



THE OFFICE OF THE HON ANDREW ROBB AO MP

MINISTER FOR TRADE AND INVESTMENT

11 January 2016

Mr Drew Clarke
Chief of Staff
Office of the Prime Minister
Parliament House
CANBERRA ACT 2600

Dear Mr Clarke

I am writing to seek the Prime Minister's final approval for the Minister for Trade and Investment, the Hon Andrew Robb AO MP, to travel to the United States (Chicago, San Francisco, Washington and New York) and Cuba (Havana). It is proposed the Minister depart Australia on Monday 15 February and return on Saturday 27 February 2016.

The inaugural Australia United States Business Week (AUSBW) will take place over a ten day period from 16 to 26 February across six US cities (Boston, Chicago, Houston, Los Angeles, San Francisco and New York). AUSBW 2016 is the premier business-to-business component of the Australian Government's efforts to strengthen commercial ties with the United States. It is intended to drive investment momentum and give an international focus to Australia's new Innovation Agenda, announced by the Prime Minister in December. It is part of the expanded series of Australia Week trade missions and promotional events funded in the 2015-16 Budget, building on the success of the Australia Week events in China, India and Indonesia.

Mr Robb would lead a delegation of Australian companies from the agribusiness & foodscience, digital technology, medtech, resources & energy and tourism sectors in a programme of market briefings, investment roundtables, industry summits and site visits. Delegates would have the opportunity to engage with US research organisations, investors and multinationals with the objective of seeding ideas and creating opportunities for new business between Australia and the United States. The mission would catalyse and leverage existing relationships and look to seize new business opportunities, including those to be provided by the Trans Pacific Partnership Agreement.

It is proposed several Federal Ministers would lead individual stream programmes including Senator the Hon Mitch Fifield, Minister Assisting the Prime Minister for Digital Government (digitech stream); the Hon Sussan Ley, Minister for Health (medtech stream); Senator the Hon Richard Colbeck, Minister for Tourism and International Education (tourism stream);

the Hon Josh Frydenberg, Minister for Resources, Energy and Northern Australia (resources and energy stream) and the Hon Wyatt Roy, Assistant Minister for Innovation (digitech and medtech streams). State and Territory ministers would also participate.

In addition to attending AUSBW, a visit to Washington by Mr Robb would provide a timely opportunity to build support for early US ratification of the Trans-Pacific Partnership Agreement, supporting the US Administration's efforts in this regard, while also advocating Australia's interests in this process.

Following his visit to the United States Mr Robb would lead a targeted business delegation to Havana, Cuba, in what would be the first visit by an Australian Trade Minister. The visit would comprise a series of meetings, business briefings and networking opportunities for Australian companies and the Cuban Government, including meetings with Cuba's leadership and nascent business community. The programme would serve to draw Cuba's attention to Australian expertise and comparative advantages, particularly in the agribusiness, infrastructure, resources, mining and skills/education sectors, and provide Australian businesses with an opportunity to develop a better understanding of the prospects and challenges of doing business in Cuba.

Given the breadth and length of the trip, Mr Robb has requested that he be accompanied by adequate staff to manage the needs of the business delegation of more than 200 in the United States, media engagements for himself and the delegation, a targeted business delegation in Cuba and a program in Washington to advocate for the Trans Pacific Partnership.

In this exceptional circumstance, he seeks permission to travel with three staff. s22
s22 would focus on speech and media requirements for the Minister and delegates and s22 and I would primarily focus on coordinating the business missions and delegates and the bilateral program of meetings and events in Washington.

I confirm that the most cost effective arrangements have been sought for the proposed travel. An itinerary, cost estimate and draft program for the proposed travel are attached.

The Hon Greg Hunt MP, Minister for the Environment, would be available to act as Minister for Trade and Investment from 15 to 27 February 2016 inclusive.

I would be grateful for your agreement to the proposed travel as set out above.

Yours sincerely

s22


Zoe McKenzie
Chief of Staff

Encl: Attachments A, B, & C

**VISIT BY MR ROBB TO THE UNITED STATES (CHICAGO, SAN FRANCISCO,
WASHINGTON AND NEW YORK) AND CUBA (HAVANA)**

15 TO 27 FEBRUARY 2016

COST ESTIMATES

ITEM	ESTIMATE (AUD)		
Air Fares - Commercial			
Mr Robb (Business)	\$	19,966	
Ms McKenzie (Business)	\$	19,966	
s22	\$	19,966	
	\$	19,966	
Accommodation			
Fairmont Chicago Millennium Park – 2 nights at \$214 per night			
Mr Robb	\$	428	Standard Room
Ms McKenzie	\$	428	Standard Room
s22	\$	428	Standard Room
Grand Hyatt San Francisco– 2 nights at \$314 per night			
Mr Robb	\$	628	Standard Room
Ms McKenzie	\$	628	Standard Room
s22	\$	628	Standard Room
	\$	628	Standard Room
The Jefferson Hotel Washington – 2 nights at \$476 per night			
Mr Robb	\$	952	Standard Room
Ms McKenzie	\$	952	Standard Room
s22	\$	952	Standard Room
	\$	952	Standard Room
The Westin New York Grand Central– 2 nights at \$317 per night			
Mr Robb	\$	634	Standard Room
Ms McKenzie	\$	634	Standard Room
s22	\$	634	Standard Room
	\$	634	Standard Room
Meliá Cohiba Havana – 2 nights at \$416 per night			
Mr Robb	\$	832	Standard Room
Ms McKenzie	\$	832	Standard Room
s22	\$	832	Standard Room
	\$	832	Standard Room

Meals and incidentals

Mr Robb	\$ 2,766
Ms McKenzie	\$ 2,229
s22	\$ 2,229
	\$ 2,229

Transport \$ 1,300

Hospitality *

Mr Robb \$ 5,000

*Please note this amount is a contingency. No non-portfolio hospitality is anticipated at this stage

TOTAL \$109,513

**VISIT BY MR ROBB TO THE UNITED STATES (CHICAGO, SAN FRANCISCO,
WASHINGTON AND NEW YORK) AND CUBA (HAVANA)**

15 TO 27 FEBRUARY 2016

PROGRAM

Local Time Monday 15 February

1120 Depart Melbourne on Qantas QF93

0635 Arrive Los Angeles

0930 Depart Los Angeles on Qantas QF3011

1539 Arrive Chicago

1830 Delegation welcome reception and programme review

Tuesday 16 February

0900 Briefing with US and Midwest Allies

1100 Panel discussion with successful Australian companies on doing business
in the US

 – Includes sector briefings from specialists in agribusiness and food
 processing

1230 Roundtable with Chicago Council of Global Affairs

1430 Australian Opportunities Forum

 – Presentation of opportunities to an audience of US investors and
 companies on Australian agribusiness and food processing and
 Northern Australia

1600 Breakout Roundtables with US investors and companies

1745 Networking reception with business leaders, industry chambers and
Australian community

Wednesday 17 February

0800 Site visits to Pepsi headquarters and R&D lab

 – Discussion of sector trends and identification of potential
 collaboration

 – Corporate Meetings with key investors including Archer Daniel
 Miller and /or Mead Johnson

1400 Depart Chicago on American Airlines AA241

1644 Arrive San Francisco

1830 Dinner and US Executive Spotlight with Parker Harris Sales Force

Thursday 18 February

0915 Site visit to Stanford University – Cybersecurity

- Stanford’s leading cybersecurity experts will discuss the evolving picture of online threats, mapping out the development of a resilient, adaptive cybersecurity strategy for the future

1130 Lunch and keynote address - Detecting Threats through Big Data

- The CEO of a leading big data company will discuss strategies for extracting critical threats information from the torrents of information which many businesses now contend with

1330 Site visit to Palo Alto Networks

- To discuss how businesses develop effective countermeasures while protecting their intellectual property

1800 Australia United States Business Week (AUSBW) Delegate Registration and Networking Reception

1900 AUSBW Welcome Dinner

Friday 19 February

1000 Site visit to SolarCity – provider of energy services

1433 Depart San Francisco on United Airlines UA2046

2238 Arrive Washington

Saturday 20 February

1030 Meeting with [REDACTED] s47C TBC

1200 Meeting with [REDACTED] s47C TBC

1300 Meeting with [REDACTED] s47C TBC

1430 Meeting with [REDACTED] s47C TBC

– [REDACTED] s47C

1600 Meeting with Governor John Engler, President, Business Roundtable

Sunday 21 February

AM Potential breakfast meeting with one of the following political commentators:

– [REDACTED] s47C

– [REDACTED]

— s47C
—
—
—

PM Australia-based business

1700 Depart Washington on American Airlines AA2153

1824 Arrive New York

Monday 22 February

0730 AUSBW Breakfast Networking Session

0930 Roundtable: Partnerships in Private Markets

1200 Networking event with the Consul-General's Business Investment Advisory Group

1330 Roundtable Discussion: Partnerships in Alternative Investments

1500 Roundtable Discussion: Partnerships In Tech and Venture

1730 Reception with prominent Australian members of the New York Financial Community

Tuesday 23 February

AM Business meetings TBC

1200 TBC Depart New York JFK on Jet Blue B68803 TBC

1530 TBC Arrive Havana TBC

1730 Welcome and business delegation briefing

1800 Business reception

Wednesday 24 February

0830 Presentation by University of Havana
— Cuba opportunities and challenges

AM Bilateral meetings TBC.

Could include:

— s47C
—

- 1230 Networking Lunch TBC
- 1400 Site visit to s47C TBC
- 1530 Roundtable on Connecting with MNCs TBC
- 1830 Reception with Cuban Government officials, industry and Australian representatives TBC

Thursday 25 February

- 0900 TBC Depart Havana on XTRA Airways XP3835 TBC
- 1020TBC Arrive Tampa TBC
- TBC Business meeting with potential investors
- 1602 Depart Tampa on Qantas QF4834
- 1755 Arrive Dallas/Fort Worth
- 2010 Depart Dallas/Fort Worth on Qantas QF8

Saturday 27 February

- 0605 Arrive Sydney

On 16 Feb 2016, at 23:09, Mitchell, Alistair (S. Ciobo, MP) <Alistair.Mitchell@aph.gov.au> wrote:

Dear Drew

I seek the Prime Minister's approval for The Hon Steven Ciobo MP to travel to the United States (San Francisco, Washington and New York) from Thursday, 18 February to Saturday, 26 February 2016.

The visit would be Mr Ciobo's first in his capacity as Minister for Trade and Investment following his anticipated swearing in on Thursday, 18 February. The visit provides a timely opportunity to engage interlocutors in the United States, Australia's largest direct investor. The visit would coincide with the inaugural Australia United States Business Week (AUSBW) which will take place across six cities from 16 to 26 February. AUSBW is the premier business-to-business component of the Australian Government's efforts to strengthen commercial ties with the United States. It is intended to drive investment momentum and give an international focus to Australia's new Innovation Agenda, announced by the Prime Minister in December. AUSBW will build on the success of similar Australia Week events in China, India and Indonesia.

Meetings with United States officials in Washington DC would allow Mr Ciobo to build support for early US ratification of the Trans-Pacific Partnership Agreement, supporting the US Administration's efforts in this regard, while also advocating Australia's interests in this process.

In San Francisco, Mr Ciobo would launch the San Francisco Landing Pad, the first element of the Global Innovation Strategy of the National Innovation and Science Agenda. Mr Ciobo would deliver a keynote address at a networking dinner involving Australian AUSBW delegates and 200 US business executives. Mr Ciobo would also join a breakfast with US and Australian CEOs and host AUSBW delegates on a site visit to the GE Software Centre to discuss potential reinvestment in Australia.

In New York, Mr Ciobo would participate in two investor roundtables and meet banking executives and major potential investors in Australia. Following consultations with the Hon Julie Bishop, Minister for Foreign and Affairs, and Senator Concetta Fierravanti-Wells, Mr Ciobo proposes to fulfil some of his commitment made as Minister for International Affairs and the Pacific to represent Australia at the United Nations Development Programme (UNDP) 50th Anniversary Ministerial Event.

Mr Ciobo's draft program indicates those elements of this program that are proposed to be shared with the Special Envoy for Trade, the Hon Andrew Robb AO MP.

It is proposed Mr Ciobo be accompanied by myself and s22. I confirm the most cost effective arrangements have been sought for the proposed travel. A draft program and cost estimate for the proposed travel is attached.

The Hon Greg Hunt MP, Minister for the Environment, would be available to act as Minister for Trade and Investment from 18 to 26 February 2016.

I would be grateful if you could obtain the Prime Minister's agreement to this travel.

Regards
Alistair

Alistair Mitchell
Chief of Staff

Office of the Hon Steven Ciobo MP
Minister for International Development and the Pacific

Parliament House Canberra ACT 2600 Australia
T +61 2 6277 7110 M s22 E Alistair.Mitchell@aph.gov.au
<http://ministers.dfat.gov.au/StevenCiobo>

**VISIT BY THE HON STEVEN CIOBO MP
MINISTER FOR TRADE AND INVESTMENT**

**UNITED STATES (SAN FRANCISCO, WASHINGTON DC, NEW YORK)
18 FEBRUARY TO 26 FEBRUARY 2016**

DRAFT PROGRAM

Local Time Thursday 18 February

03.00 pm	Depart Sydney on Qantas Airways flight QF73
09.30 am	Arrive in San Francisco
10.15 am	Briefing with Consul General
TBC	Meeting with CEO, Venture Capital Fund
12.00 pm	Australian based business / media placeholder (07.00 am AEDT)
TBC	Meeting with CEO, Venture Capital Fund
TBC	Meeting with CEO, Venture Capital Fund
04.30 pm	Launch Australian Government's San Francisco Landing Pad *
06.00 pm	Deliver Remarks at the Australia United States Business Week (AUSBW) Networking Reception *
07.00 pm	Deliver Remarks at the Australia United States Business Week Dinner *

Local Time Friday 19 February

07.30 am	Deliver Remarks at the Australia – United States CEO Breakfast *
10.30 am	Site Visit to the GE Software Center
12.00 pm	Australian based business / media placeholder (07.00 am AEDT)
02.25 pm	Depart San Francisco on Virgin America flight VX90
10.20 pm	Arrive Washington DC

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MINISTER FOR TRADE AND INVESTMENT**

**UNITED STATES (SAN FRANCISCO, WASHINGTON DC, NEW YORK)
18 FEBRUARY TO 26 FEBRUARY 2016**

DRAFT PROGRAM

Local Time Saturday 20 February

10.30 am	Meeting with s47C [REDACTED] *
12.00 pm	Meeting with s47C [REDACTED] *
01.30 pm	Meeting with s47C [REDACTED] *
03.00 pm	Australian based business / media placeholder (07.00 am AEDT)

Local Time Sunday 21 February

09.00 am	Depart Washington on Acela Express train 2250
11.53 am	Arrive New York
03.00 pm	Australian based business / media placeholder (07.00 am AEDT)

s34(3) [REDACTED]	s34(3) [REDACTED]
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Local Time Monday 22 February

s34(3) [REDACTED]	s34(3) [REDACTED]
s34(3) [REDACTED]	
09.30 am	Participate in Roundtable Event with Special Envoy for Trade: New Business Formation and Venture Capital *
01.30 pm	Participate in Roundtable Event with Special Envoy for Trade: Private Capital Partnerships *
03.00 pm	Meeting with s47C [REDACTED] *
03.40 pm	Tour of NYSE Trading Floor for Closing Bell *

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**UNITED STATES (SAN FRANCISCO, WASHINGTON DC, NEW YORK)
18 FEBRUARY TO 26 FEBRUARY 2016**

DRAFT PROGRAM

04.15 pm Informal Reception for Australia Unites States Business Week Delegates *

07.30 pm Dinner with s47C, Lind Partners

Local Time Tuesday 23 February

TBC Meeting with CEO, Global Investment Bank

TBC Meeting with CEO, Global Investment Bank

TBC Meeting with CEO, Private Equity Fund

03.00 pm Australian based business / media placeholder (07.00 am AEDT)

TBC Meeting with CEO, Private Equity Fund

TBC Meeting with CEO, Infrastructure Investor

Local Time Wednesday 24 February

50th Anniversary of United Nations Development Programme

TBC Deliver Ministerial Address

TBC Program of bilateral meetings

TBC Gathering of Australians in the UN System hosted by Gillian Bird

TBC Host morning tea for Pacific Leaders

06.00pm Depart New York on Qantas Airways flight QF12

09.05 pm Arrive Los Angeles

11.20 pm Depart Los Angeles on Qantas Airways flight QF16

**VISIT BY THE HON STEVEN CIOBO MP
MINISTER FOR TRADE AND INVESTMENT**

**UNITED STATES (SAN FRANCISCO, WASHINGTON DC, NEW YORK)
18 FEBRUARY TO 26 FEBRUARY 2016**

DRAFT PROGRAM

Local Time Friday 26 February

07.15 am Arrive Brisbane

*Indicates activity with Special Envoy for Trade, The Hon Andrew Robb AO MP

**VISIT BY THE HON STEVEN CIOBO MP
MINISTER FOR TRADE AND INVESTMENT**

**UNITED STATES (SAN FRANCISCO, WASHINGTON DC, NEW YORK)
18 FEBRUARY TO 26 FEBRUARY 2016**

COST ESTIMATES

ITEM	ESTIMATE (AUD)	
Transport		
Airfares		
Mr Ciobo	\$13,753	Business
Mr Mitchell	\$13,753	Business
s22	\$13,753	Business
Rail		
Mr Ciobo	\$395	
Mr Mitchell	\$395	
s22	\$395	
Ground Transport		
Mr Ciobo	NIL	
Mr Mitchell	NIL	
s22	NIL	
Accommodation		
San Francisco (18 to 19 February)		
Mr Ciobo	\$324	Standard Room
Mr Mitchell	\$324	Standard Room
s22	\$324	Standard Room
Washington DC (19 to 21 February)		
Mr Ciobo	\$982	Standard Room
Mr Mitchell	\$982	Standard Room
s22	\$982	Standard Room
New York (21 to 24 February)		
Mr Ciobo	\$660	Standard Room
Mr Mitchell	\$660	Standard Room
s22	\$660	Standard Room
Allowances		
Mr Ciobo	\$600	Meals, incidentals
Mr Mitchell	\$300	Meals, incidentals
s22	\$300	Meals, incidentals
TOTAL	\$49,542	