh Government spokesperson: "While the Welsh Government organised trade mission to Vietnam is still going ahead, owing to other commitments the Cabinet Secretary for Education is no longer able to attend."

Thanks

From: PS Cabinet Secretary for Education
Sent: 24 November 2017 11:31
To: PS Cabinet Secretary for Education;
Cc: DS Cabinet Secretary for Education; Official Car Bookings;
Subject: RE: Vietnam - Cancelled

Dear all,

Apologies but I've now had confirmation that the Cabinet Secretary will be unable to undertake this Trade Mission. Not sure how this is communicated to the HEIs that will still be going.

Very sorry that all your hard work has not been utilised but hopefully we can see this as groundwork for when we do visit.

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 / Epost:** PS.CabSecEducation@gov.wales



Any of the statements or comments made above should be regarded as personal and not necessarily those of the Welsh Government, any constituent part or connected body. Dylai'r datganiadau neu'r sylwadau uchod gael eu trin fel rhai personol ac nid o reidrwydd fel datganiadau neu sylwadau gan Lywodraeth Cymru, unrhyw ran ohono neu unrhyw gorff sy'n gysylltiedig ag ef.